

# CALVIN

College



## Graduate Program Catalog 2007-2008

Calvin College  
Graduate Studies Office  
3201 Burton SE  
Grand Rapids, MI 49546

Calvin College is located on the East Beltline (M37) between Lake Drive and Burton Street. Mail for all offices should be addressed:

Calvin College  
3201 Burton SE  
Grand Rapids, MI 49546

When possible, the specific office or purpose should be indicated on the envelope.

Graduate Program	(616) 526-6105
Academic Services Office	(616) 526-6155
Teacher Certification Office	(616) 526-6208
Teacher Education Office	(616) 526-6201

Fax: (616) 526-6505  
E-mail: [gradstudies@calvin.edu](mailto:gradstudies@calvin.edu)

Although each office and student room has its own phone number, any office or room can be reached through the general college phone number: (616) 526-6000.

The information in this publication can be provided in an alternative format.  
Please call 800-688-0122 to request this service.

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While every effort is made to provide accurate, up-to-date information at the time of publication, Calvin College reserves the right to change, without notice, any statement in this publication concerning, but not limited to, policies, tuition, fees, curricula, course offerings, program requirements, faculty and other matters. Up-to-date information can be found at [www.calvin.edu/go/gradstudies](http://www.calvin.edu/go/gradstudies).

# PREFACE

The Calvin College Graduate Program Catalog includes information useful to the graduate student, including descriptions of all graduate programs and courses, as well as policies related to admission and degree completion requirements, and information taken from The Policy Handbook for Graduate Studies in Education. That policy handbook is designed for the administrators, graduate advisors, and teaching faculty involved in graduate programs at Calvin College.

A philosophy statement underlying graduate programs at Calvin College can be found in the document entitled Graduate Education: A Report on Advanced Degrees and Scholarship (GRADS). In brief, the general goals for all graduate programs are to (1) be consistent with the mission of the College, (2) train students to be Christian leaders, (3) enhance undergraduate education, and (4) develop advanced Christian scholarship.

As new policies are passed by the faculty or present policies amended, changes will be incorporated into this catalog. Such changes may appear on the web version of this catalog before appearing in the printed version. You can access the web version through KnightVision using the “Community” tab and linking to “Graduate Education.”

# GRADUATE PROGRAMS

The graduate programs, as well as the undergraduate programs, at Calvin College are based on the Christian faith as reflected in the Reformed confessions. This finds its expression at the graduate level in the study of professional fields where students are encouraged to develop value judgments that are grounded in the knowledge of their relationship to God, to themselves, to fellow human beings, and to the world; and that acknowledge the Lordship of Christ over all.

Calvin College offers Master of Education (M.Ed.) programs in Curriculum and Instruction, Educational Leadership, Learning Disabilities, and Literacy. In addition, post-baccalaureate, non-degree programs are available for obtaining the Michigan Professional Teaching Certificate and state endorsements for specialized areas of education.

## MASTER OF EDUCATION

Master of Education (M.Ed.) programs serve elementary and secondary teachers and administrators who want advanced professional education and who need to satisfy the requirements for continuing certification or additional endorsements.

Calvin's M.Ed. is designed especially for teachers who are already certified and experienced in classroom teaching or administration and who wish to attend a Christian college where academic excellence is pursued in the light of Christian commitment. The M.Ed. provides college graduates with an opportunity to integrate an authentic Christian perspective with a broader or deeper range of knowledge and insight into the professional role of the teacher or administrator.

## M.Ed. in Curriculum and Instruction

Designed for teachers or administrators who are interested in becoming Christian leaders in curriculum and instruction, this program explores: (1) curriculum design and revision, (2) historical and theoretical foundations of instruction, (3) aspects of human development, (4) classroom research methods, and (5) further study in a subject matter area.

Advisor: Jan Simonson, 616-526-6826, Spoelhof Center, jms52@Calvin.edu

<b>Courses</b>		<b>Semester Hours</b>
EDUC 501	Advanced Educational Psychology	3
EDUC 510	Advanced Foundations in Education	3
EDUC 512	Theories of Instruction	3
EDUC 580	Curriculum Theory and Development	3
Subject Matter Concentration--500-level courses, graduate workshops, or other courses approved for graduate study		14
EDUC 594	Educational Research and the Classroom	3
EDUC 597	Graduate Seminar with final research project	3

Concentrations are available in any major or minor approved for teacher education as well as self-designed concentrations worked out with the approval of the student's advisor. For a full list of education majors and minors, see the Education Department web page at: <http://www.calvin.edu/academic/education/students/>

## M.Ed. in Educational Leadership

The M.Ed. in Educational Leadership prepares aspiring school leaders to develop the skills, knowledge base and dispositions they need to become responsive and transformative school leaders. This 32-semester-hour program consists of courses offered on campus during the summer and online during the school year. Based on a biblical framework and the Interstate School Leaders Licensure Consortium (ISLLC) leadership development standards, the program is designed to provide students with the unique blend of leadership, organizational, management, and educational knowledge and skills needed to lead schools.

Applicants must possess a K-12 teaching certificate and have two years of successful teaching at the elementary or secondary level. Applicants from countries other than the U.S. are encouraged to enroll in the program and will be advised to take courses relevant to their specific settings.

Those already serving as school administrators will find the Educational Leadership courses to be a source of ongoing professional development. Teachers considering the move to educational administration will find the program a solid preparation for their future service.

Advisor: Al Boerema, 616-526-6036, Spoelhof Center, ajb37@Calvin.edu.

<b>Courses</b>		<b>Semester Hours</b>
EDUC 501	Advanced Educational Psychology	3
EDUC 510	Advanced Foundations in Education	3
EDUC 512	Theories of Instruction	3
EDUC 580	Curriculum Theory and Development	3
EDUC 534	Introduction to Educational Leadership	3
EDUC 538	Professional Development and Supervision	3
EDUC 562	School Business Management	3
EDUC 563	School Law and Ethics	3
EDUC 569	Educational Leadership Internship	2
EDUC 594	Educational Research and the Classroom	3
EDUC 597	Graduate Seminar with final research project	3

## M.Ed. in Learning Disabilities

The M.Ed. in Learning Disabilities prepares educators to lead in the creation of accessible, responsive educational environments for students identified with learning disabilities. Using theory, research, and practice, educators will explore culture and contexts, communication assessment tools, instructional approaches, and collaborative partnerships most effective for the growth of learners with unique gifts and challenges.

Applicants should possess an elementary or secondary teaching certificate, and have completed course work in education or psychology of exceptional children and in child or adolescent psychology (see prerequisites below). Two years of teaching experience is recommended. Part of the program leads to a state endorsement in Learning Disabilities. Teachers who wish to receive a M.Ed. in Learning Disabilities but do not want an endorsement to teach in programs for students with learning disabilities may enroll in the degree program for the purpose of becoming more knowledgeable about addressing learning problems in the classroom. They earn a degree but not a state endorsement.

Advisor: Debra Buursma, 616-526-6231, Spoelhof Center, dbuursma@Calvin.edu.

## M.Ed. in Learning Disabilities for a Degree with K-12 Endorsement

### Prerequisite Courses Semester Hours

(The following undergraduate courses are needed for this program)

EDUC 216	Educating Exceptional Children	3
EDUC 201, 204 or 207	Developmental Psychology	3
OR		
EDUC 202	Learner in Educational Context: Development/Diversity	3

### Graduate Courses Semester Hours

EDUC 501	Advanced Educational Psychology	3
EDUC 510	Advanced Foundations in Education	3
EDUC 550	Theories of Learning Disabilities	3
EDUC 551	Assessment and Diagnosis: Learning Disabilities	4
EDUC 582	Curriculum & Instruction: Learning Disabilities	3
EDUC 548	Practicum: Learning Disabilities	5
EDUC 511	Consultation and Collaboration: Professional Roles in Ed.	3
Approved Electives		5-8
EDUC 594	Educational Research and the Classroom	3
EDUC 598	Graduate Seminar with final research project	3

Application for Spring practicum (EDUC 548) must be submitted to the Graduate Office by October 1. Students must pass the Michigan Test for Teacher Certification—Learning Disabled Test. Application can be located at [www.calvin.edu/academic/graduate\\_studies/548\\_application.htm](http://www.calvin.edu/academic/graduate_studies/548_application.htm)

## **M.Ed. in Learning Disabilities for a Degree without an Endorsement**

### **Prerequisite Courses** **Semester Hours**

(The following undergraduate courses are needed for this program)

EDUC 216	Educating Exceptional Children	3
EDUC 201, 204 or 207	Developmental Psychology	3
OR		
EDUC 202	Learner in Educational Context: Development/Diversity	3

### **Graduate Courses** **Semester Hours**

EDUC 501	Advanced Educational Psychology	3
EDUC 510	Advanced Foundations in Education	3
EDUC 550	Theories of Learning Disabilities	3
EDUC 551	Assessment and Diagnosis: Learning Disabilities	4
EDUC 582	Curriculum & Instruction: Learning Disabilities	3
EDUC 511	Consultation & Collaboration: Professional Roles in Education	3
Approved Electives		5-8
EDUC 594	Educational Research and the Classroom	3
EDUC 598	Graduate Seminar including a final research project	3

## **M.Ed. in Literacy**

The M.Ed in Literacy creates literacy experts who can work in multiple educational contexts to ensure that all students develop the literacy practices needed to participate in a diverse, technologically sophisticated and highly literate society. Courses examine such issues as literacy assessment, remediation and intervention; construction and evaluation of curriculum and literacy programs; literacy leadership and reform; and diverse learners and literacy development.

Advisors: KaiLonnice Dunsmore, 616-526-6211, Spoelhof Center, kdunsmore@calvin.edu  
James Rooks, 616-526-8694, Spoelhof Center, jrooks@Calvin.edu.

### **Courses** **Semester Hours**

EDUC 501	Advanced Educational Psychology	3
EDUC 510	Advanced Foundations in Education	3
EDUC 512	Theories of Instruction	3
EDUC 580	Curriculum Theory and Development	3
EDUC 513	Cognition, Learning, and Literacy Development	3
EDUC 540	Trends and Issues in Reading and Literacy Instruction	3
EDUC 542	Diagnosis and Remediation of Reading Disabilities	3
EDUC 543	Teaching Literacy through Literature	3
Approved Electives		2-3
EDUC 594	Educational Research and the Classroom	3
EDUC 597	Graduate Seminar with final research project	3

# ENDORSEMENT PROGRAM

The Endorsement Program at Calvin allows certified teachers to fulfill the requirements of the Michigan Professional Teaching Certificate, gain highly qualified status, or obtain additional expertise in a specialty area. The State of Michigan requires a minimum of 18 semester hours of coursework beyond initial certification and 3 years of successful teaching experience before a teacher can be recommended for a Professional Teaching Certificate. The state regulations for highly qualified status are available in the Education Department office. The Endorsement Program allows the participants to add a level of teaching certification to their certificate (e.g. elementary to a secondary certificate) or to add a subject endorsement to their certificate. Courses taken in this program may be transferable to a master's degree at a later time if they are applicable to a particular concentration.

Courses in the Endorsement Program must be chosen in consultation with an appropriate departmental advisor at the time the program is initiated. Students who graduated from and were recommended for the provisional certificate by Calvin College must take at least 6 semester hours of the program at Calvin. All others must take at least 9 semester hours at Calvin. Previous course work as well as planned selections must be evaluated by the advisor. Only courses with a grade of C+ (2.3) or higher will be applied to program requirements. Please note, some endorsements may require more than 18 semester hours. Also, students adding subject endorsements or adding elementary certification must pass the state of Michigan tests for those areas.

A subject endorsement may be added to a Michigan teaching certificate if a teacher completes all of the courses required for an undergraduate education minor (or major if a minor is not offered) and passes the appropriate MTTC test. Contact the Teacher Certification Coordinator for details: (616) 526-6208. Subject endorsements are listed below.

Bilingual Spanish	Geography	Physical Education
Biology	German	Physics
Chemistry	Health Education	Political Science
Computer Science	History	Psychology
Early Childhood	Integrated Science	Religion
Education	Language Arts	Social Studies
Earth/Space Science	Latin	Sociology
Economics	Learning Disabilities	Spanish
English as a Second	<i>(requires graduate level</i>	Special Education:
Language	<i>courses, see below)</i>	Cognitive Impairment
Fine Arts Studies	Mathematics	Speech
French	Music	Visual Arts

## **K-12 Michigan Endorsement in Bilingual Spanish Education.**

Students seeking bilingual endorsement must have successfully complete English 101 (minimum grade of C) and one course from CAS 101, 200, 214. Students must also pass the Spanish Department Proficiency Test. Elementary teachers in bilingual classrooms need to be prepared to teach all subjects in a typical elementary or middle school in both English and Spanish. Such teachers need to know the mathematics, the social studies, and the language arts as well as Spanish and English.

If you are interested in a bilingual endorsement program, you must request a bilingual teacher aiding experience in Education 303. SPAN 310 and 340 may count towards both the bilingual minor and the Spanish major.

Advisor: Karen Miller, 616-526-6355, Hiemenga Hall, klm26@calvin.edu.

<b>Courses</b>		<b>Semester Hours</b>
IDIS 301/302	Introduction to Bilingual/ESL Education (concurrent with EDUC 302-303)	3
SPAN 310	Hispanic Culture in the U.S	3
SPAN 340	Spanish-English Linguistics	3
IDIS 205	Societal Structures & Education	3
ENGL 335	Sociolinguistics and Issues in Language Education	3
ENGL 338	Grammar for Teachers of ESL/Bilingual Education	3
EDUC 303	Practicum (concurrent with EDUC 302 and IDIS 301/302)	3
OR		
EDUC 590	for certified teachers in the bilingual endorsement program	2

## **K-12 Michigan Endorsement in Cognitive Impairment**

This program is for those who have a bachelor's degree and a teacher certificate and who wish to obtain an endorsement in cognitive impairment.

The endorsement requires a minimum of 30 semester hours. No more than 9 semester hours may be transferred from another institution. Courses taken toward an endorsement may be used in fulfillment of the requirements for a Michigan Professional Certificate.

<b>Courses</b>		<b>Semester Hours</b>
EDUC 202	The Learner in the Educational Context	3
EDUC 306	Introduction to Cognitive Impairment	3
EDUC 310	Assessment in Cognitive Impairment	3
EDUC 330	Curriculum and Instruction: Cognitive Impairment	4
EDUC 511	Collaboration and Consultation: Professional Roles in Education	3
BIOL 115	Human Biology	4
PSYC 151	Introductory Psychology	3
PSYC 201	Developmental Psychology: Lifespan	3
PSYC 213	Mental Health and the Classroom	3
EDUC 590	Directed Teaching: Cognitive Impairment	5

Students must pass the Michigan Test for Teacher Certification—Mentally Impaired Test for this endorsement. Secondary level teachers, to achieve highly qualified teacher status, must also take the Michigan Test for Elementary Education. The advisor for this program is Thomas Hoeksema, 616-526-6212, Spoelhof Center, hoet@calvin.edu

## Michigan Endorsement in Early Childhood Education

This program is for those who have a bachelor's degree and a valid teacher certificate and who wish to obtain an endorsement in Early Childhood Education.

<b>Courses</b>		<b>Semester Hours</b>
PSYC 204	Developmental Psychology: Child	3
OR		
EDUC 202	The Learner in Educational Context	3
EDUC 236	The Young Child in an Educational Setting	3
EDUC 311	Child Language Development	3
EDUC 337	Curriculum Theory and Development	3
EDUC 339	Current Issues in Early Childhood Education	3
SOC 304	The Family	3
EDUC 344	I & II Early Childhood Education: Field Experience	6

Student must pass the Michigan Test for Teacher Certification—Early Childhood Test. The advisor for this program is Robert Keeley, 616-526-6816, Spoelhof Center, rkeeley@calvin.edu.

## Michigan Endorsement in English as a Second Language.

This program is for those who have a bachelor's degree and a teacher's certificate and who wish to obtain an endorsement in English as a Second Language. Students must fulfill the following requirements.

Students must demonstrate competency in written and spoken rhetoric by completing or having completed ENGL 101 with a minimum grade of C, and successfully completing or completed one from CAS 101, 200, or 214. Students must demonstrate competency in at least one world language. Competency is defined as the successful completion of the equivalent of two years of study in college or four years in high school with a minimum grade of C in each course.

<b>Courses</b>		<b>Semester Hours</b>
CAS 216	Phonetics	3
ENGL 334	Linguistics or SPAN 340- Spanish-Phonology	3
ENGL 335	Sociolinguistics and Issues in Language Education	3
ENGL 338	Grammar for Teachers of ESL	3
IDIS 301/302	Introduction to English as a Second Language (concurrent with Practicum)	3
EDUC 590	Practicum in E.S.L.	2
IDIS 356/357	World Languages Pedagogy	3

Student must pass the Michigan Test for English as a Second Language.

The advisors for this program are Elizabeth Vander Lei, English Department, 616-526-6434, Fine Arts Center, bvlei@Calvin.edu (Secondary) and Marcie Pyper, Spanish Department, Hiemenga Hall, 616-526-6356, mpyper@Calvin.edu (Elementary).

## K-12 Michigan Endorsement in Learning Disabilities

This program is for those who have a bachelor's degree and a teacher's certificate and who wish to obtain a K-12 endorsement in learning disabilities. This concentration is only offered at the graduate level.

This program requires prerequisite courses in education or psychology of exceptional children, introductory psychology, child or adolescent psychology. The following courses are required to complete the endorsement:

<b>Pre-requisite Courses</b>		<b>Semester Hours</b>
(The following courses not carrying graduate credit are needed for this program)		
EDUC 216	Educating Exceptional Children	3
EDUC 201, 204 or 207	Developmental Psychology	3
OR		
EDUC 202	The Learner in Educational Context	3
<b>Graduate Courses</b>		
EDUC 501	Advanced Educational Psychology	3
EDUC 511	Consultation & Collaboration: Professional Roles in Ed.	3
EDUC 550	Theories of Learning Disabilities	3
EDUC 551	Assessment and Diagnosis: Learning Disabilities	4
EDUC 582	Curriculum and Instruction: Learning Disabilities	3
EDUC 548	Practicum: Learning Disabilities†	5
Electives	To be determined by enrollee and advisor based on enrollee's specific professional needs	5–8

Application for Spring practicum (EDUC 548) must be submitted to the Graduate Office by October 1. Application can be located at [www.calvin.edu/academic/graduate\\_studies/548\\_application.htm](http://www.calvin.edu/academic/graduate_studies/548_application.htm). Students must pass the Michigan Test for Teacher Certification—Learning Disabled Test. The advisor for this program is Debra Buursma, 616-526-6231, Spoelhof Center, [dbuursma@calvin.edu](mailto:dbuursma@calvin.edu).

## Professional Teaching Certificate

Calvin's graduate programs may be used to renew the Michigan Provisional Certificate or to earn the Michigan Professional Certificate.

In order to earn the Michigan Professional Certificate, teachers must complete 18 semester hours in a planned program or have an approved master's degree earned at any time (not in medicine, law, or religion). Calvin offers teaching endorsement and Master of Education programs that may be used as the planned program. Teachers must also complete three years of successful teaching at grade level(s) and subject(s) listed on the Michigan Provisional Certificate. After July 1, 2009, all applicants must also have completed a 3-credit course in the diagnosis and remediation of reading disabilities and differentiated instruction (EDUC 542 at Calvin).

Contact the Teacher Certification Coordinator for details: (616) 526-6208.

# ADMISSION POLICIES FOR THE GRADUATE PROGRAM

## **Nondiscriminatory Policy**

Calvin College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. In the administration of its educational policies, admissions policies, scholarship and loan programs, or athletic or other college-administered programs, the college does not discriminate on the basis of race, color, gender, national and ethnic origin, or disability.

## **Admission Requirements for the M.Ed**

Students must meet the following requirements to be granted degree-seeking status:

- An appropriate bachelor's degree from an accredited college or university, with an undergraduate grade point average of 2.8 or above (on a 4.0 scale).
- Documented teacher certification or eligibility for teacher certification.
- One to two years teaching experience are recommended, but not required for the M.Ed. in Curriculum and Instruction, Literacy, and Learning Disabilities. In the case of the M.Ed in Educational Leadership, two years of elementary or secondary teaching experience are required.
- Two letters of recommendation from persons who can speak to the candidate's professional qualifications and his or her ability to complete graduate studies successfully.
- Official transcript(s).
- Completed application form.
- A professional essay dealing with the applicant's professional goals, how Calvin's graduate program might assist the achievement of these goals, and ideas about integrating faith and learning.

## **International Student Admission**

The Calvin College graduate programs welcome international students who can demonstrate their potential to meet the academic standards of the M.Ed. program (see above), who are prepared to do graduate-level work using the English language, and who can show evidence of their ability to pay most of the cost of their education.

The college is authorized under Federal law to enroll non-immigrant alien students. When such an applicant is accepted for admission, he or she will be sent a formal letter of admission by the Education Department office. The applicant must provide evidence of sufficient financial support on the "Declaration of Finances" form. If this support is available, an advance tuition deposit is required. When the deposit is received, the Graduate Programs Coordinator will send the Certificate of Eligibility (I-20). Prospective students should present this I-20 form to the United States Consul in their area and apply for a student visa.

Applicants for whom English is a second language must have an adequate command of English as demonstrated by their performance on either the Michigan Test of English Language Proficiency (MTELP) or on the Test of English as a Foreign Language (TOEFL), administered periodically throughout the world by the

Educational Testing Service. The TOEFL code number for Calvin College is 1095. The testing schedule for the MTELP can be obtained from the English Language Institute of the University of Michigan, Ann Arbor, Michigan 48109.

Students must have scores of at least 85 on the MTELP or 550 on the TOEFL handwritten version or 213 for the TOEFL computerized version.

## **Teaching Endorsement**

Programs leading to a Michigan endorsement in Learning Disabilities, Cognitive Impairment, English as a Second Language, Early Childhood Education or any other undergraduate education major or minor offered at Calvin.

Requirements for admission are the following:

- An appropriate bachelor's degree from an accredited college or university with a cumulative grade point average of 2.8 or above on a 4.0 scale.
- Official transcripts of all academic work taken since high school graduation.
- Two letters of recommendation.
- If not a Calvin graduate, a copy of present Michigan teacher certificate.

Requests for information and admission to these programs should be addressed to the Education Department office and designated Endorsement Program.

The State of Michigan requires that students adding an endorsement to any certificate must pass a subject content test before the endorsement can be added to the certificate. Test registration booklets are available in the Education Department office.

## **How to Apply**

Inquiries and applications for admission should be sent to the Graduate Programs Office. Application forms may be requested from the Graduate Program Office or obtained off the Graduate Program's website: ([www.calvin.edu/go/gradstudies](http://www.calvin.edu/go/gradstudies)).

## **Applications Timeline**

Students may enter the program at the beginning of any term. Students are encouraged to submit their applications and supporting materials by the following dates:

June 15 (for summer session)

August 1 (for fall semester)

January 1 (for spring semester)

Applicants applying by the above dates will be considered for regular admission. Those applying after these dates may enroll in courses under graduate provisional status until the admission process are completed.

## **Classification of Admitted Graduate Student**

Graduate students may be admitted to the program as regular, provisional, or graduate guest students. Regular students are applicants who meet all admission requirements. Students who do not meet all admission requirements, but show considerable promise of meeting them within the coming year, can be admitted on a provisional status. Students who wish to take graduate courses and have not yet completed the admissions procedure or who are not planning to work toward a Calvin graduate degree may be admitted as guest students. Provisional students and guest students seeking a Calvin degree may take up to nine semester hours, after which all requirements for regular admission must be met.

## **Academic Advising**

Students will be assigned an advisor in their area of concentration by the Associate Dean for Teacher Education. This will be indicated in the formal letter of admission. Graduate students should contact their advisor immediately to complete the required Counseling Agreement. After the student and the advisor have worked out a program, the Counseling Agreement must be approved by the Associate Dean for Teacher Education. The student, the advisor, and the Office of Academic Services will receive a copy after it is validated. Only those courses listed on the validated Counseling Agreement may be used toward the Master of Education degree or an endorsement program. Any changes must be approved by the advisor and the Associate Dean of Teacher Education.

Students who wish to change their area of concentration should notify their present advisor and contact the Associate Dean for Teacher Education so that a new advisor can be assigned. A new Counseling Agreement must then be submitted.

## **General Degree Requirements**

After students are admitted to the M.Ed program, they consult with their advisor to complete a Counseling Form listing courses and schedule for the completion of the degree. All M.Ed. programs must include a minimum of thirty-two semester hours. A limit of two education workshops may be included in a degree program. The program must be completed within six years from the date of admission with a cumulative grade point average of at least a B (3.0 on a scale of 4.0) and only courses with a grade of C+ (2.3) or higher will be applied to the requirement of the degree.

Students may count Calvin's online courses, summer courses, and workshops as part of their program provided that their academic advisor agrees in advance that such courses or workshops are applicable to the student's program. Program prerequisites may be required in addition to the minimum courses listed for a particular program if the student lacks preparation at the undergraduate level in areas considered critical to their program. Specific courses for M.Ed. completion are listed in the graduate bulletin.

Inquiries and applications for admission should be sent to the Education Department office. Prospective students may also initiate the application process using the college's website ([www.calvin.edu/go/gradstudies](http://www.calvin.edu/go/gradstudies)).

## **Accepting Previous Credit**

Subject to the approval of the student's advisor, up to nine semester hours may be transferred to graduate programs from accredited institutions, provided the courses are appropriate to the degree program and the grades are a B (3.0 on a scale of 4.0) or higher.

If, because of exceptional circumstances, a graduate student requests a transfer to Calvin College of more than nine semester hours of graduate credit, such requests shall be presented by the Associate Dean for Teacher Education to the Teacher Education Appeals Committee for consideration.

Up to fifteen semester hours of graduate credit may be transferred from institutions that are members of the Association of Reformed Institutions of Higher Education (ARIHE). Such transfer credit is subject to the approval of the student's advisor. Post-baccalaureate credit earned more than seven years prior to enrollment in a graduate program may not be credited toward a graduate degree.

## **Second Master's Degree**

Students having completed a M.Ed. at Calvin College and now seeking a second master's degree may apply up to twelve semester hours (as approved by the second advisor) from the first master's degree program into the second master's degree program. An integrative seminar is required for each degree.

## **Time Limit for Degree Completion**

All work toward a master's degree and/or a state endorsement must be completed within six years from the date of admission. Written requests for time extensions due to unusual circumstances will be considered on an individual basis. Extensions beyond the existing six-year time period for earning a master's degree or a state endorsement will be limited to three one-year extensions.

## **Application for Degree Completion**

As you near the completion of your program, you will need to apply for the M.Ed. degree or endorsement at least six months before you intend to graduate. The Application for a Degree form is available on the Office of Academic Services's webpage. Graduation dates fall in January, May, August, and December. There is only one graduation ceremony, held in May. Students who expect to complete all requirements by August or December may participate in the May graduation ceremony prior to the completion of their final requirements.

# ACADEMIC POLICIES

## Grading Systems

Grades given during the regular semester are designated by letters A, excellent; B, good; C, average; D, just passing; F, failure; I, incomplete; W, authorized withdrawal; and N, unauthorized withdrawal. Only course grades of C+ (2.3) or higher may count toward completion of the M.Ed. Degree.

Ordinary grades for the interim are H, honors; S, satisfactory; and U, unsatisfactory. These are not averaged in the student's total record, but the student normally receives 3 semester hours toward those required for graduation.

Graduate workshops are graded with S and U grades only.

Auditors are given grades of AU. However, if they fail to attend classes, the instructor will report a grade of AUN.

If students fail to complete all the required work or to sit for the final examinations, instructors may, if they consider a student's reason valid, give a grade of I, incomplete, rather than a grade of F. The grade of I shall be computed as a neutral grade in determining a student's grade point average. Students given an I in the fall semester or in the interim must make up the deficiency by March 15 of the following spring semester; if given an I during the spring semester or summer session, they must make up the deficiency by October 15 of the following fall semester. If they fail to do so, grades of N will be entered on their records. A grade of N will be altered only if a student reregisters and retakes the course in which it was given. Grades of I are never expunged from the records. When a student completes the work and the professor submits a grade, the new grade is combined with a grade of I, (e.g., IB+), to indicate the incomplete has been completed.

## Dropping a Course during the Term

Students may alter their schedules during the first week of classes without grades of W being recorded on their records. After that time the grade of W, authorized withdrawal, will be recorded if they leave courses with the written approval of their instructors by the end of the ninth week of the semester. Students who discontinue classes without permission or notification are not entitled to a grade of W but will be given an N, unauthorized withdrawal. This grade is computed as an F in determining a student's grade point average. However, students who withdraw from school at any time with the approval of the Registrar and one of the student deans will be given grades of W in all courses.

## Academic Probation and Grounds for Dismissal

Each graduate student must have a cumulative grade point average of 3.0 to receive their master's degree. Graduate students will be placed on academic probation whenever their cumulative grade point average falls below 3.0. However, Incompletes (counted as a zero in the GPA until removed) will be included in the calculation only if they have not been removed within the time limit and the Incomplete becomes an F. Students will be advised in writing of probationary status. They will be removed from probation when they raise their cumulative grade point averages to 3.0.

After completing nine or more semester hours of coursework, a graduate student who fails to maintain a cumulative grade point average of 3.0 or make satisfactory progress toward a degree will be subject to review for dismissal. The student will meet with the Associate Dean for Teacher Education to determine the best course of action in light of the circumstances. The case will then be brought to the Teacher Education Appeals Committee, which will review the Associate Dean's recommendation.

regarding dismissal or retention. The student will be notified of the decision. The Veteran's Administration will also be notified of any student receiving Veteran's benefits who is dismissed. Graduate students who have been dismissed and who wish to be considered for readmission must resubmit an application to the Teacher Education Appeals Committee.

## **Academic Honesty Policy and Procedures**

The Calvin College Student Conduct Code, as published in the undergraduate Student Handbook, shall apply to graduate students. However in the case of allegations of academic dishonesty involving graduate students, the judicial hearing body shall be the Teacher Education Appeals Committee rather than the Student Discipline Committee. This code is based on the Christian law of love. It recognizes that despite sin the Christian academic community must join together in building a body which will act to encourage positive conduct, correct deficiencies in behavior, and do so in good order.

Among other matters, the Code outlines the college's approach to matters of academic honesty. Since the student-faculty relationship is expected to be based on trust and mutual respect, the suspicion or reality of academic dishonesty can seriously undermine it.

Within the Student Conduct Code the understanding of academic dishonesty includes both cheating and plagiarism. The definition of "Cheating" includes, but is not limited to:

- use or provision of any unauthorized assistance in taking quizzes, tests, or examinations;
- dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or College official; or
- providing or selling answers or papers to other students;
- the multiple use of a paper or project prepared and submitted to another course for credit and resubmitted again for credit for a subsequent course without prior consultation or permission of the professor.

The definition of "Plagiarism" includes, but is not limited to, the use by paraphrase or direct quotation from the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling or distribution of term papers or other academic materials.

## **Arbitration Process**

The procedure below lists the normal process for adjudicating a case of alleged academic dishonesty by a graduate student within the overall framework of the Student Conduct Code.

In cases of alleged academic dishonesty, the faculty member bringing the charges shall present the accused student with a written statement of alleged misconduct.

The accused student may choose an informal hearing with the faculty member or the dean supervising graduate studies as the judicial hearing body, or a formal hearing with the Teacher Education Appeals Committee as the judicial hearing body. The faculty member or the dean may decline to hear the case.

If the accused student is found guilty, an appropriate sanction (as described in the Calvin College Student Handbook) is decided by the judicial hearing body after consultation with the dean supervising graduate studies. Implementation of the sanction is the joint responsibility of the faculty member bringing the charges and the dean. A written record of academic dishonesty cases, including sanction, must be submitted to the Vice President for Student Life within five school days of the decision.

## **The Family Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student records. The act provides for the right of the student to inspect and review education records, the right to seek to amend those records, and to limit disclosure of information from the records.

Students who are currently enrolled at Calvin College or formerly enrolled students, regardless of their age or status in regard to parental dependency are protected under FERPA. Parents of students termed dependent for income tax purposes may have access to the student's educational records.

With certain exceptions, a student has rights of access to those records which are directly related to him/her and which are maintained by Calvin College. Educational Records include any records in the possession of an employee, which are shared with or accessible to another individual. The records may be handwritten or in the form of print, magnetic tape, film, electronic image, computer storage, or some other medium. This would include transcripts or other records obtained from a school in which a student was previously enrolled.

Official Calvin College transcripts are released only when requested in writing by the students. The fee is \$5 per copy. Transcripts will not be released for students who have failed to meet their financial obligations to the college.

Calvin may disclose information on a student without violating FERPA through what is known as directory information. FERPA regulations define 'directory information' as information contained in an education record of a student that would not usually be considered harmful or an invasion of privacy. This generally includes a student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized sports and activities, weight and height of athletes, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full- or part-time), degrees, honors and awards received, the most recent educational agency or institution attended, and other similar information. A student may restrict the release of his/her directory information by making a request in writing to the registrar.

In certain other situations, a student's consent is not required to disclose educational information.

Exceptions are:

1. to school officials who have legitimate educational interests
2. to schools in which a student seeks to enroll
3. to Federal, State, and local authorities involving an audit or evaluation of compliance with education programs
4. in connection with financial aid
5. to State and local authorities pursuant to a State law adopted before November 1974 requiring the disclosure
6. to organizations conducting studies for or on behalf of educational institutions;
7. to accrediting organizations

8. to parents of a dependent student
9. to parents of students under 21 for violations of any law or institutional rule related to the possession of alcohol or controlled substance
10. to comply with judicial order of subpoena
11. health or safety emergency
12. directory information
13. to the student
14. results of disciplinary hearing to an alleged victim of a crime of violence
15. to the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes.

Requests to disclose educational information will always be handled with caution and approached on a case-by-case basis.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy, should discuss their problems informally with the person in charge of the records involved. If the problems cannot be resolved, the student may request a formal hearing by the registrar. The request must be made in writing to the registrar who, within seven days after receiving the request, will inform the student of the date, place, and time of the hearing. Students may present evidence relevant to the issues raised. The hearing officer who will adjudicate such challenges will be the registrar, or a person designated by the registrar who does not have a direct interest in the outcome of the hearing. The educational records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the educational records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing officer. The statements will be placed in the educational records, maintained as part of the student's records, and released whenever the records in question are disclosed

# DETAILS FOR NEW STUDENTS

## Graduate Office Personnel

Cindi Hoekstra is the Graduate Program Coordinator and can be reached at 526-6158 or [choekstr@calvin.edu](mailto:choekstr@calvin.edu). Debra Abbott and Betty Kim are the administrative assistants in the Education Department, Spoelhof Center, Room 398. They can assist you with admission and registration paperwork as well as student files and counseling sheets. They also have relevant course and program information. You can reach them at 526-6105 or 526-6201. You can also e-mail [gradstudies@calvin.edu](mailto:gradstudies@calvin.edu) at anytime to contact the Graduate Program Office.

## Calvin College ID Card

Your Calvin College identification card is needed to check out books at the library, use the computer lab in the library, enter the field house or use the college swimming pool, or obtain student rates for event tickets. Every student should have an ID card. To obtain one, stop in the Student Life Offices on the top floor of Spoelhof Center. Bring your Calvin student number with you. A photo will be taken and within a few moments your ID card will be ready for you.

## Parking Permits

You should register your car with Calvin's Campus Safety Office. This provides additional security for your vehicle and gives you a Calvin parking permit. Calvin monitors parking consciously. Follow the rules to avoid a ticket. Temporary and permanent vehicle permits may be obtained during regular office hours 7:30 am – 9:00 pm Monday – Friday. Motor vehicles may be parked only in approved student parking areas, and the drivers will be fined if they park elsewhere. Because parking areas are limited, parking regulations are enforced stringently. Complete lists of Calvin's parking/driving regulations are accessible through the web at [www.calvin.edu/admin/campus\\_safety](http://www.calvin.edu/admin/campus_safety).

## Registering for Classes

Students must be officially registered for all courses in which they receive credit. Class schedules and registration information are provided on the Graduate Studies web page and in other communications to enrolled graduate students before each term and to others upon request. Registration may be completed on campus, by mail, or on-line. Students who expect to register for independent study or for a regular course on a tutorial basis must secure formal approval before registration. Request forms are available in the Office of Academic Services and the Education Department office. If you find yourself unable to complete the registration process, contact the Graduate Office and indicate the courses for which you wish to register. You can also send e-mail to [gradstudies@calvin.edu](mailto:gradstudies@calvin.edu) to reach the Graduate Office.

Auditors are those students attending classes for personal enrichment and not for academic credit. Most graduate courses are open to auditors, who must be formally admitted to the college and must pay the tuition for auditing, which is half the regular per-course rate. Auditors are expected to attend all classes and participate in the assigned activities of the class. They may take all tests and submit assigned papers for evaluation, but they are not required to do so. Auditors may change their registration from audit to credit only during the first four weeks of the semester; students enrolled in a course for credit may change to audit only during the first four weeks.

## **Academic Calendar**

The graduate program does not strictly adhere to the college's published academic calendar for undergraduates. We do not use the advising days in October and April or the reading recess days scheduled in December and May. Instead, graduate students may see their advisors at any time regarding their program and may register during or after undergraduate registration.

Spring vacation for graduate students follows the calendar of the local school districts. For graduate students it does not occur during the middle of March as noted on the academic calendar.

Technically the Graduate calendar year runs June through May.

## **Summer Workshops and Classes**

Graduate classes are held during the summer term, usually beginning about mid-June. Courses usually run two or three weeks. In addition, a set of one-week for-credit summer workshops are offered from mid-June through early August. Descriptions will be available in the spring. Many students include a workshop or two as part of their programs.

## **Teacher Education Committee**

This committee is the educational policy body that supervises graduate studies at Calvin College and the work of the Associate Dean for Teacher Education. They approve policies relevant to graduate students and approve any new courses or workshops proposed.

# COMPUTER ACCOUNTS

Every Calvin student is automatically assigned a computer account, including e-mail. To activate your account, go to [www.calvin.edu/account/new](http://www.calvin.edu/account/new) and follow the activation process. **Please activate and check your calvin e-mail.** Your professors have easy access to your Calvin e-mail address. They do **NOT** have easy access to other e-mail accounts you may have with Comcast, yahoo, hotmail, etc. All student accounts remain active as long as a student is registered for classes and until October 1st following graduation. Students will find a wealth of information on the Calvin web site. Those of specific relevance to graduate students are described below. Further resources can be obtained by going to the main Calvin web site ([www.calvin.edu](http://www.calvin.edu)) and using the “A-Z Index” link. Questions regarding computers on campus may be directed to the CIT Helpdesk at 616-526-8555. Additional information about computer services can be found by visiting the CIT web site at [www.calvin.edu/it/](http://www.calvin.edu/it/).

## **KnightVision Access**

KnightVision ([knightvision.calvin.edu](http://knightvision.calvin.edu)) is Calvin's eCommunity, an online environment that brings together academic communities, announcements, social activities, student discussion boards, student organizations, course registration, course material, and more in an easy-to-use format. Access to KnightVision is gained with your Calvin username and password. KnightVision is accessible at [knightvision.calvin.edu](http://knightvision.calvin.edu). You may also use [www.calvin.edu/account/new](http://www.calvin.edu/account/new)

Secured resources, such as access to your online course registration, class schedule, grades and transcripts, are also offered to you in KnightVision on the “My Resources” tab. An additional login using your KnightVision password is required.

To activate your KnightVision account, go to [knightvision.calvin.edu](http://knightvision.calvin.edu) and click on the Activate Account link. You will create your KnightVision password during this process.

## **Novell Account for Network Storage**

Novell accounts are provided to each Calvin student as a location to store academic and course-related documents and personal files on Calvin's network. Students can access his or her Novell accounts by logging into Novell on campus, and/or by accessing their Novell account via the internet using NetStorage ([netstorage.calvin.edu](http://netstorage.calvin.edu)).

You must activate your account before using it for the first time. You will be asked to provide your KnightVision password to open the activation page.

## **Calvin Email Account**

All Calvin students are given a web-based e-mail account ([webmail.calvin.edu](http://webmail.calvin.edu)) with 35MB of file space. Webmail uses the same username and password as KnightVision, and can be accessed at “[webmail.calvin.edu](http://webmail.calvin.edu).”

**Please activate and check your calvin e-mail.** Your non-Calvin e-mail addresses are normally not available to your professors. To be current on all course and program information, check your Calvin E-mail. You may have e-mail addressed to your Calvin account automatically forwarded to another e-mail account, such as hotmail, Comcast, msn, etc. To have your Calvin e-mail automatically forwarded, go to authenticator.[calvin.edu](http://www.calvin.edu) and follow the link for “auto-forward e-mail.”

If you chose to have your mail forwarded, no mail will accumulate in your Calvin email account, but instead will be sent along to the address you specify. The procedure for forwarding e-mail can be found at [www.calvin.edu/it/services/accounts/studentaccounts.htm](http://www.calvin.edu/it/services/accounts/studentaccounts.htm)

Student News is an e-mail communication that is delivered to Calvin e-mail accounts to inform all students about important campus events and deadlines. If you wish to subscribe to student-news, send an e-mail to [majordomo@calvin.edu](mailto:majordomo@calvin.edu), and in the body of the message place “subscribe student-news”.

# FINANCIAL INFORMATION

## Tuition Charges and Fees

- Tuition, per credit hour \$420.00
- Interim, per credit hour \$420.00
- Course audit, per credit hour \$210.00
- Summer workshops, per credit hour (summer 2007) \$265.00
- Returned check fee \$20.00
- Late payment fee 1% of minimum amount due

Accounts not paid on time are subject to a late fee equal to 1% of the outstanding balance. This fee will be assessed 5 days after each due date. Students whose accounts are not paid in accordance with the above schedule will not be permitted to register for future courses. Also, transcripts will not be issued for students with past due accounts.

The Financial Services Office produces the Tuition, Room, and Board Statement which includes charges for tuition, room, board, and course-related fees. These charges are divided into three payments per semester. A copy of the Tuition, Room, and Board Statement will automatically be sent to each student approximately three weeks prior to each due date. Summer charges are due in full upon reception of the statement. Students are required to maintain an accurate billing address to which copies of their statements may be sent. Should a student's account become delinquent, the account may be placed with an outside collection agency. All fees associated with the collection process shall be the responsibility of the student and will be added to the student's total account balance.

This office also produces the Miscellaneous Charges Statement which includes charges for bookstore purchases, student activity fees, parking violations, career services, health services, and all other charges that do not appear on the Tuition, Room, and Board Statement. The Miscellaneous Charges Statement will be mailed around the 20th of each month. Payments are due on the 1st of each month. Miscellaneous expenses are expected to be paid in full each month.

All students should receive a copy of the brochure "Financial Services Billing Information, 2006-2007. This same information is available online at: [www.calvin.edu/admin/fsrv/students/](http://www.calvin.edu/admin/fsrv/students/)

## Check Cashing Policy

Students may cash personal and payroll checks upon presentation of a valid Calvin College ID card. Checks may not exceed \$200.00 and must be made payable to "CASH" or to the person cashing the check. Cashing of third party checks is not permitted.

Students who present a Canadian fund check for cash will be charged a \$5.00 service fee per check.

## Course Withdrawals

Tuition charges for students withdrawing from a course will be refunded as follows:

- Calendar days 1-10 = 100%
- Calendar days 11-24 = 80%
- Calendar days 25-31 = 60%
- Calendar days 32-38 = 40%
- After 38 days = 0%

Financial aid for such students is reviewed, generally reduced, and refunded back to the appropriate financial aid program.

## Graduate Scholarships

Calvin College provides financial aid to graduate students as well as undergraduate students through programs funded by the state and federal government and through programs funded by the college. Scholarship programs generally provide funds based on the student's undergraduate record and potential for graduate work at Calvin, and grants and loan programs generally provide funds based on financial need. For graduate students, the minimum full-time student load is nine hours per semester.

Students applying for graduate scholarships must indicate a plan of course work for the coming academic year. Scholarship awards are disbursed among one to four courses depending of the plan submitted to the Graduate Program Office for that given year. Recipients of scholarships who fail to take the specified number of courses within the give year will lose a portion of the award amount. It can not be carried over into the next academic year. The Graduate academic year is June through May.

Scholarship applications are available at the Graduate Program Office or on the Graduate Studies website. Applications are normally distributed during January/February with a deadline of early-April for returning them. Students who wish to be considered for renewal must file a new application each year and will be given equal consideration with other candidates.

## Calvin College Named Scholarships

The graduate program has scholarships designated for graduate students. Students can apply for these scholarships by the April 1 deadline. The recipients are chosen by the Graduate Program Committee.

The following Named and Departmental Scholarships are available to graduate students:

- **The Corrine E. Kass Graduate Studies Scholarship.** This scholarship in honor of Corrine E. Kass, who administered the Graduate Studies program at Calvin from 1984-1992, was established for the purpose of assisting experienced teachers to return to full or part-time education in one of the Master of Education programs at Calvin. To be eligible for the scholarship, a student must, in addition to fulfilling requirements for admission to the graduate programs, have an undergraduate grade point average of 3.30, be committed to leadership responsibilities in the education profession, demonstrate financial need based on criteria for financial aid, and be enrolled for graduate credit in a minimum of one to two courses per semester. \$2,000 or more is available each year with individual amounts depending on the number of qualified candidates.
- **The Fred and Carol Van Den Bosch Scholarship.** This scholarship, established by Mr. and Mrs. Fred Van Den Bosch, is provided to assist experienced Christian teachers in returning to full or part-time education in the Master of Education Learning Disabilities (LD) program at Calvin. To be eligible for the scholarship, a student must be a professing Christian teacher, must be committed to continuing in this profession, and must be enrolled for graduate credit in a minimum of two courses per semester. The recipient must demonstrate potential for advanced academic scholarship, and demonstrate financial need based on criteria for financial aid. Typically, \$6,000 is available each year, with individual amounts depending on the number of qualified candidates and the students' enrollment statuses.

- **Mary Louise Huizenga Scholarship.** This scholarship was established by the children of John S. and Anne Huizenga to honor their sister, Mary Louise Huizenga, who was born with Down's Syndrome. Mary received much love, generous support and educational assistance from many kind and loving educators during her life time. In recognition of their contributions to Mary's life, the family would like to assist students who have chosen to pursue a master's degree in Special Education at Calvin. Candidates for this scholarship must be a professing Christian teacher who is committed to furthering his or her education in the field of Special Education for graduate credit. Preference will be given to persons desiring to be employed in a special education program in the school setting or to those needing additional training in special education. Current employment in either a special education school or a regular education setting is acceptable. Persons employed in a Christian Learning Center network will be encouraged to apply. Financial need may be considered. To apply for this scholarship contact the Education Department/Graduate Programs Office. Students who wish to be considered for renewal must file a new application each year and will be given equal consideration with other candidates.

## Additional Scholarships

Many scholarships are available for graduate students in education from government, non-profit, or other agencies or institutions. Graduate students should seek out such information through the Internet, through employers, and other community organizations. A major source of information on the Internet is the HFAC Guide to Graduate Student Funding at [www.hfac.uh.ed/dean/grad.htm](http://www.hfac.uh.ed/dean/grad.htm) Scholarship information normally becomes available in January with applications due March 1 and awards announced in April. Examples of such local scholarships for graduate students include:

- **The Guy D. and Mary Edith Halladay Graduate Scholarship.** You may apply if you are a graduate level student in a field of your choice at a college in Michigan; a Kent County resident for a minimum of five years, have a minimum 3.0 college grade point average, and demonstrate financial need. Apply through the Grand Rapids Community Foundation, 209-C Waters Building, 161 Ottawa NW, Grand Rapids, MI 49503.
- **The Roy Johnson Trust.** Any blind person of either sex, regardless of race, color, or religion, or any age, and who has received a bachelor's degree from an accredited college in the United States, may be considered as an applicant. Consideration is given to the applicant's intended use of his or her post-graduate studies such as law, education, science, music, etc. in an accredited college in the State of Michigan. Grant awards are made for tuition, room and board, or reader services.
- **The Dorothy Thurston Scholarship.** You may apply if you are a graduate level student, part- or full-time, at any post-secondary institution in Michigan. Must have a minimum 3.0 cumulative college grade point average and be a Kent County resident (minimum 2 years at time of application or prior to the beginning of your undergraduate education). Scholarship is renewable providing the student maintains a 3.0 grade point average and there is continued financial need. Apply through the Grand Rapids Community Foundation, 209-C Waters Building, 161 Ottawa NW, Grand Rapids, MI 49503.

## Need-Based Financial Aid

There are a number of programs based on need that provide funds to graduate students. Need for these programs are determined in one of two ways. For students who are dependent on their parents, an assessment is made of the parents' ability to help with college expenses. For students not dependent on their parents, a category into which most graduate students fall, the evaluation is based on the income and assessment of the student and spouse and an assessment of their ability to meet college expenses from their own resources.

Graduate students are generally considered independent for financial aid purposes, so eligibility for financial aid is usually based on the financial circumstances of the student and spouse. If a student is taking graduate level classes, but is still in an undergraduate program of study, s/he is not considered a graduate student (independent for FA purposes unless meeting one of the other criteria needed to be considered independent). More specific information about dependency status is available in the financial aid application used to apply for need-based aid programs.

The following need-based programs provide aid to graduate students at Calvin. All are available to students enrolled at least half-time ( five semester hours) except the Canada Student Loan which requires full-time enrollment (nine semester hours).

**Michigan Tuition Grants** provide up to \$2,350 per year to Michigan residents for a maximum of three years of full-time graduate work. The time period is extended proportionately for students who attend less than full-time. Completion of the FAFSA form is required for consideration.

**The Federal Direct Loan Program** provides long-term loans that may be interest-free to students while in school. Repayment begins six months after the borrower ceases to be enrolled at least half-time. The interest rate is variable, adjusted annually, and capped at 8.25%. The amount of the loan is determined by the amount of need after other aid is considered. The maximum available in a single year is \$5,500 for graduate students taking undergraduate courses and \$8,500 for graduate students in graduate programs.

## Other Programs of Financial Aid

**Denominational Grants** are given to students who are members of the Christian Reformed Church and who contribute regularly to Calvin through denominational ministry shares. The grant amount for graduate students who qualify is \$15 per semester hour.

**Alternative Loans** for students are available to those who do not qualify for need-based aid or who need more money than the need-based programs provide. Loans are not based on need, but the applicant or a cosigner must be creditworthy based on standard consumer loan credit criteria. Repayment of principal is not required until the borrower graduates or leaves school. Additional information and application materials are available from Calvin's Office of Scholarships and Financial Aid or from the web: [www.calvin.edu/admin/finaid](http://www.calvin.edu/admin/finaid). By clicking on the Other Recourses heading, then on Alternative Loans Table, one can compare the application requirements, interest rates, fees and other differences for several alternative loans.

Part-time Jobs are available to many Calvin students. The college employs many students on campus in a variety of positions and has a placement service to help students find jobs off campus. A transportation service is available for those who have a job but no transportation available. Students who want to apply for a job either on campus or off should contact the JobShop on campus, or visit the JobShop website.

# INTERNATIONAL STUDENT FINANCIAL AID

**International students must submit a Declaration of Finances form.**

## Calvin College Named Scholarship

**The Wilhelmina Kalsbeek Memorial Scholarship.** The family and friends of Wilhelmina Kalsbeek have established a fund in memory of her and her missionary work in China from 1922 until 1949. The purpose of the scholarship is to assist with a Christian college education for students from mainland China who in turn can bring the Christian faith to the Chinese people. To be eligible for the scholarship, a student should be from mainland China, committed to return to China, proficient in speaking and writing the English language, and qualified to do college-level work. Other criteria considered in the selection include the student's academic potential, potential for Christian service in China, and financial need. Typically, scholarships in the amount of \$2,000 or more are awarded each year. No separate application is required.

## Need-Based Financial Aid

An Exchange Grant Program for Canadian Students has been established by the college to offset in part the additional costs encountered by Canadian students resulting from the exchange on Canadian funds. This adjustment applies to tuition and room and board charges and is awarded automatically.

Canada Student Loans are similar to the Perkins and Stafford Loans and are available to Canadian students in most provinces. The interest during repayment is determined at the time repayment begins. Albert Postman Loans are available through Calvin for students from provinces that do not provide Canada Student Loans.

## Tuition Waivers for International Students

Tuition Waivers for International Graduate Students are available on a limited basis for those with financial need. Waivers may be granted each academic year as either full or partial waivers, depending on each international student's financial circumstances. A determination of financial need will be made from the Declaration of Finances form submitted prior to admission. Decisions about the awarding of tuition waivers will be made by the Office of Financial Aid in consultation with the Associate Dean for Teacher Education.

## How to Apply

1. For Named Scholarships - To apply for a named scholarship see each scholarship description on the previous pages.
2. For Need-Based Programs
  - U.S. students who want to be considered for need-based aid, including the Federal Direct Loan, must complete the Free Application for Federal Student Aid (FAFSA) and the Calvin Supplemental Application for Financial Aid. Both forms are available from Calvin's Office of Scholarships and Financial Aid. The FAFSA can also be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
  - Canadian students who want to apply for a Canada Student Loan should contact the appropriate Provincial Office of Education for the loan application. The application should be filed at least 30 days before the school year begins.
3. For Other Programs
  - a. Financial Aid at the beginning of the fall semester.
  - b. Applications for alternative loans are available from Calvin's Office of Scholarships and Financial Aid.

# RESOURCES & SERVICES FOR GRADUATE STUDENTS

All of the college services are available to you as a graduate student at Calvin College. While many services are aimed specifically at undergraduate students, graduate students will find relevant assistance from many sources. A selection of services listed below may be of particular help to graduate students.

## **Broene Counseling Center (526-6123)**

The Broene Counseling Center provides assessment and counseling within a Christian framework to any student struggling with personal concerns or emotional problems. The staff is composed of doctoral and masters level clinicians trained to work with a variety of problems including depression, anxiety, eating disorders, relationship problems, loss and grief, and others. Staff members are also available to deliver workshops and talks on a variety of topics. The Center also has a personal enrichment library where books and pamphlets are available on a variety of topics having to do with depression, anger, relationships, anxiety, alcohol, stress, eating disorders, and many more. Students are encouraged to make appointments by calling 526-6123. All student concerns are kept confidential. The Broene Counseling Center is open Monday through Friday year round from 8:00 AM until 5:00 PM. In addition, there are walk-in hours every afternoon from 3:30 PM to 4:30 PM during which time a student can meet with a counselor without a scheduled appointment. The Broene Counseling Center is located on the third floor of the Spoelhof College Center. Its web site can be accessed at [www.calvin.edu/admin/broene/](http://www.calvin.edu/admin/broene/).

## **Campus Store (526-6376)**

The campus store has a good supply of notebooks, papers, writing utensils and more. Textbooks can be ordered through them. Their hours are 8 AM – 5 PM Monday, Wednesday and Friday, 8 AM – 7PM Tuesday and Thursday, and 10 AM – 2PM on Saturdays. It's web site can be accessed at [www.calvin.edu/campus-store](http://www.calvin.edu/campus-store).

## **Career Development Office (526-6485)**

The mission of the Career Development Office is to assist Calvin students in their vocational planning. The office provides assistance in assessing and advising students about career directions and helping students discover and explore the variety of careers available to them. Personal guidance is given in job search techniques such as resume writing, networking, and interviewing skills. The office also operates an extensive information network of job openings in a variety of fields including education. The Career Development Office can be reached at 616-526-6485. Helpful information can also be found on their web site at [www.calvin.edu/career](http://www.calvin.edu/career).

## **Chimes – Student Newspaper**

This is the student newspaper published each Friday during the semester. Copies are distributed throughout the various campus buildings, and extra copies can often be found on the front desk of the Education Department.

## **Financial Services Office (526-6127)**

The Financial Services Office processes all business transactions for Calvin College. The office is open from 8:00 AM to 5:00 PM Monday through Friday. The Financial Services Office is located on the top floor of the Spoelhof College Center, Room 365.

For questions about graduate student accounts, contact Jason Porte: 616-526-6078, [jjp4@calvin.edu](mailto:jjp4@calvin.edu).

## **Health Services (526-6187)**

Outpatient medical services are provided on campus to all registered students during the regular school year. Health Services, located in the lower level of Heyns Hall, is open weekdays with limited evening hours available. Visits are scheduled by appointment only unless immediate care is medically indicated. Medical services are provided by nurse practitioners and part-time physicians. When necessary, students are referred to area providers for additional care. Call 616-526-6187 to schedule an appointment.

Primary care services include, but are not limited to: evaluation and treatment of common illnesses and injuries - allergy infections - physical therapy - women's health issues (including routine pap and pelvic examinations) - STD testing and treatment - pregnancy testing and counseling - nutritional counseling and/or referral to on-campus dietician - smoking cessation counseling and treatment - physical exams for sports, travel, and employment - lab and pharmacy.

The college strongly recommends that all graduate students be properly immunized in accordance with college requirements. Students who use the health center will need to ensure compliance. For further information call the Immunizations and Insurance desk (616-526-6568) or check the web at [www.calvin.edu/admin/health/contact\\_us/index](http://www.calvin.edu/admin/health/contact_us/index).

Health Insurance is encouraged for all students to have in order to access necessary medical care. KnightCare, a plan designed specifically for Calvin students, provides year round coverage at a reasonable cost. Graduate students are invited to participate.

## **Housing**

For assistance in obtaining housing, graduate students should consult the housing web page at [www.calvin.edu/admin/housing](http://www.calvin.edu/admin/housing) to explore various on campus housing in Knollcrest East or Glen Oaks East Apartments. Off-campus housing options can be explored at [www.calvin.edu/admin/housing/offcampus.htm](http://www.calvin.edu/admin/housing/offcampus.htm). The college requires all students to provide accurate information for their place of residence, and to notify the Office of Academic Services of any changes in residence during the period of enrollment.

## **Information Technology Center (ITC) (526-6144)**

ITC is available to all students, faculty, and staff showing a current Calvin ID. This lab offers Windows and Macintosh computers attached to the college network and the internet, several computer classrooms, multi-media stations, CD burners, scanners, and laser and color printing. Most student labs provide access to MS Office, student email, library research tools, software for web browsing and web development, as well as a wide variety of academic software. Over 72% of all classrooms on campus are equipped with technology.

## **Instructional Resources Center (526-6334)**

The Instructional Resources Center may be reached online at [www.calvin.edu/admin/irc/](http://www.calvin.edu/admin/irc/). Located on the lower level of Hiemenga Hall, it provides multi-media instructional support for Calvin's educational activities. It consists of the following departments:

**The Audio-Visual Department** supports instruction by providing equipment and assistance for classroom support and services such as video and audio duplication, lamination and passport photos. Facilities include a "paint & paper" workroom for students, with materials for creating posters, banners, overhead transparencies, bulletin boards, labels, sorting slides, etc.

**Instructional Graphics** assists students, faculty and administration in preparing visual aids and presentation materials, such as slides, research posters, and overhead transparencies. It has facilities to copy images from books, photos or slides and transfer them to computer files, large format posters, PowerPoint, photographic slides, overhead transparencies, etc.

**Video Productions** is the college's in-house video production department that develops instructional, documentary, and promotional programs for TV, radio, and the web. It also produces Inner Compass, a weekly television program which airs on WGUV, channel 35.

**The Curriculum Center** is a multimedia educational materials library designed to support the Teacher Education Program. It is also available for use by other departments and programs. Hours during the school year are Monday – Thursday 8AM – 9PM, Friday 8AM – 5PM and Saturday 9AM – 5PM. Hours during the summers and vacations are 12PM – 4:30PM and closed Saturdays.

## **Johnny's Café**

Johnny's is located on the main floor of the Commons Building with the hours of operation Monday–Friday 7:30 AM–11PM and Saturdays 11AM–11PM. Hot sandwiches, cold sandwiches, salad bar, variety of beverages are available. The Café also offers wireless internet.

## **Library (526-7197)**

The Hekman Library contains valuable resources for your research work in Education. If you are not familiar with the library, or if you would like to review what is offered there, please contact Kathy De Mey, 616-526-6310, [kdemey@calvin.edu](mailto:kdemey@calvin.edu). She is the Reference and Instruction Librarian. Arrange a time with her to take a tour or to seek her assistance. Of course, you may always stop at the information desk and request assistance at any time. Be sure to become familiar with the many options available on the Hekman Digital Library on the web at [www.calvin.edu/library](http://www.calvin.edu/library). The first floor of the Hekman Library features more than 200 computers in the Information Technology Center, providing seamless access to research material and the tools needed to complete assignments. Students wishing to use the computers must present their ID cards. There are also computers for public use on the 2nd floor. Additional information, including access to the Hekman Digital Library, can be found at the

library's web site: [www.calvin.edu/library/](http://www.calvin.edu/library/)

### **Library Hours**

Academic Year 8 AM - 12 midnight (Monday - Thursday)  
8 AM - 8:00 PM (Friday)  
9 AM - 8:00 PM (Saturday)

*(Extended hours during the last few weeks of both semesters)*

Summer Hours 8 AM - 9 PM (Monday - Thursday)  
(mid-May 8 AM - 4:30 PM (Friday)  
through July) 9 AM - 1 PM (Saturday)

*August and Vacation Periods: Hours are posted in advance.*

**Book Loan:** Two weeks; one two-week renewal.

**Fines:** 3 day grace period, followed by a \$1.00 fine on the 4th day; \$0.25/day thereafter until a maximum fine of \$5.00 is reached.

**Reserve Item Loan One day, three day, and seven day loans:** \$0.25/day; no grace period Two hour loan: \$0.50/first hour; \$0.25/hour thereafter. Report lost or stolen books immediately. While the one who checked the items out is still responsible, at least the fine will stop accumulating. After a period of time, the item will be declared lost. The replacement fee is currently \$50.00 (\$40.00 for the book and \$10.00 for a processing fee).

**Book Limit:** Undergraduate students: 25 items; Graduate Students: 50 items

## **Rhetoric Center (526-7088)**

The Rhetoric Center, located in Commons (Room 303) offers free tutoring in writing. Instructors will often require or encourage their students to seek help at the Rhetoric Center, or students may at any time request an appointment with a tutor (appointments should normally be made ahead of time). Students from all disciplines and at all levels of experience are welcome. The Rhetoric Center is open Monday through Friday days and Monday through Thursday evenings during fall and spring semesters.

## **Services To Students With Disabilities (526-6113)**

Calvin College has made a concerted effort to make the campus physically accessible and enable students with disabilities, who are otherwise qualified, to obtain a Christian liberal arts education. All services described in this handbook are available to students with disabilities. In addition, our disability coordinators work directly with students to assess needs and develop individual plans for support. The plans may include: coordination of accommodations such as the utilization of books on tape, note-takers, interpreters, Braille, testing accommodations, special advising and early registration, diagnostic screening, coaching for students with AD/HD and learning disabilities, and tutoring. Students with disabilities are urged to contact the Office of Services to Students with Disabilities located in Student Academic Services, Room 446 of Hiemenga Hall, or call 526-6113 for consultation and assistance.

# GENERAL INFORMATION

## **Purpose**

The primary purpose of the Graduate Program is to engage in rigorous education that promotes lifelong Christian service. We offer education that is shaped by Christian faith, thought, and practice. We study and address a world made good by God, distorted by sin, redeemed in Christ, and awaiting the fullness of God's reign. We aim to develop knowledge, understanding, and critical inquiry; encourage insightful and creative participation in society; and foster thoughtful, passionate Christian commitments. Our curriculum emphasizes the natural, cultural, societal, and spiritual contexts in which we live; our teaching respects diverse levels, gifts, and styles of learning; and our learning proceeds as a shared intellectual task.

Another purpose is to produce substantial scholarship. We pursue intellectual efforts to explore our world's beauty, speak to its pain, uncover our own faithlessness, and proclaim the healing that God offers in Jesus Christ. We strive to embrace the best insights of Christian life and reflection, engage issues in the intellectual and public spheres, and enrich faith by the heritage of the past and the discoveries of today. Our faculty and staff are committed to keen and lively work in their chosen fields and to sharing its fruits with others.

We are also called to perform all our tasks as a caring and diverse educational community. We undertake our tasks in response to a divine calling. Together we challenge ourselves to excellence as we acquire knowledge, cultivate aspirations, and practice lives of service. We seek to gather diverse people and gifts around a common pledge and purpose; pursue justice, compassion, and discipline; and provide a training ground for the life of Christian virtue. Our classrooms embody a community of faith and learning extending across campus and beyond.

## **Government**

The corporate name of the college is Calvin College. It is governed by a single board of trustees which represents the ecclesiastical geographical districts of the Christian Reformed Church. The membership of the board is constituted of representatives elected by the various classes, nominations from the alumni association and by the board of trustees. These are approved by the synod of the Christian Reformed Church of North America. The Board of Trustees meets in October, February, and May. An executive committee functions for the board throughout the academic year

## **Compliance with Legal Requirements**

Calvin College, in accordance with Title VI of the Civil Rights Act of 1964, operates in a non-discriminatory manner with regard to race, color, age, or national origin. Furthermore, as required by Title IX of the 1972 Education Amendments, Calvin College does not discriminate on the basis of sex in its educational programs, activities, or employment policies. Calvin College also provides equal opportunity for qualified handicapped persons in accordance with the requirements of Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Instructional and other physical facilities are readily accessible to handicapped students and special rooms in the residence halls are designed for barrier-free living. The Director of Student Academic Services provides advice and support to students with disabilities. Inquiries and appeals regarding compliance with these federal requirements should be directed to the Vice President for Administration, Finance, and Information Services. Calvin College Financial Services Office, as Civil Rights, Title IX, and Section 504 coordinator. Student appeals will be heard by the Academic Standards Committee.

## **Accreditation**

Calvin College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The Teacher Education Program is accredited by the National Council for the Accreditation of Teacher Education. The accreditation documents from these agencies are on file in the Office of the Provost and are available for review in that office upon request.

## **The Calvin Alumni Association**

Founded in 1907, the Calvin Alumni Association is committed to building community among Calvin College alumni and friends, providing opportunities for service and inspiring alumni to answer God's call in life and vocation.

The Calvin Alumni Association is governed by a board of 23 persons who serve for three years. The board meets three times during the year, at Family Weekend (October), Homecoming (February) and Commencement (May). The work of the association is facilitated by the Director of Alumni and Public Relations.

The association publishes Spark, the alumni magazine; which provides services to alumni chapters; sponsors numerous programs, including Class Reunions and "MBA@Calvin" ("Meeting Business Alumni"); and contributes to faculty research projects. The alumni-financed program of grants and scholarships is of special interest to students. Information concerning all of these may be obtained from the Alumni and Public Relations Office (616-526-6142).

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