



ACADEMIC POLICIES

Eligibility

In order to be admitted to candidacy in the Master in Education Programs, an individual must meet all of the following criteria:

- Hold a bachelor degree from an accredited college or university.
- Submit official scores from The Communication and Literacy Massachusetts Test of Educator Licensor (MTEL)
- Submit a completed application form along with a \$50 application fee.
- Submit official transcripts from all undergraduate and graduate work completed.
- Submit official score from Graduate Record Exam (GRE) or Miller Analogy Test (MAT) completed within the past 12 months.
- Submit three letters of reference.
- Be admitted to candidacy by the M.Ed. Admissions Committee.
- Students interested in a 36 credit Master’s leading to Professional Licensure must submit a copy of their Massachusetts Initial Teaching License.

Transfer of credit

To insure the integrity of the Merrimack M.Ed. Degree, no more than six (6) graduate credits may be transferred from another institution. Only credits that meet the following criteria may be considered for transfer into Merrimack’s Master in education Program:

- Credits must have been earned in graduate level courses at an accredited college or university.
- Students must submit an official transcript of all credits to be considered for transfer.
- Students must have earned a grade of “B”, or better in all credits considered for transfer.
- Only credits directly applicable to the Merrimack program will be considered for transfer.
- All transfer credit must receive the written approval of the Program Director.

Grading

Merrimack College’s Master Degree Program uses a system of letter grades, which are equivalent to the following numerical values:

A	4.0	A-	3.7	B+	3.3	B	3.0	B-	2.7
				C+	2.3	C	2.0	C-	1.7
				D+	1.3	D	1.0	D-	0.7
								F	0.0

W Withdrawal
N Incomplete
Y Continuing Course

To receive a grade of **W**, a student must submit a written notice of withdrawal to the Graduate Education Department and the Registrar’s Office no later than the sixth week of class.

A grade of **N** indicates that a student has not completed the required work in the course. All requirements must be met by the second week of the following semester. If the work is not complete at that time, the grade will be automatically changed to an **E**.

A student must maintain a grade point average of at least 3.00 to be in good academic standing in the Master in Education Program at Merrimack, and to be eligible for the Practicum.

Time Limitations

A student must complete all requirements for the Master Degree within six years of the initial registration into the program. Within this six year period, the student must be continuously enrolled. To be continuously enrolled, a student must be registered for course work in at least four of the five semesters in the academic year. A student may apply to the program director for a leave of absence for up to one year. Only one leave of absence will be granted per student.

Probationary Status

A student whose grade point average falls below 3.0 will be placed on probation and may not register for more than six credits in any one semester. A student whose grade point average remains below 3.0 after completing six credits while on probation may become subject to dismissal from the program.

Dismissal from the Program

A student may be dismissed from the Master in Education Program by the Program Director for reasons including poor academic performance, academic dishonesty, or lack of professional behavior. Once dismissed, a student may not register for any graduate course at Merrimack College for a period of at least one year, and may be readmitted only by the M.Ed. Admissions Committee. A dismissal may be appealed in writing to the Academic Vice President and Dean of Education.

ACADEMIC POLICIES FINANCIAL INFORMATION

Graduation

All students expecting to graduate must apply for graduation by the deadline specified by the Registrar's Office. The awarding of a degree is contingent upon the student's successful completion of all program requirements prior to the date of graduation. If a student fails to graduate at the time originally anticipated, the student must reapply for the next graduation before the appropriate deadline. Students who have completed all of their degree requirements prior to a specific graduation can, if necessary, request a letter from the Registrar certifying the completion of their programs. Degrees will be awarded at the public commencement exercises in May of each year.

Massachusetts Tests of Educator Licensure (MTEL):

In order to receive the Initial License in Elementary Education, or as a Teacher of Students with Moderate Disabilities, candidates must take and pass three Massachusetts certification tests: Communication and Literacy, Foundations of Reading, and the General Curriculum Test for Elementary Education. Merrimack College has included these tests as requirements for successful completion of the program, and offers preparatory workshops for those who wish to take them. The tests are taken at the following times:

- The Communication and Literacy Test must be passed as one of the criterion for acceptance into the program.
- After taking ED 507, *Curriculum Instruction and Assessment in Reading and Language Arts*, candidates must take and pass the Foundations of Reading Test.
- The General Curriculum Test for Elementary Education must be taken and passed prior to applying for Practicum placement.

FINANCIAL INFORMATION

Fees	
Application Fee (A one time fee for new applicants)	\$50.
Tuition, per credit (Full tuition payment due at time of registration)	\$450.
Comprehensive Fee	
Up to eight Credits	\$62.50
Nine to eleven Credits	\$187.50
Twelve or more Credits	\$250.00
Late Registration Fee	\$25.
Graduation Fee	\$100.

REFUNDS

A student is entitled to a refund of tuition if written notice of withdrawal is received by the Graduate Education Department and Registrar's Office according to the following schedule:

Prior to the first class	100%
Prior to second class	75%
Prior to third class	50%
Prior to fourth class	25%
After fourth class	No Refund