

**Chestnut Hill College
School of Graduate Studies (SGS)
2016-17 Catalog addenda**

Effective beginning in all 2017 summer terms

Changes and clarifications in policies and program descriptions in the following areas will be effective beginning in all 2017 summer terms. Actual changes are noted in bold italics and shown in relation to the relevant pages and sections in the 2016-17 School of Graduate Studies (SGS) Catalog.

Non-Matriculating Students (Admissions, p. 18 revision)

- Visiting or professional enrichment students (non-matriculating) and those who are in the process of completing the graduate admissions process (pre-matriculating) are included in this category. Students in this category may take up to ***six credits***.
- Successful completion of courses taken as a non/pre-matriculating student does not guarantee acceptance to any degree or certificate program.
- Students may register after submitting an application form, application fee, and an undergraduate transcript from their degree-granting institution. (An official transcript must be received before the completion of the first course. Grades will not be issued until the official transcript is received).

Approved by Graduate Academic Committee, 12-6-16. Approved by Interim Vice-President for Academic Affairs in meeting with Registrar, Dean of the School of Graduate Studies, and Director of Graduate Admissions, 12-14-16

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Transfer Credit Information (Academic Policies, pp. 82-83 revisions)

This transfer credit policy applies only to credit for courses taken at institutions (accredited colleges/universities) other than Chestnut Hill College. Different policies apply to Chestnut Hill College courses.

Applicants may begin the transfer credit evaluation process during the admissions process. Applicants should supply their Program Chair or Advisor with transcripts, course descriptions, syllabi, and other related materials for evaluation. However, the actual credit transfer occurs after enrollment.

Acceptance of transfer credit is at the discretion of the department. The following rules apply to degree programs:

- Students are permitted to transfer up to ***six credits from institutions other than Chestnut Hill College.***
- Transfer credits must be from an accredited college/university.
- Students must submit a Request for Transfer of Credits form, an official transcript, and syllabus for each course request.
- The course syllabus must be consistent with a relevant, extant CHC course.
- Transfer credit is evaluated after acceptance and the actual credit transfer occurs after enrollment.
- Typically, transfer credit must have been completed within five years. Departmental discretion determines the programmatic relevance of this guideline.
- Only courses with grades of "B" or higher will be evaluated and accepted for transfer credit.
- Transferred courses will not be considered in calculating the CHC GPA.
- Transferred courses should be completed prior to CHC matriculation (requests for exceptions must be submitted in writing and approved by the department chair).
- ***Any exceptions to this policy must be approved by the Dean of the School of Graduate Studies in consultation with the department chair or graduate program coordinator.***

The Transfer of Credits Request Form is available in the School of Graduate Studies office or at www.chc.edu/registrar.

Approved by Graduate Academic Committee, 01-24-17. Approved by Interim Vice-President for Academic Affairs in meeting with Registrar, Dean of the School of Graduate Studies, and Director of Graduate Admissions, 12-14-16.

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Graduation (Academic Policies, p. 67 addition)

Degrees are conferred at the College three times per year in August, December, and May on the dates specified in the Academic calendar. ***To facilitate eligibility for post-doctoral internships, August 31 is the date of degree conferral for students who complete all requirements for the doctoral program in clinical psychology (PsyD program) in the summer term.*** A student is not considered to be graduated until the Office of the Registrar has recorded a transcript notation and the conferral date is indicated.

Recommended by Chair of Department of Professional Psychology, the Registrar, the Dean of the School of Graduate Studies, and the Interim Vice-President for Academic Affairs. Approved by the President, November 2016.

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**Graduate Program in Instructional Technology/
Instructional Technology Specialist (ITS) certification, p. 85 revisions**

M.S. in Instructional technology with Instructional Technology Specialist specialization, p. 85 revision

Students who successfully complete the M.S. in Instructional Technology with Instructional Technology Specialist specialization, including the assessment of the mandatory Portfolio designed by the candidate as a part of the GRIT 704 (Practicum/Portfolio) course, and the PDE required pre-requisite education courses are eligible to apply for certification as Pennsylvania Department of Education Instructional Technology Specialists (ITS). After a candidate applies to PDE, PDE contacts the CHC PDE certifying officer for confirmation that the candidate has completed an approved program of study at this College.

Students who successfully complete 36 credit hours in this specialization with the exception of GRIT 704 may graduate with the degree of M.S. in Instructional Technology. To become eligible for certification by PDE as an Instructional Technology Specialist, a graduate of this program may take or retake GRIT 704 as a non-matriculated student within one year after completion of the master's degree; a passing grade on the transcript will indicate completion of coursework in the program of study required for eligibility for certification.

Certifications and Certificates

Instructional Technology Specialist (ITS) Certification Preparation, p.85 revision

The PDE (Pennsylvania Department of Education) approved Instructional Technology Specialist certification preparation program option is available for students who are seeking ITS certification as a means to achieve their career goals as technology facilitators at the school or district level. This option is open for those with either a Bachelor's or a Master's degree. ***Students who successfully complete the nine (9) required ITS certification courses identified above, including the assessment of the mandatory Portfolio designed by the candidate as a part of the GRIT 704 (Practicum/Portfolio) course, and the PDE required pre-requisite education courses receive a certificate of completion from the College and are eligible to apply for certification as Pennsylvania Department of Education Instructional Technology Specialists (ITS). After a candidate applies to PDE, PDE contacts the CHC PDE certifying officer for confirmation that the candidate has completed an approved program of study at this College.***

Clarifications and changes developed and approved by Program Coordinator of the Graduate Program in Instructional Technology, Education Department chair, Dean of the School of Graduate Studies, and Registrar, 11-17-16 to 12-14-2016. Approved by Interim Vice-President for Academic Affairs, in meeting with Registrar and SGS Dean, 12-14-2016.

