

WESLEYAN UNIVERSITY GRADUATE LIBERAL STUDIES



Student Handbook
Fall 2017-Summer 2018

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INTRODUCTION

The Student Handbook (Handbook) is your guide to the Graduate Liberal Studies (GLS) program and Wesleyan University. Whether you are a new student thinking about taking your first GLS course, or a student working toward a degree, this Handbook is your reference for a wide range of student concerns. If, after consulting the Handbook, you still have questions, or unresolved issues, please do not hesitate to contact the GLS office at masters@wesleyan.edu or 860.685.2900.

The policies and procedures described in this Handbook apply to all GLS students, whether seeking a degree or not. It is each student's responsibility to read this Handbook thoroughly and to understand the policies and procedures described. Failure to read the Handbook, negligence, personal factors, or contradictory information from any source are not acceptable grounds for seeking exemption from these policies and procedures.

The Handbook is updated each academic year and the new version is published online prior to the beginning of the fall term. All GLS students are always bound by the policies in the current published guidelines.

Student Contract and Honor Code

All students are required to follow the Student Honor Code they signed on their GLS Application. It states that you have read, understand, and agree to abide by the policies in the GLS Student Handbook (wesleyan.edu/masters), the Honor Code and the Code of Non-Academic Conduct Regulations (wesleyan.edu/studenthandbook under the header University Standards and Regulations), and the Student Account Agreement and Disclosure Statement (wesleyan.edu/masters/pdfs/GLS-SA-Policy.pdf). You understand and accept your obligations as outlined in the codes, and you will uphold Wesleyan's standards.

Wesleyan Email and Official Communications from Wesleyan

All GLS students are given Wesleyan email accounts. As a new student, you will be informed of your email username and the default method of constructing your password. Please change your password right away.

You may read your Wesleyan email on the web at gapps.mail.wesleyan.edu, or you may have your Wesleyan email automatically forwarded to another address by clicking the gear icon next to your name, and choosing "Settings." On the settings page, click "Forwarding and POP/IMAP," then click "Add a forwarding address" and follow the instructions.

NOTE: Wesleyan faculty and staff retain their email associated with their employment and will continue to use owa.wesleyan.edu to access their Wesleyan email.

Official communications (including financial notices) will be sent to your Wesleyan email address, and you are responsible for reading these messages. Your instructors will see only your Wesleyan email address in their class rosters.

Student WesPortal

All GLS students, including faculty and staff, are assigned an electronic GLS student portal, accessible from the main page of the Wesleyan University website. Through WesPortal, students may register for courses online, pay tuition and fees, update address, email and emergency contact information, and view current classes, schedules, and classroom locations, as well as academic history including grades.

To log in to your WesPortal, visit wesleyan.edu, click the "Tools" gear in the black bar at the top (to the right) and select WesPortal from the dropdown.

ADMISSION

Graduate Liberal Studies offers three forms of admission: open enrollment as a non-degree student, admission to degree candidacy to earn a Master of Arts in Liberal Studies (MALS) or a Master of Philosophy in Liberal Arts (MPhil), and admission to the Graduate Certificate in Writing. New students may enroll beginning in any term: fall, spring, or summer.

Whether students begin in non-degree status or admitted to a degree/certificate candidacy, it is recommended that all students enroll in a foundational course within their first two terms. These courses offer additional writing support and feedback and provide a good basis to begin graduate studies.

Admission to Non-Degree Status (Open Enrollment)

Students may take courses with "non-degree" status as long as they wish, but non-degree students are not eligible to graduate. Non-degree status is open to anyone who holds a Bachelor's degree and remains in good standing with the university. Students may apply for admission to open enrollment (non-degree) study at any time, and begin taking courses at the beginning of the next upcoming semester. The following items must be received by the GLS office prior to the beginning of the term in order for a non-degree student to enroll in classes:

Required:

1. Required: Online Application (<http://continue.wesleyan.edu/apply>): Students must include all required information as denoted on application pages and hit "Submit" on the final page.

Optional, but preferred:

2. Transcript(s): Official transcripts sent directly to the GLS office by the degree-granting institution.
Students applying for the MPhil who have completed graduate work at another institution must have both undergraduate and graduate degree-granting institutions send transcripts directly to the GLS office.
3. Immunizations: The cover sheet provided in the application with documentation demonstrating compliance with the State of Connecticut's requirements for immunizations must be submitted directly to Wesleyan Health Services.

Students may enroll and begin their first course in the GLS prior to the delivery of official transcripts and immunization compliance documentation, but these documents must be on file in order for a student to be eligible for degree/certificate candidacy. It is therefore advisable for non-degree students to provide official transcripts and immunization compliance documentation at their earliest convenience.

Admission to a Degree or Certificate Program

Students who wish to become candidates for the Graduate Certificate in Writing, the Master of Arts in Liberal Studies (MALS) or the Master of Philosophy in Liberal Arts (MPhil) must apply for admission to certificate or degree candidacy. The application may be submitted either prior to taking GLS courses, or after taking a few. A maximum of four GLS courses completed prior to matriculation to degree candidacy or acceptance to the certificate program will count toward the degree or certificate. Students taking GLS courses who have not applied for admission and been admitted are not eligible to receive a degree.

Certificate Students

Students admitted to the Graduate Certificate in Writing are eligible to earn the certificate upon the successful completion of the program's requirements. They are not eligible to participate in Commencement ceremonies or receive GLS need-based scholarship aid (although other forms of aid may be open to them). See below for admission requirements.

Degree Students

Students admitted to a degree program are eligible to receive GLS aid, and to participate in Commencement activities and graduate upon successful completion of their degree requirements.

Timeline

The open enrollment policy allows students to either apply for admission to degree candidacy or the certificate prior to beginning coursework, or to apply for admission after taking a few courses. Students who are certain they wish to seek a degree or earn the certificate, and who have a recent, strong academic background, are encouraged to apply prior to registering for their first course.

Students who would prefer to try out a course or two as a non-degree student may do so. A maximum of four courses taken as a non-degree student can be applied to a degree or certificate. Students must submit an application while taking, or prior to taking, their fourth course in the program. A higher degree of academic preparation is required for the successful completion of the MPhil degree, and admission to the program is adjudicated accordingly.

Students who have been out of school for a while, or whose undergraduate record is not strong, are encouraged to complete two GLS courses (6 units of credit), with two different instructors before applying for degree or certificate candidacy. At least one of these courses must be in the student's proposed area of concentration and it is recommended that one be a foundational course. No more than four GLS courses (12 credits) completed prior to the first term of candidacy may be counted toward the degree or certificate. If a student has completed more than four courses before the first term of degree candidacy, only the four most recent courses will be eligible to count toward the degree or certificate.

Applications to MALS and Graduate Certificate in Writing prior to completion of GLS courses

Applications to MPhil, regardless of prior GLS coursework

The below is an overview. Complete application instructions can be found on our website as well as on the application (continue.wesleyan.edu/apply). Students must submit the following prior to the published deadline:

1. A completed application for admission, identifying the degree and/or certificate for which the student seeks candidacy, and the student's proposed area of concentration.
2. Writing Sample: For degree candidates, the writing sample must be an academic essay utilizing the standard format of a research paper (thesis statement, development of argument, use of appropriate resources, correct citation of sources, etc). Certificate-only candidates may submit a piece of creative writing. The writing sample should demonstrate that the student is able to write with the complexity and clarity necessary to succeed at the graduate level. The writing sample should have been produced within the past five years, and, if submitted for a class or publication, should indicate these details on a cover page.
3. Statement of Academic Intent: Applicants should provide a Statement of Academic Intent – a document detailing their interest in the program, the degree, and their academic interests – not to exceed 250 words. The Statement of Academic Intent should be prepared exclusively by the applicant.
4. Official transcripts of the student's undergraduate and (if applicable) graduate degrees, obtained from fully-accredited colleges or universities, and sent directly by the degree-granting institution to the GLS office.
5. Two letters of recommendation that shed light on the candidate's academic ability, promise, and motivation, ideally from people who have taught the applicant and are thus able to comment directly on his or her intellectual capacity and academic potential.
6. Demonstration of compliance with the State of Connecticut's criteria for immunization against varicella (chicken pox), measles, mumps and rubella (documentation must be sent to Wesleyan University Health Services).
7. TOEFL or IELTS score (only required if student's native language is not English).

Applications to MALS or Graduate Certificate in Writing submitted after completion of GLS course(s)

For students who apply for MALS degree or certificate candidacy after completing at least one GLS course, the following must be on file for the application to be considered complete:

1. A completed application for admission, identifying the degree and/or certificate for which the student seeks candidacy, and the student's proposed area of concentration.
2. Writing Sample: For degree candidates, the writing sample must be an academic essay utilizing the standard format of a research paper (thesis statement, development of argument, use of appropriate resources, correct citation of courses, etc). Certificate-only candidates may submit a piece of creative writing. The writing sample should demonstrate that the student is able to write with the complexity and clarity necessary to succeed at the graduate level. The writing sample should have been produced within the past five years, and, if submitted for a class or publication, should indicate these details on a cover page.
3. Statement of Academic Intent: Applicants should provide a Statement of Academic Intent – a document detailing their interest in the program, the degree, and their academic interests – not to exceed 250 words. The Statement of Academic Intent should be prepared exclusively by the applicant.
4. Official transcripts of the student's undergraduate and (if applicable) graduate degrees, obtained from fully accredited colleges or universities, and sent directly by the degree-granting institution to the GLS office.
5. Two Academic Recommendations: Academic recommendation may come in the form of a grade received in a GLS course *or* letters of recommendation that shed light on the candidate's academic ability, promise, and motivation, ideally from people who have taught the applicant and are thus able to comment directly on his or her intellectual capacity and academic potential. Each passing grade earned in a GLS course will count as one academic recommendation. If you are submitting a course grade in lieu of a recommendation, a letter from the instructor of that course may not serve as the second recommendation.
6. Demonstration of compliance with the State of Connecticut's criteria for immunization against varicella (chicken pox), measles, mumps and rubella (documentation must be sent to Wesleyan University Health Services).
7. TOEFL or IELTS score (only required if student's native language is not English).

Changing Degrees/Programs

MALS candidates who already have a master's degree may decide that they would rather earn an MPhil in Liberal Arts. These students will need to formally reapply for the MPhil. MPhil candidates may decide that they would rather earn an MALS. These students may submit a petition requesting to do so (not all students will be eligible). Please contact Sarah-Jane Ripa at sripa@wesleyan.edu or 860-685-3345 for more information about the process and your eligibility.

A student enrolled in a degree program may apply to earn the Graduate Certificate in Writing prior to enrolling in a capstone. Students who have been admitted to degree candidacy **and** the Graduate Certificate in Writing program but who wish to complete only the Certificate program must petition to do so prior to their 10th course for MALS students and prior to their 8th course for MPhil students, and will cease to be eligible for GLS need-based scholarship aid.

Special Information for International Applicants

International Transcripts

Students who completed their undergraduate or previous graduate studies at a foreign institution are expected to provide an official transcript, and, if the transcript is written in a language other than English, a certified translation.

In certain cases, if the student can show that it would be impossible to provide an official transcript from the student's foreign university, the GLS may accept (a) scores from the GRE (Graduate Record Exam) or MAT (Miller Analogies Test), (b) three academic letters of recommendation (written or translated into English), and (c) a writing sample. International students should contact our office at 860.685.2900 to discuss visa eligibility and other questions they might have.

Non-native English Speakers

Students whose native language is not English are expected to take either the TOEFL (Test of English as a Foreign Language) or the IELTS (International English Language Testing System) exam and to present a writing sample (an academic paper 3–5 pages in length), in addition to the regular GLS Admission Essay. To be eligible for admission, students must present a TOEFL score of at least 100 on the internet-based test, or a score of at least 7 out of 9 on the academic module of the IELTS. The TOEFL or IELTS test must have been taken within two years of the time of application for admission, and the score must be sent directly to the GLS from the testing agency.

Visa Acquisition and Deadlines for Admission (Degree or Non-Degree)

Current F1 visa status is required for international students who wish to study at Wesleyan University. Students who already hold an F1 visa should contact their Designated School Official to clarify any visa questions or issues. International applicants who require an I-20 from Wesleyan should contact Mary Kelly at mgkelly@wesleyan.edu.

Please note that international students must pursue full-time study.

Consideration for students who require an I-20 will end no less than 10 weeks in advance of the term.

- November 6, 2017 to begin in Spring 2018
- April 9, 2018 to begin in Summer 2018
- June 25, 2018 to begin in Fall 2018

Review of Applications for Admission

Applications for admission to degree and certificate candidacy are reviewed three times each year. Students who wish to be admitted to degree candidacy for the following term, or who wish to take their fifth course in the following term, must submit their completed application to the GLS office prior to the deadline for admission for that term. Admissions deadlines for the coming year are as follows:

- For Spring 2018: November 6, 2017
- For Summer 2018: April 16, 2018
- For Fall 2018: July 16, 2018

When evaluating admission applications, the admission committee will carefully review each of the following documents to determine the applicant's ability to succeed in the program:

Writing Sample
Statement of Academic Intent
Undergraduate record
Graduate record, if one exists
Letters of academic recommendation and/or grades from GLS courses the applicant has taken
TOEFL or IELTS score (only required if student's native language is not English)

To be considered for admission to degree or certificate candidacy, a student must have received grades of B or better in previous GLS courses or other recent coursework, although grades of B or better do not guarantee admission to degree/certificate candidacy. Students working toward an MALS degree or the Graduate Certificate in Writing are expected to earn higher grades than B overall, and MPhil students are expected to maintain a consistently excellent academic record.

Applicants whose grades in GLS courses average B or lower should address, in their Statement of Academic Intent, how they plan to enhance their academic performance in future GLS courses.

After the application has been reviewed by the admission committee, the student will receive a notification from the application system that a decision has posted to their account.

Students who declare that they do not intend to seek degree candidacy need only maintain good academic standing to continue taking courses. Any student who has been denied admission to degree candidacy may register for additional GLS

courses only by approval of the GLS admission committee. A student who is not admitted to degree candidacy may send a written request to the committee asking for permission to take a class.

Readmission Guidelines may be found on page 19 of this Handbook.

Please Note: Admissions policies are subject to change at any time, and the most updated information may be found on our website.

Transferring Credits from Another Institution

Students may petition the GLS program to accept credit for graduate-level courses taken at other institutions. Such courses must make a logical contribution to the student's program and must clearly parallel GLS courses in content, standards, and approach. There is no fee for transferring credits.

Students who wish to transfer credits earned before they matriculate to degree candidacy must request to do so at the time of admission to degree candidacy. Students who wish to study elsewhere during the course of their degree candidacy with GLS must receive written pre-approval for the transfer of credit from the GLS Director. The Director will issue a provisional acceptance of transfer credit, pending receipt of satisfactory final work and a grade of B or better on the official transcript from the credit-granting institution. GLS will not consider petitions to transfer post-matriculation credits after the beginning of the semester in which the student has begun studying elsewhere.

There is no fee for transferring credits. Courses accepted for transfer credit are listed on the Wesleyan transcript with credit (CR), but no grade. For credits earned prior to degree matriculation, the term in which the earliest course (transfer or Wesleyan) was taken marks the beginning of the 6-year period during which the MALS or MPhil degree should be completed. If the student does not complete degree requirements within 6 years of the time the transferred course began, the transferred course(s) will not count toward degree requirements unless the student petitions for, and is granted, an extension to 7, or, at maximum, 8 years. If GLS credits are transferred to other degree programs, they will no longer count toward a Wesleyan degree.

Transfer Credits and Graduate Liberal Studies degrees

Graduate Certificate in Writing (18 units of credit)

- No transfer credit will be accepted for this program.

MALS degree (36 units of credit):

- An overall total of 12 units of transfer credit will be considered for approval.
- No more than 6 of those units of credit can be from courses taken prior to matriculation.
- The final 6 units of credit of the degree must be earned with Wesleyan GLS courses.

MPhil degree (30 units of credit):

- An overall total of 6 units of transfer credit will be considered for approval.
- These 6 units of credit can be from courses taken prior to or following matriculation.
- The final 6 units of credit of the degree must be earned with Wesleyan GLS courses.

Eligibility Requirements

In order for credits to be considered for transfer, courses must meet all of the following criteria:

- Courses must make a logical contribution to the student's program;
- Courses must clearly parallel GLS courses in content, standards, and approach;
- Courses must be from a fully-accredited college or university and must bear the equivalent of 3 graduate-level credits;
- Courses must have been acceptable to apply toward a graduate degree at the institution at which the courses were taken;
- Courses must have been part of the regular curriculum at the institution— independent studies conducted at other institutions are not eligible for transfer;

- Courses taken more than 4 years prior to the start of a student's course of study in the GLS program will not be considered;
- The grade awarded for a course must be a minimum of B; and
- Courses have not been (and will not be) applied toward another degree.

How to Petition for a Transfer of Credit

Students who wish to transfer credit toward the MALS or MPhil degrees must submit a petition for transfer of credit at the same time that the student submits the application for admission to degree candidacy, or at least two weeks prior to the beginning of the semester in which they will take the course for which they are seeking to transfer credit.

Students requesting the acceptance of transfer credits taken prior to GLS as part of their application for degree candidacy must submit:

- A petition form;
- Course descriptions for the courses to be considered for transfer;
- Syllabi for courses to be considered;
- The final paper or project from the courses to be considered; and
- Official transcripts, sent directly to the GLS office by the college or university where the courses were taken, listing those courses to be considered, and letter grade received.

Students requesting the acceptance of transfer credits taken during their degree candidacy must submit:

At least **two weeks** prior to the beginning of the semester in which the credit is to be taken:

- A petition form and statement explaining the justification for taking the course at another institution;
- Course descriptions for the courses to be considered for transfer;
- Syllabi for courses to be considered.

At least **one week** prior to the beginning of the following semester:

- The final paper or project from the course to be considered; and
- Official transcript, sent directly to the GLS office by the college or university where the course was taken, listing the course to be considered, and letter grade received.

Wesleyan Employees

Enrollment is open to eligible Wesleyan University faculty, administrators, and staff, and to their spouses/domestic partners; eligibility is determined by Human Resources. Students receiving the faculty/staff tuition benefit may register for courses the Monday following the opening of general registration. They must pay the registration fee each term in which they enroll, and any applicable course fees (for art supplies, etc.) Online spots are not generally available to students receiving the tuition benefit, but may become available if a seat is still just prior to the start of classes.

Based upon IRS regulations, tuition benefits for employees and/or spouses for undergraduate and graduate courses are taxable for amounts valued over \$5,250 annually. Effective January 1, 2007, if the combined annual value of educational assistance exceeds \$5,250 for employees, and/or spouses/domestic partners, the excess will be included in the employee's federal and state taxable wages for the remainder of the year. The value of the benefit will be incurred consistent with the GLS withdrawal policy as stated in the GLS student handbook. For more information about tuition benefits, please visit the Human Resources website: <http://www.wesleyan.edu/hr/staff/benefits/eduassistance.html>.

A member of the Wesleyan University faculty or staff (and/or spouse/partner) who lacks an undergraduate degree may enroll in those GLS courses for which the student is academically prepared to succeed. It is expected that the student will have previously completed approximately two years of college courses. Such students shall apply for eligibility to enroll by submitting a petition, at least three weeks prior to the beginning of the first term of enrollment, requesting eligibility to enroll without a bachelor's degree; this petition shall be accompanied by a writing sample of 5–7 pages. Prior to submitting the petition, the applicant should interview in person with the GLS director. If accepted, Graduate Liberal Studies will process the

enrollment request on a space-available basis, but the student will be enrolled as an undergraduate and will earn undergraduate-level credit. This credit will not be applicable toward a graduate degree. Students without undergraduate degrees are not eligible for admission to degree candidacy for the Certificate, MALS or MPhil, but their credits may be transferred to an undergraduate degree program at another institution.

Wesleyan Undergraduates

Wesleyan University undergraduates in their junior or senior years, and 12-college consortium juniors and seniors enrolled at Wesleyan, may apply for approval to register for GLS courses using the Wesleyan Undergraduate Approval form. The student must obtain approval signatures from the instructor, major advisor, class dean, and the GLS director.

To register, undergraduates must submit a completed Wesleyan Undergraduate Approval form to the GLS office along with a GLS registration form. Undergraduate registrations are processed at the end of the GLS registration period; graduate students taking courses for graduate credit have priority over undergraduates. Wesleyan undergraduate tuition covers the cost of GLS courses in the fall and spring semesters; however, like Wesleyan Summer Session, students must pay tuition and applicable fees in the summer.

Any Wesleyan student who registers for GLS courses who has not yet been awarded the BA degree (even if all requirements for the BA degree have been met) will be subject to the jurisdiction of both undergraduate and graduate honor boards and judicial boards. Violations of the honor code in GLS courses and the code of non-academic conduct will be adjudicated following Judicial Board procedures; if it is found that a violation occurred, sanctions will be determined as they pertain to the student's grade in the course and standing in the graduate program. Based upon the finding and sanction, the student's undergraduate academic standing and eligibility to earn the BA degree will be subject to review.

ENROLLMENT

Registration for Courses

New students may begin the registration process by submitting an admission application to the GLS office online at continue.wesleyan.edu/apply. New students will be assigned a username and password and must participate in online registration through WesPortal.

Students may register for courses for credit (toward either degree or non-degree credit), or, if the course is designated as open to auditors in the course description, to audit for personal enrichment but no academic credit. The prerequisites, if any, are identified in the course description.

1. All GLS students taking courses for credit must register and pay online through their WesPortal. Please Note: In the case of an emergency or other extenuating circumstance, a paper registration form and a check for full payment may be submitted to the GLS office.
2. Registration for students using the faculty/staff tuition benefit opens the Monday following the opening of general registration.
3. Students who wish to audit must submit a paper registration form and complete payment online within 1 business day of being enrolled. Auditors will be enrolled no more than two weeks prior to the start of class. For more information, see "Auditing Courses" below.

Registration Deadlines

Registration dates for each term and session are posted on the GLS website. GLS courses are academically rigorous and demand a student's full participation beginning with the first class, which may require advance reading and/or coursework. Every class meeting constitutes a substantial and crucial part of the complete course, and students are expected to attend every class meeting. For these reasons, any registrations after the first class meeting require instructor permission. Students who are not able to register during the posted periods should contact the GLS office, and may be accommodated.

Switching Courses

If a student wishes to withdraw from one course and register for another course that has not yet met, the GLS will accommodate this, subject to course availability **only if the request comes in prior to, or during, the first week of the term, or the first day of an immersion**. For more information about withdrawing from a course, see the Withdrawal Policy section below.

Course Cancellations

If a course is cancelled for any reason, registered students will be notified immediately. GLS staff will contact students by email and phone. If the student does not wish to enroll in another course, the student may request a refund of the course tuition, registration fee, and any other fees paid for the cancelled course, or may choose to leave those funds in the student account to be applied toward future fees.

Auditing Courses

Some GLS courses may be open to auditors. Students may register to audit these courses, rather than taking them for credit. Auditors are expected to prepare thoroughly for class discussion and attend every class meeting. They may not, however, present work for the instructor to review or grade. The fee to audit a course is one-third of the course tuition, in addition to the registration fee. Like non-degree students, auditors must hold a bachelor's degree or higher. A limited number of spaces for auditors are available; students registering for credit have priority in registration, and auditor registrations are processed at the end of the registration period, in order of receipt, for available courses. Students may not register to audit courses after the course has begun. Audited courses will never be accepted for credit toward a degree at a later date. The audit designation (AU) will appear as the grade on the student's transcript.

Courses considered appropriate for auditing are designated as such in the online course catalog. Courses in which work for the course is produced in the class (such as studio arts and creative writing courses, and sciences courses involving lab or field work) are not open to auditors. Immersion courses are also not open to auditors.

Students who wish to change registration status from audit to credit or credit to audit must do so before the end of the first week of the term. Should a student change a course registration status from credit to audit or audit to credit, that change counts as a withdrawal from the course with any attendant tuition liability, and a new registration for the course. Requests for exceptions to this policy are reviewed at the discretion of the Director.

Withdrawal Policy

Registration for GLS courses is open and flexible and offers students the opportunity to take individual courses without committing to a long-term sequence of enrollment. The withdrawal policy is constrained by the unique nature of this program. Registration for any course constitutes an obligation to pay tuition and fees for that course and to complete the academic requirements of that course. To avoid academic penalty and tuition liability, a student must officially withdraw within the specified deadlines. Once registered for a graduate tutorial course, capstone, or thesis, a student may not withdraw.

How to Officially Withdraw

If you need to withdraw from a course, please do so online via WesPortal. If extenuating circumstances make online withdrawal impossible, please make a withdrawal request through your Wesleyan email account and email to masters@wesleyan.edu or by phone (860.685.2900). You will incur tuition liability (including liability for additional course fees) and academic penalty according to the date by which the request is submitted to the GLS office. Deadlines are available on the GLS website.

Failure to Officially Withdraw

A student is not relieved of the obligation to pay tuition or to complete the academic requirements of a course by informing the instructor of a decision to withdraw or by not attending classes. In cases where a student fails to officially withdraw, but ceases to attend class, tuition is not reimbursed and the grade assigned by the instructor will appear on the student's transcript. The grade assigned may be an "F".

Withdrawal Deadlines

Withdrawal requests submitted prior to the second class meeting will result in no record of the course on a student's transcript. Withdrawal after this date will result in a notation of "W" on the official transcript if the official withdrawal is received prior to the academic withdrawal deadline posted in the academic calendar. After this deadline, a student may not officially withdraw, and the faculty member will award a grade consistent with the amount of work completed by the student. This grade will appear on the transcript, and may be an "F". The deadlines, liability, and academic penalties for withdrawal are published in the Academic Calendar for each term.

Definitions of Full-Time and Half-Time Enrollment

Any student who registers for a minimum of three courses (9 credits) per term is defined as a full-time student for that term. Full-time status is required for international students to maintain visa status. Students who are enrolled in the MALS or Certificate Capstone are defined as full-time for the term of enrollment. Students who are enrolled in the MPhil thesis are defined as full-time during all terms in which the student is writing the MPhil thesis, beginning with the first term in which the student enrolls and pays tuition. While our expectation is that students will complete the thesis within one year (3 terms), they have a maximum of two years (6 terms) following the completion of 27 units of credit to complete their thesis. Prior to the approval of their MPhil proposal and registering for the thesis, students may request and be granted library privileges; this does not give them half- or full-time status.

Any student who registers for a minimum of two courses (6 credits) per term is defined as a half-time student for that term. Half-time or full-time status and admission to degree candidacy are required for students to be eligible to receive or defer federal loans.

Full-time status for Veterans' benefits: Please visit <http://www.gibill.va.gov> or contact Antonio Farias (afarias@wesleyan.edu).

Credit Hours and Expected Preparation

GLS courses award 3 units of credit. All courses meet for a minimum of 30 contact hours (36 for studio or field courses). Students are expected to devote to outside preparation about three to four times the amount of time they spend in class (e.g. between 90 and 120 hours for preparation and assignments, per class).

Class Attendance

Students are expected to attend all class meetings. Class attendance is primarily the student's responsibility. Therefore, no precise limitation of absences has been prescribed for all students. It is understood, however, that absence from class is regarded as the exception, not the rule.

Instructors are entitled to establish definite and precise rules governing attendance. Any student who is repeatedly absent without excuse from scheduled academic exercises at which attendance is mandatory may be required to withdraw from the course.

Student Privileges

Enrolled GLS students are given borrowing privileges at Wesleyan libraries, online access to their WesPortal and email account, and access to campus athletic facilities and other campus resources. Library borrowing privileges and athletics privileges are valid only for the term in which a student is registered for a course; if a student does not register for a course in the following term, the student's borrowing privileges will expire on the first day of that following term.

MPhil students may request library privileges in the semester(s) prior to their first thesis term in order to adequately prepare their proposal. This courtesy must be requested by emailing masters@wesleyan.edu, and may be extended for a total of three semesters, in accordance with MPhil thesis writing criteria.

Graduate Tutorial (Independent Study)

GLS graduate tutorial (independent study) courses provide degree candidates with the opportunity to develop their own courses of study on advanced topics of specialized interest in subjects not taught in the GLS course offerings but appropriate to the GLS curriculum. The student takes the initiative to develop a tutorial topic in consultation with a faculty advisor. The student designs the tutorial as a complete course, with a clear theme, a coherent range of sources to be studied (texts, archival materials, images, etc.), and a progression of study that culminates in a written or creative project. A maximum of three graduate tutorials may count toward degree requirements. Tutorials are courses that are intended to give deeply motivated students the chance to pursue the in-depth, serious study of a topic which is not normally offered through our curriculum. Because of the flexibility they allow a student for scheduling purposes, a student may see this as an option to develop a tutorial motivated by scheduling – but that consideration must be secondary. The student must be the driving force behind the tutorial; the burden of proof for a tutorial – its subject matter, its assignments, book list, work load, and meeting schedule – is incumbent upon the student to prepare. The only roles of the GLS office are to a) ensure that the advisor is appropriate to the tutorial, and b) that the tutorial proposal meets all of the criteria, as outlined below.

Quick Overview

- Identify a topic that you would like to spend the semester researching and writing on.
- Write a brief description of the topic (should be similar to the course overviews you find on our website).
- Prepare a draft book list.
- Prepare a draft syllabus.
- Research the faculty to see whose area of expertise covers your topic area.
- Send an email to masters@wesleyan.edu with your topic, description and name of the faculty member you would like to approach as an advisor as soon as you have identified these elements.
- Once the office has confirmed that your proposed advisor is eligible to advise a tutorial, send the advisor the topic, description, book list, and syllabus and request that they advise your tutorial.
- If they agree, send them the Graduate Proposal form (found on our website under For Students>Current Students) to sign. The form with their signature, along with all other materials, must be submitted to our office no later than 5pm 3 weeks before the start of the term.

Regulations

- **Students:** Only students admitted to a degree program may apply for a graduate tutorial course. Students enrolled in the Graduate Certificate of Writing program are not eligible to do tutorials.
- **Quantity: One** tutorial/independent study/capstone per semester; no more than 3 toward degree requirement
- **Rigor:** A tutorial should be a rigorous, advanced study, as appropriate to an upper level graduate course.
- **Topics:** A tutorial should engage research and analysis of a specialized topic not offered for study in the course listings during the recent, current, or future posted academic terms.
- **Liberal arts focus:** The topic, method of study, and coursework must be appropriate to the Wesleyan University liberal arts curriculum.
- **Faculty:** The tutorial must be supervised by a faculty advisor who is a member of the Wesleyan University faculty, or has been a Graduate Liberal Studies visiting lecturer within the past 2 years.
- **Assignments:** Must include work that can appropriately be assessed by the advising faculty member. Typically this will fall into the category of creative work (writing and studio arts) and critical academic writing. Critical academic (expository) writing may take the form of response papers, short essays, and research papers. Students should strive to produce a minimum of 15 written pages for creative and academic projects. The GLS director will consult with the advising faculty member as necessary to confirm that other formats of assigned work (e.g., studio art) meets the same criteria for evaluation as a semester long course.

How to Apply and Register for a Graduate Tutorial Course

To prepare the tutorial application, the student will need to find a faculty advisor. In advance of approaching a faculty member, a student should clarify the topic of study and begin research in order to establish a method of analysis, compose a reading list and draft a syllabus. Send an email to masters@wesleyan.edu with your topic, description and name of the faculty member you would like to approach as an advisor as soon as you have identified these elements. If the faculty member agrees to work with the student, they will work in concert to confirm the topic of study; to define the method of analysis; to identify the resources that will be studied; to determine all required coursework; to specify all assignments; to identify the basis of the final grade; and to select a schedule of meetings and communications for the student and faculty advisor.

After the student and faculty advisor have defined these components of the course, the student will submit an application for a graduate tutorial to the GLS office. The application will include the following, and must be submitted at least three weeks in advance of the first day of the term:

- Graduate Proposal Form signed by the faculty advisor, which is considered the registration form
- One-page course description describing the themes of the course, the methods of analysis, and progression of study through the term
- Course syllabus that includes the calendar of study, the calendar of reading and writing/creative assignments, a description of the final paper/project, and the calendar of meetings with the faculty advisor
- Complete bibliography of sources of study for the course
- Proposed bibliography for the final paper/project

Tutorial proposals will be reviewed before each term and the student and faculty advisor will be notified of the result by email. If the application is approved, the student will be enrolled, sent a confirmation of registration, and be prompted to pay immediately through the online payment system. Tuition and fees for a tutorial are the same as those for a regular GLS course.

Once a student has registered for a tutorial, s/he **may not withdraw** except in the case of medical emergency.

Grades and Credit Policies

Tutorials will be graded on an A–F basis. The official transcript will show the course title as “Graduate Tutorial” and the course number will be its area of study plus the number 692 (i.e., ARTS 692, HUMS 692, etc.). No more than three tutorial courses shall be counted toward a degree. Students may not request an incomplete for a tutorial.

Submission of Final Work to GLS Office

In order to have an archival record of tutorials, students will deliver to the GLS a copy of the final paper or project by the end of the term. If the final work is a non-written creative project, the student shall submit photos, recordings, video, or other appropriate media to show the work done for the project. The final grade for the tutorial will be posted after this documentation is received. Incomplete grades are not allowed for tutorial courses.

Tuition and Fees

GLS tuition and fees are set for each academic year, beginning with the fall term. Official costs per term are listed on the GLS website.

Students must pay the tuition, registration fee, and any applicable course fees at the time of registration. If a student registers online, the student must make an online payment by Visa, MasterCard, TMS Monthly Payment Plan, or e-check; if a student submits a printed registration form, the form must be accompanied by a check. Students who do not complete payment at registration without prior approval are automatically withdrawn. Repeated violations of the payment policy may result in the loss of online registration privileges. Please contact glsbursar@wesleyan.edu with questions about this policy.

Student Account Agreement and Disclosure Statement

GLS students are bound by Wesleyan University's GLS Student Account Agreement, as described in the GLS Student Account Agreement and Disclosure Statement found at wesleyan.edu/masters/tuition/payments.html.

Tuition Refunds

Please contact the GLS office for instructions on obtaining a refund of a credit balance on your student account. Credit balances remain on student accounts and are applied to future registrations unless the student requests a refund from the GLS office.

Financial Aid

Graduate Liberal Studies demonstrates its commitment to helping students obtain a Master of Arts in Liberal Studies (MALS) or Master of Philosophy in Liberal Arts (MPhil) by offering a variety of financial aid options. We offer need-based financial aid to students who enroll as degree-seeking students. We also offer scholarships to full-time teachers, librarians, and administrators working in accredited schools in the greater Middletown area, as well as to employees of the City of Middletown. For information about financial aid applications and deadlines, please visit the Tuition and Aid page on the GLS website.

ACADEMIC PROGRESS

Degrees and Certificates

Graduate Liberal Studies offers the Graduate Certificate in Writing, the Master of Arts in Liberal Studies (MALS) and the Master of Philosophy in Liberal Arts (MPhil).

Distribution Requirements for the Graduate Certificate in Writing

The Graduate Certificate in Writing requires 6 courses (18 units) of graduate credit with this distribution of courses:

- 3 writing courses
- 1 foundational writing option course in HUMS **OR** 4th writing course
- 1 foundational writing option course in SOCS/SCIE **OR** 5th writing course
- Capstone Essay (academic, research focused) or Creative Project (fiction, creative non-fiction, poetry, etc.) (Minimum 30 pages of writing, must be final course)

Distribution Requirements for the Master of Arts in Liberal Studies

The MALS requires 12 courses (36 units) of graduate credit with this distribution of courses:

- 6 courses (18 credits) within the area of concentration
- 6 courses (18 credits) outside the area of concentration
- Optional Capstone (instead of 6th course within concentration, must be 12th course)
- Courses must be taken in at least three of the five areas of concentration
- Students earning the Graduate Certificate in Writing concurrent with the degree must also meet the distribution requirements of the certificate, and their capstone project must meet the requirements of the MALS capstone and take the place of the 12th course.

Distribution Requirements for the Master of Philosophy in Liberal Arts

The MPhil requires 30 units of graduate credit with this distribution:

- 5 courses (15 credits) within the area of concentration
- 2 courses (6 credits) outside the area of concentration
- 2 electives (6 credits) in or out of the concentration
- 1 thesis (3 credits); final course
- Courses must be taken in at least three of the five areas of concentration
- Students earning the Graduate Certificate in Writing concurrent with the degree must also meet the distribution requirements of the certificate, and their capstone must meet the requirements of the MPhil thesis.

Timeline to Completion

GLS students are expected to complete all requirements for a degree or certificate within six years of their first course. Timely completion of an academic program is part of the discipline of education. The rigor of working on classes within a limited timeframe produces an intensely dynamic academic experience in which the energy and knowledge from one class remains vivid into later classes, such that strong intellectual connections can be drawn across different courses. Although six years is the expected maximum time to completion, GLS recognizes that adverse circumstances may obstruct a student's course of study. Students may therefore petition for an extension to a seventh, or potentially to an eighth year. Under no circumstances will credits older than eight years be applied toward a student's degree.

Active Status for Non-Degree Students/Certificate and Degree Candidates

To remain active as Wesleyan students and maintain degree candidacy, students must complete a minimum of one course for credit (3 units) during three consecutive terms or be working on the MPhil thesis. To remain active as a non-degree student, a student must complete a minimum of one course (three credits) during three consecutive terms.

Inactivation

Non-degree students are inactivated for the following three reasons: 1) if they fail to register for a course in the semester for which they have applied for non-degree status; 2) after three consecutive terms (one full academic year) without taking a class, and 3) once they notify the office that they do not intend to continue taking classes.

Degree candidates will be inactivated 1) for the duration of a declared Leave of Absence or if they deferred their term of admission, 2) after three consecutive terms (one full academic year) without taking a class, or 3) once they notify the office that they do not intend to continue taking classes.

Leaves of Absence – Degree and Certificate Candidates

Should a student need to stop taking classes for more than 3 consecutive terms, he or she must petition for a leave during the third term in which he or she has not taken a class, at least 10 business days before the opening of registration for the next term. Various extraordinary factors may make it advisable or even imperative for students to interrupt their studies; for this reason, students may request a leave of absence for a specified period not longer than 3 consecutive terms. A leave of absence petition should explain the reason for the leave and state the term and year in which the student expects to return.

Before the end of the leave, the student should notify GLS at masters@wesleyan.edu that he or she is ready to return to the program and may register for courses that will count toward the degree.

If a student requires more than 3 terms of leave, or is inactive for 3 consecutive terms and has not applied for a leave of absence, the student must apply for readmission to the degree program. Please note that inactivity and leaves of absence will not extend the timeline to completion.

Readmission to Graduate Liberal Studies

A non-degree student whose status is “inactive” must reapply to continue taking courses. A student whose admission to the degree program has lapsed (see above) must reapply for admission. The admission committee will consider such reapplication prior to each term at the same time that admission applications are considered. The committee is not obliged to approve readmission of any student.

An application for readmission must include the online application form, a brief, one-page statement explaining the reasons for leaving the program, and a plan for finishing the degree or certificate. The committee will take into consideration the applicant’s reasons for the leave, academic status when last registered, the length of the absence, and the perceived potential for successful completion of the program. The committee may consider other relevant factors as well.

If a student’s period of inactivity precludes any previous courses counting toward graduation requirements, the student must submit a new, complete application for admission, including essay, letters of recommendation, immunization documentation, etc.

Maximum Courses with One Instructor

In order to experience the breadth and depth of the curriculum, students are expected to study with many instructors, and should not take more than 3 courses (excluding the capstone or thesis) with any one instructor, although students may petition for a 4th course.

Capstone (Certificate)

A capstone is a requirement of the Graduate Certificate in Writing and is the final course in the program. The capstone shows that the student can independently produce a scholarly or creative work that synthesizes insight, knowledge, and skills gained

through coursework and study. Students should expect to complete the capstone within one term. If unexpected circumstances arise and a student is unable to complete the capstone within one term, the student may petition for an extension into the following term. Students may choose to write an academic essay (at least 30 pages in length) or a creative work (length determined by adviser, approved by GLS director. The capstone may be advised by either

- 1) a member of the Wesleyan faculty,
- 2) a visiting faculty member who has taught within the past year, or
- 3) a visiting lecturer in liberal studies who has taught a GLS course within the past 2 years.

The capstone is not considered complete until both the student's faculty advisor and the GLS director have approved and accepted it. Students may not enroll in a capstone simultaneously with another independent study (graduate tutorial).

For complete details regarding capstones see the Certificate Capstone Guidelines on the GLS website.

Capstone (MALS)

A student may elect to complete a capstone in place of the 12th course (required if earning the Graduate Certificate in Writing). The capstone offers MALS students the opportunity to pursue in depth a topic, issue, or creative work of the student's choosing within the student's area of concentration, under the guidance of a faculty member. The capstone shows that the student can independently produce a scholarly work, performance, or exhibit that synthesizes insight, knowledge, and skills gained through coursework and study. Students should expect to complete the capstone within one term. If unexpected circumstances arise and a student is unable to complete the capstone within one term, the student may petition for an extension into the following term. Capstone essays are expected to be at least 30 pages in length and capstone projects must include an analytical paper of at least 20 pages in addition to the project.

The capstone may be advised by either

- 1) a member of the Wesleyan faculty,
- 2) a visiting faculty member who has taught within the past year, or
- 3) a visiting lecturer in liberal studies who has taught a GLS course within the past two years.

The capstone is not considered complete until both the student's faculty advisor and the GLS director have approved and accepted it. Students may not enroll in a capstone simultaneously with another independent study (graduate tutorial).

For complete details regarding capstones see the MALS Capstone Guidelines on the GLS website.

MPhil Thesis

The MPhil thesis provides evidence of the student's ability to independently produce, organize, and complete a graduate-level scholarly or creative work. In the thesis, the student is expected to synthesize the research literature, methods, and knowledge gained from courses and research undertaken in the MPhil program. The MPhil thesis is expected to make a unique contribution to the scholarship in the student's academic discipline. The thesis must be within the student's area of concentration and must be completed under the guidance of a committee comprised of a faculty advisor with expertise in the student's chosen topic and two faculty readers.

All three must be either

- 1) members of the Wesleyan faculty,
- 2) visiting faculty who taught within the past year, or
- 3) GLS visiting lecturers who have offered a course in the program within the past two years.

Students may not enroll in an MPhil thesis simultaneously with another independent study (graduate tutorial).

When the student feels that the thesis is approximately one-half to two-thirds complete, the student should consult with the committee and the GLS office to schedule a colloquium. The colloquium is an opportunity to have a conversation in person with the advisor and the readers to discuss the student's work-in-progress. It is designed to support and guide the student, providing feedback while the student still has time to incorporate it into the work.

Students are expected to submit and receive approval of the proposal within one or two terms after completion of 27 units of credit, and have a maximum limit of two years (six consecutive terms) in which to complete the thesis following the completion of 27 units of credit (nine courses), subject to the limits of the six-year completion requirement. Theses are expected to be approximately 100 pages in length and thesis projects must include an analytic paper of at least 30 pages in addition to the project. A thesis is not considered complete until the student's committee and the GLS director have approved and accepted it.

For complete details regarding the MPhil thesis/project, see the MPhil Thesis Guidelines found on the GLS website.

Student Petitions

Students who have been admitted to degree candidacy may petition for the following:

- Leave of Absence
- A waiver of the distribution requirements (permission to take an additional course inside or outside concentration)
- A change of concentration or program
 - Note: only MPhil students may change programs with a petition; MALS students must formally apply to the MPhil program.
- Permission to have more than three classes with one instructor count toward either degree
- Permission for a seventh or eighth year of degree candidacy
- Transfer credit from another institution
- Add the Graduate Certificate in Writing to their Academic Plan

The only petition that will be accepted from a non-degree student is the petition to transfer pre-matriculation credit into the degree program (this must be submitted with the application for admission to degree candidacy). Petitions for requests other than those identified above will be considered at the discretion of the GLS director.

Students must submit petition requests in writing, via email or letter, using the Petition Form, along with any backup documentation, to the GLS office. Requests sent via email must be sent from the student's Wesleyan University email account. Petitions will not be reviewed until all relevant paperwork is received. The Petition Form is available on the GLS website. If approval of a petition is required in advance of registration for a specific term, the petition must be submitted at least one week in advance of the opening of registration for that term.

Completion, Diplomas, and Commencement for Degree Candidates

Upon successful fulfillment of all academic requirements for a degree, GLS will prepare the student's records for graduation. Though the academic requirements for a degree may be completed at the end of any term, Wesleyan University only awards degrees once annually, during spring Commencement.

GLS degree candidates who complete all requirements by the end of the spring term are eligible to graduate and take part in Wesleyan University's annual Commencement ceremony in late May.

Early in the spring term, the GLS director determines which students may be eligible for graduation. The program will then send an email to each degree candidate outlining any outstanding requirements, and requesting information about the student's intent to complete all requirements by specified deadlines. Students should contact the GLS office by the end of February if they believe they are eligible to graduate but have not yet received this correspondence.

Upon graduation with an MALS or MPhil, one official transcript will be sent to each student after Commencement. Diplomas are issued once a year during the annual Commencement in late May.

Students who have already earned a Wesleyan MALS are not eligible to earn a second MALS degree from Wesleyan, and students who have already earned a Wesleyan CAS or MPhil are not eligible to earn a second MPhil from Wesleyan.

Completion for Graduate Certificate in Writing

Only students completing an MALS or MPhil degree who have added the Certificate to their academic plan may participate in Commencement and receive a diploma.

For students enrolled in the Graduate Certificate in Writing only:

You will receive your certificate & transcript in the mail within 8 weeks following the University Commencement in May in the academic year you complete the certificate requirements.

For students enrolled in a degree program and the Graduate Certificate in Writing who complete the requirements for the Certificate *at the same time as or after* being awarded the degree:

- If requirements for both the degree and certificate are completed by the deadline for Commencement in May, the student may participate in Commencement. The diploma and certificate will be available at Commencement and a single transcript will be mailed to the preferred address on file 8 weeks following Commencement. For students who do not attend Commencement, the diploma, certificate, and a single transcript will be mailed to the preferred address on file 8 weeks following Commencement.
- If the certificate requirements are not fulfilled by the deadline for Commencement in May but the degree requirements are, the student may participate in Commencement. The degree diploma *only* will be available at Commencement, and a single transcript indicating degree completion will be mailed to the preferred address on file 8 weeks following Commencement. For students who do not attend Commencement, the diploma and a single transcript will be mailed to the preferred address on file 8 weeks following Commencement. Once the certificate requirements have been completed, a certificate and updated transcript will be mailed to the preferred address on file 8 weeks following the next Commencement. Students will not participate in a second Commencement after the completion of a certificate.

Academic Prizes

Faculty can nominate GLS students for the following academic prizes to be awarded at Commencement:

Rulewater Prize

An endowed prize designed to recognize excellence in interdisciplinary reflection and writing produced as the culminating work for the Master of Arts in Liberal Studies or the Master of Philosophy in Liberal Arts.

Samuel Hugh Brockunier Prize

The Brockunier Prize honors the late Samuel Hugh Brockunier who taught American History and Social Studies at Wesleyan University from 1930–81. The Brockunier Prize is awarded to a GLS student who has submitted the best writing and reflection on a Social Studies topic. Dr. Brockunier served as Armstrong Professor of History from 1950 to 1971, as Emeritus Professor of History from 1971 to 1981, and as a GLS faculty member.

Letter of Completion

Students who have completed the requirements for their programs of study prior to Commencement may request a letter of completion from the GLS office. Letters of completion may be processed three to four weeks after all grades for the student's final term have been officially recorded, and after the GLS has verified that the student's financial obligations to the University have been met. The letter of completion verifies that a student has met the conditions and requirements for a degree.

Transcripts

Please refer to the Office of the University Registrar's website, wesleyan.edu/registrar, for instructions on how to order official transcripts, or contact the office at 860.685.2810. Even if all requirements for the degree have been met prior to spring term, the degree awarded will not show on the transcript until after Commencement in late May. Please note that diplomas and transcripts are not available to students whose payments to the University are overdue or to students who have not completed the mandatory loan exit interview.

ACADEMIC STANDING

Students in Graduate Liberal Studies must maintain satisfactory academic progress in order to remain eligible for federal financial assistance programs (federal loan programs). The requirements a student must meet to maintain eligibility for federal financial assistance are explained in the Satisfactory Academic Progress (SAP) Policy available on the GLS website at wesleyan.edu/masters/tuition/financial-aid.html and are different from the standards below.

Grades

A student's academic performance in individual courses taken at Wesleyan University will be graded by the use of letter grades (A–F). A maximum of twelve transfer credits (equivalent of four GLS courses) graded (CR) may be applied to the MALS and six (equivalent of two GLS courses) to the MPhil. Official Withdrawals (W) from courses, based upon the published withdrawal dates in the Academic Calendar, are listed on the transcript. A student's work in courses using letter grades is evaluated as follows: (A), exceeds requirements; (B), meets minimum requirements; (C) or lower, does not meet requirements. These grades are qualified upward and downward respectively by the use of the plus and minus signs. GLS students are expected to maintain a minimum cumulative grade point average (GPA) of 85. If a student receives a grade lower than (B-), the course will not count toward the MALS or MPhil degrees; however, the grade will figure into the student's GPA. If a student's average falls below 81.7, he or she will not be eligible to be awarded an MALS or MPhil degree.

A+ = 98.3	B+ = 88.3	C+ = 78.3	D+ = 68.3	F = Below 60%
A = 95	B = 85	C = 75	D = 65	IN = Incomplete
A- = 91.7	B- = 81.7	C- = 71.7	D- = 61.7	AU = Audit

Incompletes

To request an incomplete grade, students are required to submit an incomplete request through WesPortal. Students can submit a request 2 weeks before the end of a course. Instructors must approve the request in order to submit a grade of IN (incomplete) with a provisional grade. Instructors cannot initiate this process. Please note that students and instructors are expected to meet and discuss incomplete requests before an electronic request is submitted and approved. The provisional grade submitted with the IN will become the final grade if the outstanding work in the course is not submitted by the date required by the instructor, or at the very latest by the first day of classes of the subsequent semester. Incomplete grades are not available for graduate tutorials. More information, and a downloadable Incomplete Request Manual, is available online at: wesleyan.edu/registrar/course_information/incomplete_request.html.

A student may receive up to two incompletes per term by this method. To receive incompletes in more than two courses in a given term, the student must submit a petition to GLS. The petition can be granted only on grounds of illness, family crisis, or other extraordinary circumstances. GLS may, on petition, grant a student incompletes for these reasons, whether or not the student has contracted for any incompletes with the instructors. Students on Strict Academic Probation (see below) may not request an incomplete without permission from the GLS director.

Required Withdrawal

GLS reserves the right to refuse to retain any student in any program or course at any time. An instructor may require a student to withdraw from a course if the student fails to meet the announced conditions of enrollment. Students are responsible for withdrawing officially even if the instructor has determined that they may not continue in the course, unless there are extraordinary circumstances.

Satisfactory Academic Progress

The University expects students to make good use of Wesleyan's educational resources. A student is expected to satisfy the requirements for the degree of MALS or MPhil, or Graduate Certificate of Writing, within six years. By petition, students may be granted up to a maximum of eight years to complete all requirements toward the degree or certificate. To remain in good academic standing from term to term, a GLS student is expected to maintain a minimum cumulative grade point average of 85 (B). Grades lower than (B-) will not count toward the degree.

Academic Discipline

Students whose academic performance is deficient as determined by the student advisor's end of term academic review will be subject to the following forms of academic discipline, according to the seriousness of the deficiencies:

1. Warning

The mildest form of academic discipline, for students whose academic work in one course is passing, but unsatisfactory (B-). Students who have received a warning are not eligible to register for more than two courses in the following term.

2. Probation

The category of academic discipline used when the academic deficiency is serious, usually involving either a (C+) or lower in one course, or passing but unsatisfactory (B-) grades in two or more courses. A student on probation is required to earn grades of (B) or higher in all subsequent courses. Failure to do so may result in more serious discipline. Students on probation are not eligible to register for more than two courses each term, must attend all class meetings, and must complete and submit all course work on time.

A student who receives more than two incompletes in one term, and who does not submit a petition requesting an exception to the policy regarding completion of coursework, may also be placed on probation.

3. Strict Probation

The category of discipline used in very serious cases of academic deficiency, usually involving at least one of the following conditions:

- a. Grades of C+ or lower in one course and B- in another, or
- b. Grades of B- in three or more courses, or
- c. A grade of B- in one or more courses while on probation, or
- d. A grade of C or lower in one course

Students on strict probation are required to attend all classes, to complete all work on time, and to meet regularly with their instructor(s). They also are not permitted to receive an incomplete without official GLS approval, and they are not eligible to register for more than two courses each term. Two or more terms on strict probation, sequential or not, may result in the student's required resignation from the University.

4. Required Resignation

The category of discipline used when the student's academic performance is so deficient as to warrant the student's departure from the University for the purpose of correcting the deficiencies. The notation "resigned" will be entered on the student's official transcript. The performance of students who are required to resign will usually involve at least one of the following deficiencies:

- a. If a student is in good standing
 - i. The grade C+ or lower in two or more courses, or
 - ii. The grade C+ or lower in one course and B- in two others
- b. If a student is on probation
 - i. The grade C+ or lower in one course and B- in one other, or
 - ii. Grades of B- in three or more courses
- c. If a student is on strict probation
 - i. The grade C+ or lower in one or more courses, or
 - ii. Grades of B- in two or more courses, or
 - iii. One or more unapproved incompletes, or
 - iv. Failure to earn removal from strict probation, even if there is a period of good standing

Students who are required to resign for any reason may not be in University housing, nor may they participate in student activities.

Students who are required to resign may be readmitted by GLS after an absence of at least two terms. The process of application for readmission requires a demonstration of academic preparedness and fulfillment of all the specified requirements for return. Students readmitted after being required to resign will be placed on strict probation.

5. Separation

The category of discipline used when the student's academic deficiencies are so serious as to warrant the student's departure from the University without eligibility for readmission. The notation "separated" will be entered on the student's official transcript. Separation is imposed if a student's academic performance warrants required resignation for a second time.

6. Appeals

Students who are required to resign, or are separated from the University, and who have new information about the factors that they believe affected their performance may appeal their status to the Director. A student may appeal a decision of the GLS Director to the Associate Provost.

WESLEYAN UNIVERSITY POLICIES

GLS students are responsible for complying with Wesleyan University's policies as described in the University Standards and Regulations section of the Wesleyan Student Handbook, found at wesleyan.edu/studenthandbook, as well as the policies described in this Handbook. The policies described in this Handbook are specific to the GLS and will supersede any conflicting policies in the Wesleyan Student Handbook. Failure to read the policies, negligence, personal factors, or contradictory information from any source are not acceptable grounds for seeking exemption from these policies and procedures.

In particular, students should be familiar with the following sections of the University Standards and Regulations:

- Standards of Conduct
- The Honor Code
- Plagiarism
- The Code of Non-Academic Conduct
- University Policies
- Student Records

All of these policies are available online at wesleyan.edu/studenthandbook.

All complaints regarding alleged violations of the Code of Non-Academic Conduct and the Honor Code by GLS students will be addressed by Graduate Liberal Studies Judicial procedure. GLS reserves the right to refuse to retain any student in any program or course at any time.

Name Change Request

To change your name officially in the GLS records, please fill out a Name Change Request Form. The Name Change Request Form is available on the GLS website. Bring it to the GLS office along with an updated social security card. In cases where you cannot physically come to campus, you may complete and submit, by mail, a federal I-9 form (found on the IRS website). The I-9 should be sent to Graduate Liberal Studies, Wesleyan University, 74 Wyllys Avenue, Middletown, CT 06459.

RESOURCES

WesCard

All GLS students are expected to have a current Wesleyan photo identification card, called the WesCard. This card provides access to library borrowing privileges and access to other campus facilities such as the athletic center, and some classroom buildings. It also must be presented to obtain student discounts where advertised.

New students should submit a digital photo to masters@wesleyan.edu as soon as they have registered for their first class. WesCards will be available for pick-up at Orientation and in the GLS office the first week of classes each semester. Students failing to submit their photo for the WesCard in advance of orientation will be required to go the WesCard office to have their photo taken and card produced. For more information, visit the WesCard office website, wesleyan.edu/wescard. Replacement cards are billed at a rate of \$20 by the WesCard office.

Advising Services

Workshops

GLS offers an orientation for new students as well as periodic workshops designed to help students make the transition to graduate study and to acquaint them with the resources available at Wesleyan. Workshops annually include: professional writing, proposal research, and academic writing. The Wesleyan Writing Workshop (<http://www.wesleyan.edu/writing/workshop/index.html>) is available to all students in fall and spring.

GLS Writing Consultant

Elizabeth Bobrick, the GLS writing consultant, is available throughout the year to work individually with GLS students who have been admitted to degree candidacy. She is especially involved with the MALS Essay/Project and MPhil thesis proposal processes. Students should submit a request to meet with Elizabeth to masters@wesleyan.edu.

GLS Student Advising

Sarah-Jane Ripa, Associate Director for Student Services & Outreach, is available to answer questions about the admission process, degree requirements, plans of study, petitions, capstones and theses. Students working toward a degree or certificate are encouraged to meet with Sarah-Jane each semester at least one week before registration opens. Sarah-Jane can be reached by telephone at 860.685.3345 or by email at sripa@wesleyan.edu.

Library Facilities

GLS students have borrowing privileges at Wesleyan libraries during each term in which they are registered for a course. Borrowing privileges do not expire until the first day of the following term, so students who register for consecutive terms will have uninterrupted borrowing privileges. Extended evening and weekend hours during the fall and spring terms make the libraries accessible to commuting students.

Students are encouraged to call ahead for hours of operation when the University is on break and during the summer term. The main telephone number of the Olin Library is 860.685.2660; the Science Library is 860.685.2860. Live, online reference help is provided through the library website, wesleyan.edu/libr, which also has information about library services for GLS students, lists hours of operation, and information about the library's extensive collections. Students may also find Hours of Operation for the libraries through their WesPortal.

Information Technology Services (ITS)/Computers

The ITS Helpdesk is located on the first floor of the Exley Science Center in Room 143. Refer to the ITS website, helpdesk.wesleyan.edu, for hours of operation. Consultants can answer all questions regarding computing at Wesleyan and act as a first contact point for any major problems. The Helpdesk works in conjunction with the ITS service center to provide disk recovery, and can provide guidance on Wesleyan's computer systems and software. Email questions to helpdesk@wesleyan.edu are usually answered within 24 hours.

Resetting Student Password

If you forget your password, the password will need to be reset. The link to reset your password can be found at <https://webapps.wesleyan.edu/passwordreset>.

CardinalTech (University Computer Store)

CardinalTech provides a wide range of computers, printers, peripherals, and software at competitive prices, including software licensing of Microsoft Office. Some programs may be available for free download through the ITS website. Dell, Apple, HP, and Microsoft are just some of the manufacturers whose products are available at CardinalTech. Warranty service is provided by manufacturer. Any computer in need of repair is always welcome and will be billed on a time and materials basis. Visit the CardinalTech's website, wesleyan.edu/cardinaltech, to see available products and current specials. The store is located in the Usdan University Center, 45 Wyllys Avenue.

Service Center

The Service Center is located in Exley Science Center, Room 116. Hours and fees can be found on their website, wesleyan.edu/its/services/desktop/service.html.

Accessibility and Disability Resources

Wesleyan University is committed to supporting all students in their academic and co-curricular endeavors. Students with a documented disability that requires accommodation should notify Disability Resources as soon as possible by submitting the Disability Resources Notification Form, available at www.wesleyan.edu/studentaffairs/disabilities/disabilities_notification.html. Additional information about accommodations is available at www.wesleyan.edu/studentaffairs/disabilities/index.html, or you may contact Laura Patey, Associate Dean for Student Academic Resources, at lpatey@wesleyan.edu or 860-685-5581.

Campus Information

Parking and Winter Parking Bans

On-street parking is available on Lawn Avenue and Mount Vernon, College, Court, and High Streets. Please observe all parking regulations or you may receive a ticket from the Middletown police. Campus maps show the locations of these streets, as well as the University's visitor parking lot (Lot V on Vine Street), which is available for student use. Other lots on campus are reserved during the weekdays for faculty and staff, but are free and open to the public Monday–Friday after 5 pm, and all day Saturday and Sunday.

During snow season, the City of Middletown will declare a winter parking ban if snow accumulation is expected. During the ban, all street parking is prohibited, although no signs are posted. The Office of Public Safety will issue email announcements to students' Wesleyan email addresses. During such a ban, GLS students may park in any University parking lot. Street parking during a ban may result in citations and towing of automobiles.

Severe Weather Class Cancellations

In the case of severe weather, students can find out whether classes are being cancelled by checking the right hand side of the GLS home page, wesleyan.edu/masters. Students will be called and emailed when their class is cancelled.

Campus Events and Activities

GLS students are encouraged to spend time on campus beyond their scheduled class hours to take advantage of the numerous and diverse cultural and educational events offered at Wesleyan University. GLS students (with student identification) enjoy access to the Freeman Athletic Center, outdoor tennis courts, and discounts on performances. A listing of upcoming campus events can be found at events.wesleyan.edu. GLS students are encouraged to read the monthly GLS newsletter, which contains information about events at Wesleyan, as well as other unique opportunities for students and alumni.

Campus Safety Information

As required by law, a copy of the Wesleyan University security report is publicly available (wesleyan.edu/publicsafety). This report includes statistics for the three previous years on specific reported crimes

that occurred on campus, on property that is owned or controlled by the University, and public property within a reasonably contiguous geographic area to campus.

The report also includes institutional policies concerning campus security, crime prevention, the reporting of crimes, University policy on alcohol and drugs, and many other related matters. Additional information is available on the Public Safety website.

Students may contact Public Safety at any time regarding an incident, lost property, or other campus concern. The emergency number is 860-685-3333 and non-emergency is 860-685-2345.

Equal Opportunity and Nondiscrimination Statements

Wesleyan University is fully committed to a policy of equal opportunity and nondiscrimination throughout the University and to this end abides by all applicable federal, state, and local laws pertaining to nondiscrimination and fair employment practices. The University does not discriminate on the basis of race, color, religion, national or ethnic origin, age, disability, veteran status, sex, marital status, sexual orientation, gender identity, or gender expression. For more information about Wesleyan's equal opportunity and affirmative action policies, visit the Office of Affirmative Action's website, wesleyan.edu/affirm.

Confidentiality of Student Records

It is Wesleyan University's policy to keep the records of Wesleyan students confidential. Wesleyan will not disclose anything other than "directory information" about students to people outside the University unless the student has given written consent, or in certain other cases where permitted by law and University policy. The Family Educational Rights and Privacy Act of 1974 (FERPA), the Gramm-Leach-Bliley Act (GLB Act) and University Policy protect the privacy of student education records and generally limit access to those records by third parties. However, FERPA, the GLB Act and University policy do provide for certain situations in which the University may, and sometimes must, disclose information without such consent. For more information, see the section on Student Records in the University Student Handbook at wesleyan.edu/studenthandbook.

Important Websites

Wesleyan home: wesleyan.edu
GLS home: wesleyan.edu/masters
Registrar: wesleyan.edu/registrar
Libraries: wesleyan.edu/libr
ITS: wesleyan.edu/its
Wesleyan Map: wesleyan.edu/about/directions/campusmap.html