

Note: we have not reprinted the Graduate Bulletin from 2004-2005 because there are few changes. Those changes appear here in **RED** typeface in this digital copy.

**Calvin College
Graduate Program**
The bulletin for **2005-2006**

Calvin College
Graduate Program
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
Registrar's Office	(616) 526-6155
Teacher Certification Office	(616) 526-6208
Education Department	(616) 526-6201

Fax: (616) 526-6505
e-mail: 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.

CONTENTS

2004-2005

Academic calendar	
General information	
Graduate programs	
Master of Education	
Graduate Education Faculty	
Admission.....	
Academic policies	
Financial Information.....	
Scholarships and financial aid	
Student services	
Courses.....	
Index	
Campus Map.....	

2005-2006 ACADEMIC CALENDAR *

The Fall Semester 2005

August	23–25	Tues-Thurs	New Faculty Orientation
	31	Wednesday	Fall Conference for Faculty and Staff
	31	Wednesday	Residence halls open
	1–3	Wed – Sat	Orientation and registration
September	6	Tuesday	First semester classes begin 8:00 a.m. (Modified opening day schedule)
	6	Tuesday	Convocation 9:50-10:50 a.m.
October	21	Friday	First session half-semester courses end
	24	Monday	Second session half-semester courses begin
	25–26	Tues – Wed	Academic Advising recess
	25	Tuesday	Registration for interim and spring semester begins
November	23	Wednesday	Thanksgiving recess begins at 10:00 p.m.
	28	Monday	Classes resume 8:00 a.m.
December	9	Friday	Classes end at 10:00 p.m.
	10	Saturday	Reading recess
	12	Monday	Examinations begin 9:00 a.m.
	16	Friday	Examinations end and Christmas vacation begins 10:00 p.m.

The Interim 2006

January	4	Wednesday	Interim term begins 8:00 a.m.
	24	Tuesday	Interim term ends 5:00 p.m.

The Spring Semester 2006

January	30	Monday	Spring semester classes begin 8:00 a.m.
February	1	Wednesday	Spring Semester Convocation (Modified opening day schedule)
March	17	Friday	First session half-semester courses end
	17	Friday	Classes end / spring break begins at 5:00 pm
	20–24	Monday–Friday	Spring break
	27	Monday	Classes begin 8:00 a.m.
	27	Monday	Second session half-semester courses begin
April	14	Friday	Good Friday – no classes – campus closed
	19	Wednesday	Honors Convocation
	25–26	Tues – Wed	Academic advising recess
	25	Wednesday	Registration for fall semester begins
May	8	Monday	Friday class schedule in effect
	10	Wednesday	Classes end 10:00 p.m.
	11	Thursday	Reading Recess
	12	Friday	Examinations begin at 9:00 a.m.
	17	Wednesday	Examinations end 10:00 p.m.
	19–20	Friday – Sat	Commencement activities
	20	Saturday	Commencement ceremony 3:00 p.m.

The Summer Sessions 2006

Session I	May 24 – June 14	(3 semester hour courses)	No class May 29, Memorial Day
	May 24 – June 21	(4 semester hour courses)	No class May 29, Memorial Day
Session II	June 22 – July 13	(3 semester hour courses)	No class July 3-4, Independence Day
	June 22 – July 20	(4 semester hour courses)	No class July 3-4, Independence Day
Session III	July 24 – August 11	(3 semester hour courses)	

The calendar changes each year and is usually available by the previous spring. Graduate course schedules do not include the reading recesses or spring vacation noted for undergraduate courses. A spring break for graduate courses is schedule in conjunction with the area school districts.

GENERAL INFORMATION

Purpose

Our primary purpose in 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 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.

The Teacher Education Committee

The Teacher Education Committee functions as the principal agent of the college in the planning, development, and coordination of all graduate-level education programs at Calvin College. It ensures that the graduate-level programs of the college are consistent with the educational policy of the college and the needs of the students and the broad Christian community that the college serves. The Teacher Education Committee plans and evaluates programs and designs policies with respect to admission, retention, probation, graduation requirements, and advising.

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 and Finance, 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.

Academic Calendar

The academic calendar at Calvin College forms the typical 4-1-4 plan consisting of two semesters, each approximately four months in length, plus a one-month interim term in January. For graduate courses spring vacation is normally scheduled at the same time as area schools.

The summer semester consists of three sessions; a student is permitted to register for one regular course during each session. Short graduate workshops are also offered throughout the summer.

The Calvin Alumni Association

The purpose of the Calvin Alumni Association is to support Christ-centered education through service to Calvin and its alumni and friends.

The Association is composed of all persons who have attended Calvin College for at least one year or who have completed eight courses. Persons who have graduated from Calvin Theological Seminary and those who teach at the college or seminary are also considered members of the association. There are currently over 50,000 Calvin alumni around the world, many of whom are part of 35 local alumni chapters.

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; provides services to alumni chapters; sponsors numerous programs, including Class Reunions and "Midsummer" (Calvin's vacation college); 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).

Academic Resources

Library. The Hekman Library is one of the largest and finest libraries in West Michigan. Its newly remodeled floors house 1.6 million items, including 500,000 books. The digital collection continues to grow at a rapid pace and can be accessed through the library's state-of-the-art website (www.calvin.edu/library/). From the Hekman Digital Library website, students will find 150 research-quality databases, millions of full-text articles, and thousands of electronic books and government documents. Research specialists are available at the Reference desk most of the hours the library is open to help with research problems. The library has enough carrels, tables, and lounge chairs to seat 1,000 people. For added convenience, a 250-seat computer lab is located on the ground floor of the library building.

Several special collections are housed in the library. The H. Henry Meeter Center for Calvin Studies is one of the most extensive collections of books and articles on John Calvin and Calvinism available anywhere. The Heritage Hall collection consists of manuscripts, archives and other records of the Christian Reformed Church, its leaders, and Dutch-American history. The library also contains 150,000 government documents and nearly 20,000 music recordings in the Cayvan Music collection. A collection of 20,000 K-12 curriculum items await students specializing in education.

Calvin Information Technology (CIT) provides computing, printing, and telecommunication services to students, faculty, administrators, and staff of the college. Our vision is to promote and support information technologies at Calvin College that are appropriate to the academic and administrative needs of the college. The CIT offices, the Information Technology Center (the main student computer lab), and the Digital Studio are located on the first floor of the Hekman library.

The Digital Studio provides faculty a place where they can make use of high-end hardware, software, reference materials, and consulting services as they develop digital media to support their teaching or research.

The Information Technology Center (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. There are other student computer labs on campus located in residence halls, as well as many department-specific labs. 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.

Calvin provides a Novell account to each student as a location to store academic documents and personal files. A student can access his or her Novell account by logging into Novell on campus or via the internet using NetStorage. Students are also given a Calvin email account and an account on KnightVision. Through KnightVision students have access to student discussion boards, student organizations, course registration, course grades, course materials, social activities, calendar events and more in an easy-to-use on-line format. KnightVision is accessible from any internet browser. All student accounts remain active as long as a student is registered for classes and until October 1st following graduation.

Students residing in Calvin residence halls may connect to the Residential Network (ResNet), for a small fee each semester. ResNet provides students access to the internet, email, and NetStorage from their dorm rooms. Trained personnel are available to answer ResNet connection questions.

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/.

Instructional Resources Center (IRC) is located on the lower level of Hiemenga Hall and provides multimedia support for Calvin's educational activities. It consists of the following departments:

Audio-Visual supports instruction by providing equipment and assistance for classroom support and offering 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. The college's in-house video production department 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. Video Productions operates a professional video production facility, including a television studio, professional video editing suite, and a student video editing lab.

Curriculum Center is a multi-media educational materials library which supports the Teacher Education Program. It is also available for the use of departments and individuals involved in other programs.

Distance Learning Classroom provides an enriched videoconferencing environment. It seats up to fifty students and incorporates a variety of audio, video, and computer technologies for instructional purposes.

Publishing Services supports administrative departments, academic departments, and student organizations by providing design services, consultation and pre-press production for a variety of print-related material. These include catalogs, directories, newsletters, ads, brochures, posters and books.

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 and in Learning Disabilities. 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

The 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.

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).

General Degree Requirements

After students are admitted to the program in their declared area of interest, an advisor completes a counseling agreement for the appropriate concentration. All programs must include a minimum of 32 semester hours. 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). Only courses with grades of C+ (2.3) or higher will be applied to the requirements of the degree. See the Admission section of this bulletin for detailed admission information.

Requirements for 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: Janice Gormas, 616-526-6826, Spoelhof Center, jgormas@Calvin.edu.

Context of Education		Semester Hours
EDUC 501	Advanced Educational Psychology	3
EDUC 510	Advanced Foundations in Education	3
Curriculum and Instruction		
EDUC 512	Theories of Instruction	3
EDUC 580	Curriculum Theory and Development	3
Subject Matter Concentration		
500-level courses, graduate workshops, or other courses listed in the Graduate Bulletin		14
Research Course		
EDUC 594	Educational Research and the Classroom	3
Graduate Seminar		
EDUC 597	Graduate Seminar	3

Requirements for M.Ed. in Curriculum and Instruction— Concentration in Educational Leadership

This concentration helps prepare educators to become leaders in formal elementary and secondary schools. Applicants must possess either an elementary or secondary teaching certificate, and have two years of successful teaching at the elementary or secondary level. Applicants from countries other than the U.S. may enroll in this concentration but will be advised to take coursework relevant to their specific settings.

Advisor: Bruce Hekman, 616-526-6105, Spoelhof Center, bhekman@Calvin.edu.

Context of Education		Semester Hours
EDUC 501	Advanced Educational Psychology	3
EDUC 510	Advanced Foundations in Education	3
Curriculum and Instruction		
EDUC 512	Theories of Instruction	3
EDUC 580	Curriculum Theory and Development	3
Concentration		
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
Research Course		
EDUC 594	Educational Research and the Classroom	3
Graduate Seminar		
EDUC 597	Graduate Seminar	3

Requirements for M.Ed. in Curriculum and Instruction— Concentration in Literacy/Reading

Classroom teachers who wish to be knowledgeable concerning current issues in reading, writing, speaking, and listening may be interested in selecting a literacy concentration in the Curriculum and Instruction M.Ed. Applicants must possess an elementary or secondary teaching certificate and have completed course work in elementary and secondary reading requirements.

Advisor: James Rooks, 616-526-8694, Spoelhof Center, jrooks@Calvin.edu.

Context of Education		Semester Hours
EDUC 501	Advanced Educational Psychology	3
EDUC 510	Advanced Foundations in Education	3
Curriculum and Instruction		
EDUC 512	Theories of Instruction	3
EDUC 580	Curriculum Theory and Development	3
Concentration		
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
Elective	To be approved by the advisor	2–3
Research Course		
EDUC 594	Educational Research and the Classroom	3
Graduate Seminar		
EDUC 597	Graduate Seminar	3

Requirements for M.Ed. in Learning Disabilities

Designed to prepare classroom teachers and specialists to identify and instruct students with unique learning problems. Applicants must 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. Two years of teaching experience is recommended. Part of the program leads to a state endorsement as a qualified teacher of the learning disabled. Teachers who wish to receive an 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. These students are not required to fulfill the student teaching requirement for the endorsement but take a graduate course instead. They earn a degree but not a state endorsement.

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

LD Concentration Leading to a K-12 Endorsement		Semester Hours
Context of Education		
EDUC 501	Advanced Educational Psychology	3
EDUC 510	Advanced Foundations in Education	3
Concentration		
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	3
Electives	To be approved by advisor	5
Research Course		
EDUC 594	Educational Research and the Classroom	3
Graduate Seminar		
EDUC 598	Graduate Seminar	3

* Application for the spring or summer practicum must be submitted to the Graduate Office by October 1.

LD Concentration for a Degree without an Endorsement		Semester Hours
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Context of Education		
EDUC 501	Advanced Educational Psychology	3
EDUC 510	Advanced Foundations in Education	3
Concentration		
EDUC 550	Theories of Learning Disabilities	3
EDUC 551	Assessment and Diagnosis: Learning Disabilities	4
EDUC 582	Curriculum & Instruction: Learning Disabilities	3
PSYC 511	Introduction to Guidance and Counseling	3
Electives		
To be approved by advisor		10
Research Course		
EDUC 594	Educational Research and the Classroom	3
Graduate Seminar		
EDUC 598	Graduate Seminar	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. Calvin offers endorsements in Early Childhood, English as a Second Language, Learning Disabilities, Cognitive Impairment, and Bilingual Education, as well as every major and minor offered at the undergraduate level. 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.

SPECIALIZED TEACHING ENDORSEMENTS

Special Education Program Leading to a K-12 Michigan Endorsement in Learning Disabilities

This program is for those who have a bachelor's degree and a teacher 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:

	Semester Hours	
EDUC 501	Advanced Educational Psychology	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
PSYC 511	Introduction to Guidance and Counseling	3
Electives	To be determined by enrollee and advisor based on enrollee's specific professional needs	5

The advisor for this program is Debra Buursma, 616-526-6231, Spoelhof Center, dbuursma@Calvin.edu.

See the Admission section of this bulletin for detailed admission information.

Special Education Program Leading to a 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.

This program includes education or psychology of exceptional children, introductory psychology, art for the classroom teacher, mental health in the classroom, and one elective, all of which may be transferred from previous undergraduate or graduate work. In addition, the following courses are required to complete the endorsement:

		Semester Hours
EDUC 306	Introduction to Cognitive Impairment	3
EDUC 310	Assessment in Cognitive Impairment	3
EDUC 330	Curriculum and Instruction: Cognitive Impairment	3
EDUC 347	Directed Teaching: Cognitive Impairment	12

The advisor for this program is Thomas Hoeksema, 616-526-6212, Spoelhof Center, hoet@Calvin.edu. See the Admission section of this bulletin for detailed admission information.

English as a Second Language Program Leading to a Michigan Endorsement in English as a Second Language

This program is for those who have a bachelor's degree and a teaching certificate and who wish to obtain an endorsement in the teaching of English as a second language.

		Semester Hours
CAS 216	Phonetics	3
ENGL 334	Linguistics	3
ENGL 335	Sociolinguistics and Issues in Language Education	3
ENGL 338	Grammar for Teachers of ESL	3
SOC 253	Intercultural Communication	3
Approved elective		3
IDIS 301/302	Introduction to English as a Second Language for Elementary/Secondary Teachers (taken concurrently with EDUC 348/349)	3
EDUC 348/349	ESL Directed Teaching-Elementary/Secondary	12

In addition to completing seven courses, students in both elementary and secondary programs must fulfill the following requirements:

- 1) Students must demonstrate competency in written and spoken rhetoric by having completed one college-level course in written rhetoric and one college-level course in spoken rhetoric with a minimum grade of C in each course.
- 2) Students must demonstrate competency in at least one foreign 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.

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). See the Admission section of this bulletin for detailed admission information.

Early Childhood Education Program Leading to a 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.

This program includes the following courses:

		Semester Hours
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: Early Childhood Education	3
EDUC 339	Current Issues in Early Childhood Education	3
SOC 304	The Family	3
EDUC 344 I & II	Early Childhood Education Curriculum and Instruction: Field Experience	12

The advisor for this program is Yvonne Van Ee, 616-526-6205, Spoelhof Center, vane@Calvin.edu. See the Admission section of this bulletin for detailed admission information.

ADMISSION

Classification of Students

Graduate Students include all applicants who are admitted to a graduate degree program and students studying in a graduate endorsement program. Only regular graduate students may become candidates for a master's degree.

Graduate students may be admitted as regular, provisional or guest graduate students. Regular students are applicants who meet all admission requirements. Provisional students are those who do not meet regular admission requirements but show considerable promise of meeting them within a year of admission to provisional status. Graduate guest students are those taking graduate courses who have not yet completed the admissions procedure or who are not planning to work toward a Calvin graduate degree. Provisional students and guest students seeking a Calvin degree may take up to 9 semester hours, after which all requirements for regular admission must be met.

Post-Degree Students hold a bachelor's degree and are taking courses leading to a provisional or professional teacher certificate or some additional endorsements.

Graduate Guest Students are those taking graduate courses who have not completed the regular admission process or are not planning to work toward a degree.

Auditors are those students attending classes for personal enrichment and not for academic credit. See below for information on registration and fees.

Admission Procedures:

Master of Education Program

The requirements for admission to the M.Ed. program are the following:

1. 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.
2. Teacher certification, or eligibility for it.
3. Two years of teaching experience is recommended for all applicants, and required for the Educational Leadership concentration.
4. Two letters of recommendation, using form supplied in application.
5. Official transcripts of all academic work taken since high school graduation.
6. A completed application form, including an autobiographical essay.
7. Applicants for whom English is a second language must have scores of at least 85 on the MTELP or 550 on the TOEFL hand written version (or 213 for the computerized version).

Inquiries and applications for admission should be sent to the Education Department office.

Michigan Professional Teaching Certificate

Endorsement Program Leading to a Michigan Professional Teacher Certificate.

Requirements for admission are the following:

1. A completed application form indicating a bachelor's degree from an accredited teacher education college or university.
2. Official transcripts of all academic work taken since high school graduation.

3. A copy of present Michigan teacher certificate.

Requests for information and admission to this program should be addressed to the Coordinator of Teacher Certification. Information regarding teacher certification can be obtained from the Education Department office.

Specialized Teaching Endorsement

Programs Leading to a Michigan Endorsement in Learning Disabilities, Cognitive Impairment, English as a Second Language, and Early Childhood Education.

Requirements for admission are the following:

1. 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.
2. Official transcripts of all academic work taken since high school graduation.
3. Two letters of recommendation.
4. 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.

Application Deadlines

All applicants are encouraged to follow the calendar below.

Fall Semester	August 1
Spring Semester	January 1
Summer Semester	June 15

Applicants applying by the above dates will be considered for regular admission and for available named scholarships. Those applying after these dates may enroll in courses if they qualify for graduate guest status.

Graduate Advisors and Counseling Agreements

Students will be assigned an advisor in their area of concentration by the Director of Teacher Education in their formal letter of admission. Graduate students should contact their advisor immediately to work out the required Counseling Agreement. After the student and the advisor have worked out a program, the Counseling Agreement must be approved by the Director of Teacher Education. The student, the advisor, and the Registrar's Office 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.

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

Registration

Students must be officially registered for all courses in which they receive credit. Class schedule and registration information are mailed to all 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 Registrar's Office and the Education Department office.

Transfer of Credit

Normally nine semester hours may be transferred to the graduate program from accredited institutions, provided the courses are appropriate to the degree program and the grades are B- (2.67 on a scale of 4.0) or higher. Appeals for exceptions will be reviewed by the Teacher Education Committee.

Students seeking a second Calvin College master's degree may use twelve semester hours (as approved by the second advisor) from the first master's degree program. A research project is required for

each degree.

Post-baccalaureate credit earned more than seven years prior to enrollment in a graduate program may not be credited toward a graduate degree.

Admission of International Students

The Calvin College graduate programs welcome international students who can demonstrate their potential ability 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 nonimmigrant 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 Director of Admissions 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 hand written version (or 213 for the computerized version).

Auditors

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.

Application for Degrees and for Continuing Teacher Certification

Graduate students must file a formal application for a degree at the Office of the Registrar at least six months before the expected date of graduation.

If M.Ed. students are also fulfilling requirements for a continuing teacher certificate or an additional teaching endorsement, they must make formal application to the Coordinator of Teacher Certification not later than six months before they complete the certification requirements.

Time Limits on Graduate Study

All work toward the master's degrees and/or a state endorsement must be completed within six years from the date of admission. Written requests for time extensions (a maximum of 3 one-year extensions) due to unusual circumstances will be considered on an individual basis. Post-baccalaureate credit earned more than seven years prior to enrollment in a graduate program may not be credited toward a graduate degree.

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.

Students may alter their schedules during the first week of classes without grades of W being recorded on their records. After that time, grades 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 of one of the student deans will be given grades of W in all courses.

Students may repeat any courses by properly registering for them but must inform the instructor when they are repeating a course. Only the latest grade, whether higher or lower, shall be included in the compilation of a student's cumulative grade point average. The original grade is not expunged from the record, but is noted as a repeated course. A student will not receive additional course credit for repeated courses.

If students fail to complete all the required work or to sit for the final examination, 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., I B+), to indicate the incomplete has been completed.

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.

Fifteen 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; and
- 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.

Nondiscriminatory Policy as to Students

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.

Academic Probation and Grounds for Dismissal

Graduate students 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 average 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 Director of Teacher Education to determine the best course of action in light of the circumstances. The case will then be brought to the Teacher Education Committee, which will review the Director'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 Committee.

Academic Honesty Policy and Procedures

The Calvin College Student Conduct Code as published in the Student Handbook shall apply to graduate students, except that in the case of allegations of academic dishonesty involving graduate students the judicial hearing body shall be the Teacher Education 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: a. use or provision of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or College official; or d. providing or selling answers or papers to other students.

The definition of "Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of

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.

Procedures

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 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 (5) school days of the decision.

FINANCIAL INFORMATION

Tuition Charges and Fees

Tuition, per credit hour	\$395.00
Interim, per credit hour	\$395.00
Course audit, per credit hour	\$197.50
Summer workshops, per credit hour (summer 2006)	\$265.00
Returned check fee	\$20.00
Late payment fee	1% of minimum amount due

Living expenses for single students living off campus are approximately the same as room and board (\$6,185) on campus. Students who are married or have dependents will need to anticipate higher living expenses. Actual expenses vary considerably depending on the number of dependents and the type of accommodations desired. In addition, allowances should be made for transportation and other miscellaneous expenses.

The balance for total tuition, room and board charges is reduced by all financial aid credits a student receives for the semester. Any balance due from the student will be divided into three payments. Each payment will be due as follows:

Fall 2005	Spring 2006
October 1, 2005	February 1, 2006
November 1, 2005	March 1, 2006
December 1, 2005	April 1, 2006

Any charges or credits not directly related to the student's tuition, room or board are placed on a separate billing statement called the Statement of Miscellaneous Charges. This billing statement is sent to the student on a monthly basis and all charges are due in full on the 1st of each month.

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.

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.

Institutional Withdrawals

Tuition charges for students withdrawing from the college 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. Students withdrawing from a single course are also subject to the above policy. Room and Board fees will be pro-rated over the entire semester for students leaving on-campus housing.

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 funds check for cash will be charged a \$5.00 service fee per check.

A \$20 charge will be assessed on all checks returned by the bank. In addition, check cashing privileges will be subject to suspension if three checks are returned during any nine-month period. Check cashing privileges will also be suspended if a student has a past due financial account balance with Calvin College.

All checks that are returned by the bank will automatically be re-deposited a second time unless

prohibited by the payer's banking institution.

Please note that we are unable to accept post-dated checks. All checks, regardless of date, will be deposited upon receipt.

SCHOLARSHIPS AND FINANCIAL AID

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, and grant and loan programs generally provide funds based on financial need. For graduate students, the minimum full-time student load is nine hours per semester.

Scholarships

Calvin awards designated scholarships to graduate students based on the student's undergraduate academic record, potential for graduate work at Calvin, and financial need. Scholarships do not apply to courses taken at Calvin Theological Seminary.

SCHOLARSHIPS AVAILABLE

Corrine E. Kass Graduate Studies Scholarship. Scholarships of up to \$2,000, in honor of Corrine E. Kass who administered the graduate program at Calvin from 1984-1992 are awarded to students in the Master of Education Program who are attending full time; prorated amounts are available to students enrolled less than full time. Candidates must have an undergraduate grade point average of 3.3 or higher, be committed to leadership responsibilities in the education profession, and give some evidence of financial need. Apply through the Education Department office by April 1.

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.

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 Fred and Carol J. Vanden Bosch Scholarship. This scholarship, established by Mr. and Mrs. Fred Vanden Bosch, is provided to assist experienced Christian teachers to return to full- or part-time education in the Master of Education—Learning Disabilities (LD) Program at Calvin College. To be eligible for the scholarship, a student must be a professing Christian teacher and must be committed to continuing in this profession. Preference will be given to students taking two courses per semester in the M.Ed.-LD program. The recipient will be required to assist in laboratory components of the M.Ed.-LD courses, must demonstrate potential for advanced academic scholarship, and must demonstrate financial need based on criteria for financial aid. Typically, \$6,000 or more is available each year with individual amounts depending on the number of qualified candidates and the students' enrollment status. Apply through the Education Department office by April 1.

Kalsbeek Memorial Scholarship. The family and friends of Wilhelmina Kalsbeek have established a fund in her memory to honor her missionary work in China from 1922 until 1949. The purpose of the scholarship is to assist with a Christian college education 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. About \$9,500 is available for scholarships each year with individual amounts depending on the number of qualified candidates. To apply for this scholarship, use the Upper-Class Named Scholarship form available through KnightVision in January. Contact the Office of Scholarships and Financial Aid with questions.

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. Factors taken into account in determining beneficiaries are the financial condition of the applicant and his/her family and the applicant's scholastic record. Consideration is also given to the recommendations from college faculty and officials and to the applicant's intended use of his or her post graduate college education. Funds must be used to pursue 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. Apply through the Education Department office.

Grants and Loans Based on Need

There are a number of programs based on need that provide funds to graduate students. Need for these programs is 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 assets of the student and spouse and an assessment of their ability to meet college expenses from their own resources.

Dependency Status

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.

Programs

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

Michigan Tuition Grants provide up to \$2,000 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.

Canada Student Loans, similar to Federal Direct Loans, are available to Canadian students in most provinces. The interest during repayment is determined at the time repayment begins.

Other Financial Aid Programs

The Denominational Grant is awarded to students who are members of the Christian Reformed Church and contribute regularly to Calvin College through denominational ministry shares. The amount of this grant for graduate students is \$15 per credit hour.

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.

Alternative Loans are available to students 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, and payment of interest is generally required while the borrower is attending school as well as after the in-school period. Repayment of principal is usually 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 our website: www.calvin.edu/admin/finaid. By clicking on the Other Resources 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. The college also operates a job transportation service for those who have a job off campus but do not have transportation available.

Tuition Waivers for International Students from other countries, not including Canada, are available on a limited basis, up to six per year.

Aid for Part-time Students

As indicated previously, many of the financial aid programs for graduate students are available to part-time students as well as full-time students. Awards for part-time attendance are usually less than for full-time attendance.

1. The only program that requires full-time attendance is the Canada Student Loan Program. Although the program itself provides awards to less than full-time students, visa regulations require that a student attend full-time in order to receive a student visa. **Minimum full-time attendance in the graduate program is defined to be 9 credit hours per semester.**
2. Programs that require attendance at least half-time include the Michigan Tuition Grant, Federal Direct Loan Program, most alternative loan programs, and most on-campus jobs. Exceptions can be made for students working on campus if they have special qualifications for a job that needs to be filled. Half-time attendance is defined to be 4.5 credit hours per semester.

Initial financial aid awards are sent to graduate students on the basis of assumed full-time attendance (9 semester hours or more) unless indicated otherwise. Students who plan to attend less than full-time and want to know how this will affect their financial aid awards are encouraged to contact the Office of Scholarships and Financial Aid.

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**
 - a. 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.
 - b. 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. Applications for the Exchange Grant are available from the Office of Scholarships and 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.
 - c. Students who want to apply for a job either on campus or off should contact the JobShop on campus.

STUDENT SERVICES

Housing

For assistance in obtaining on-campus housing, graduate students should contact the college Housing Office for availability, which may vary from year to year. For off-campus housing, graduate students are welcome to contact the Student Development Office at (616) 526-6165.

The college requires all students to register their place of residence with the Registrar's Office and to notify that office of all changes in residence during the period of enrollment.

Meal plan for Knollcrest East Housing: Full-time graduate students living in Knollcrest East are not required to be on a meal plan. They may choose to select a 10, 15, 21, or debit meal plan through the Housing Office.

Health Services

Health Services provides outpatient care in an on-campus setting during the regular school year. Located in the lower level of Heyns Hall, our facility is open weekdays with limited evening hours available. The clinical staff consists of nurse practitioners and registered nurses with contracted physicians available upon referral. Services include:

- Evaluation and treatment of common illnesses and injuries
- Allergy injections
- Physical therapy
- Women's health, including routine pap and pelvic exams
- STD testing and treatment
- Pregnancy testing and counseling
- Smoking cessation counseling and treatment
- Nutrition counseling and referrals to on-campus dietitian
- Mental health evaluation and referral to on- and off-campus treatment options
- Physical exams for sports, travel, and employment

Immunization Policy

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 our Immunizations and Insurance desk (616-526-6568) or check our web page at www.calvin.edu/admin/health/contact_us/index.

Health Insurance

The college encourages all students to have health insurance 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. For further information contact Immunizations and Insurance (616-526-6568) or check our web page at www.calvin.edu/admin/health/knightcare/index.

Contact Information:

Front Desk/Information/Appointments: 616-526-6187 (option 1)

Immunizations and Insurance: 616-526-6568

Director: 616-526-6678

Fax: 616-526-8818

E-mail: health@calvin.edu

Webpage: www.calvin.edu/admin/health

Rhetoric Center

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 from 9:00 a.m. to 5:00 p.m. and from 7:00 p.m. to 9:00 p.m. Monday through Thursday during fall and spring semesters.

Broene Counseling Center

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. Broene Counseling 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, 8:00 a.m. until 5:00 p.m. In addition, there are walk-in hours every afternoon from 3:30 p.m. to 4:30 p.m. 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 Center. Its web site can be accessed at www.calvin.edu/admin/broene/.

Use of Motor Vehicles

Motor vehicles owned or operated by Calvin students must be properly registered in the Campus Safety Office and must carry an official college vehicle permit. Temporary and permanent vehicle permits may be obtained during regular office hours 7:30 a.m. –9:00 p.m. Monday – Friday and Saturday from 9:00 a.m. to 4:00 p.m. 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. Guests of the college are required to obtain a free Guest Pass from the Campus Safety Office while visiting the campus. The driving regulations and requirements of the Michigan Motor Vehicle Code apply to all driving on the campus. A complete listing of Calvin's parking/driving regulations are accessible through the web at www.calvin.edu/admin/campus_safety.