



CARDINAL STRITCH
UNIVERSITY

2014-2015 Graduate Catalog Addendum 1
September 12, 2014

NAME CHANGE

The name of the Ruth S. Coleman College of Nursing was changed to the Ruth S. Coleman College of Nursing and Health Sciences.

NAME CHANGE

The “Student Experience” area of the Student Success Center was re-named “Student Affairs.”

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EMERGENCY/MEDICAL WITHDRAWAL POLICY (STUDENT INITIATED)

1. Purpose
 - a. Cardinal Stritch University is committed to the academic success and personal growth of its students. There may be times when students experience life situations, medical conditions, or psychological conditions that significantly impair their ability to function successfully or safely in their roles as students. In such situations, time away from the college, used for treatment and recovery, can often restore health and personal wellness to a level that will enable the student to return to the College with the best opportunity for success.
 - b. The Emergency Withdrawal Policy provides an opportunity for a student to request time away from CSU for treatment and recovery in hopes of enabling the student to return to CSU with the best opportunity for future success without negatively affecting his/her GPA.
2. Policy
 - a. An emergency withdrawal withdraws students from all classes and the residence hall (if appropriate). It is a withdrawal from Cardinal Stritch University.
 - i. Withdrawal from an individual course before the last day of class but after the last date to withdraw as listed in the current catalog without academic penalty and before grades are awarded must be authorized by the Dean of the College and the Senior Director of the Student Success Center.
 - b. A student’s proxy (i.e. parent, guardian, spouse) may request the withdrawal on behalf of the student if the student is unable to request it him or herself.
 - c. Emergency withdrawals are authorized through the Director of Student Support when appropriate documentation indicates the student is unable to continue coursework at the University.

- d. Emergency withdrawals are approved on a case-by-case basis and may be granted when:
 - i. A physical, mental, financial, or personal issue develops after the last day to withdraw without penalty and is severe enough to keep a student from attending classes and/or successfully completing academic requirements.
 - ii. A physical, mental, financial, or personal issue develops before the last day to withdraw without penalty, but is not remedied as expected. In this case, students must document that they had been seeking a solution and/or care before the last date to withdraw without penalty; that it was expected that the student would be able to finish the session successfully, but that the expected positive outcome did not occur because reasons out of the control of the student (i.e., not because the student did not follow medical advice, etc.).
- e. A student is allowed one Emergency Withdrawal per degree during his/her time of study at Cardinal Stritch University. The need for additional emergency withdrawals will be reviewed on a case-by-case basis.

3. Student Responsibilities

In this process, the student is required to:

- a. Read the Emergency Withdrawal Policy and understand the process for obtaining approval and for returning as a student.
- b. Meet with the following individuals/departments
 - i. Advising/Advisor
 - ii. Counseling Center Staff
 - iii. Academic Department Chair (when applicable)
- c. Check your health insurance carrier so you can make an informed decision about whether to request an emergency withdrawal. Some health care coverage is dependent on enrollment.
- d. Complete the Emergency Withdrawal Form and send to the Director of Student Support 30 days after the last date of attendance or by the last day of the term, whichever is earlier. This must include a letter with the following information for the Director of Student Support.
 - i. Personal written statement
 - Describe the medical condition or emergency situation that required you to withdraw from Cardinal Stritch University.
 - Explain why the medical condition or emergency situation prevented you from completing the course (accelerated programs only)/semester.
 - Detail dates of the onset of your medical condition or the dates of the events/circumstances that impacted your ability to attend class/complete coursework, along with the dates of any treatment you received or meetings you attended.
 - If you stopped attending classes, explain why and when. (Non- attendance does not exempt you from academic and financial responsibilities).
 - If you stopped attending classes, did you continue to utilize other campus services such as the meal plan, attendance at student events? If so, describe your activities.
 - Explain what relief you are seeking from this request. Be as specific as possible.
 - ii. Supporting documentation
 - Written documentation to support your personal statement is required. For example:
 - Medical: Written documentation from your health care provider(s) should be on clinic letterhead, describe the diagnosed medical or psychological condition, and indicate when treatment commenced. It should also explain how the condition prevents you from attending classes and completing the semester. If able, the health care provider(s) should address potential health/clinical consequences if a medical withdrawal is not granted. To ensure confidentiality, the health care provider(s) may use a Release of Information form.

- Personal (e.g., death in the family, family crisis, etc.): All family emergencies required official and/or notarized forms, documents, or correspondence from a state agency, governmental entity, or reputable business. For example, death of a close family relative requires a death certificate and/or obituary with the name/date of the publication.
 - Financial (e.g., loss of sole-supporting job, head of household challenges, mandatory job changes): Financial emergencies require the students' employer or supervisor to document the mandatory change(s), the date of the change(s), and the organizational representative who can verify the circumstance of the job change(s), preferably a human resource professional.
4. Procedures
- a. A student (or proxy) will complete the Emergency Withdrawal Form and send it, along with supporting documentation to the Director of Student Support.
 - b. The documentation will be reviewed by the Director of Student Support to determine appropriateness of the emergency withdrawal using the emergency withdrawal approval rubric.
 - c. When the Director of Student Support determines an emergency withdrawal is appropriate a meeting of the Emergency Withdrawal Committee composed of the Director of Student Support, Associate Director of the Wellness Center, and representatives from Academic and Career Advising, Business Office, Enrollment Services, and Financial Aid will be called to determine any potential tuition adjustment.
 - d. Following the granting of an Emergency Withdrawal:
 - i. The Director of Student Support will send written authorization of the Emergency Withdrawal to the Registrar, Business Office, Financial Aid Office, Student Affairs, and Academic and Career Advising.
 - ii. The Director of Student Support will notify the student of the emergency withdrawal approval and outline the student's financial obligations (A medical withdrawal does not dismiss students from their financial obligations with the University).
 - iii. The Director of Student Support will place an emergency withdrawal hold on the student's account.
 - e. If a request is denied, the Director of Student Support will send an official denial letter informing the student that he or she may appeal the decision to the Senior Director of the Student Success Center.
 - i. In order to appeal, the student must submit in writing the basis for the appeal and provide evidence to support the reason for the appeal within 10 days of the denial.
 - f. If applicable, students will be required to move out of University housing within 24 hours (unless special arrangements are made with the Director of Student Affairs).
5. Re-enrollment
- a. Re-admittance to the University will require the authorization of the Director of Student Support.
 - b. The student will need to present compelling evidence that the condition or emergency that precipitated the need for an emergency withdrawal has been sufficiently treated or remedied and a plan for continuing good health and/or success is in place to support the student's transition back to Cardinal Stritch while ensuring the safety of the student and the University community.
 - c. The student must submit a letter requesting reinstatement and schedule a meeting with the Associate Director of the Wellness Center or the Director of Student Support to discuss restrictions, etc. The letter with a personal written statement and supporting documentation must be submitted 15 days prior to the beginning of the semester/course (accelerated programs only). (Course registration will not be possible until documentation is received and re-enrollment is granted.) Include the following:
 - What has the student been doing during time away from Cardinal Stritch?
 - What has changed for the student that will assist her/him to be successful?
 - What support systems has the student developed in order to be successful?
 - d. Supporting documentation verifying the emergency has been remedied or the condition has been treated and a plan for continued good health is in place to support the student's

- transition back to Cardinal Stritch should be included. For medical withdrawals, documentation must come from the student's health care provider.
- e. The student is encouraged to follow up with the Wellness Center upon return to Cardinal Stritch University for assistance in creating and implementing a plan to ensure future academic success and personal wellness.
 - f. The Director of Student Support will contact the Advisor and/or the Academic Department Chair when a student is granted re-enrollment. The Advisor/Chair may request a meeting with the Director of Student Support to create and implement a plan to ensure student success in their particular academic program.

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PARTICIPATION IN COMMENCEMENT

Effective 2014, the University will hold a single commencement ceremony in May each year for Wisconsin graduates, and in June for Minnesota graduates. Any associate, bachelor's, or master's degree seeking student not having met all graduation requirements at the time of commencement, but still wishing to participate in the ceremony, must meet the following conditions:

- All degree requirements must be met by the end of the calendar year (December 31) of the same year they wish to participate.
- Students must have met all current financial obligations or entered into a payment plan at the time of application to participate in Commencement.
- Students must complete a "Request for Permission to Participate in Commencement Only" form that includes a printed and signed academic advisor approved completion plan/advisor worksheet identifying all courses that will be taken off campus or completed through CLEP or portfolio with anticipated completion dates, and written approval to take any courses off campus.
- Students must obtain signed permission from the Business Office/Accounting; appropriate Department/Program Chair or Associate Dean where applicable; College Dean; and Executive Vice President for Academic Affairs.
- Students must file an "Application for Diploma" for the next degree granting date to fulfill graduation requirements (August, December, May). Note: if approval is granted, it is for permission to walk across the stage at commencement, not the conference of a degree. Participation in commencement or listing of a student's name in a program does not guarantee degree conferral.

Doctoral degree candidates must have successfully completed all required coursework and met all program requirements as defined by the department in order to participate in the commencement ceremony. All doctoral candidates must have met the appropriate graduate application deadline.

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Conditional: Students applying for a master's program with a GPA below 2.5 may be admitted on probation.

Students who have been suspended or dismissed from another college will not be considered for admission until the period of suspension has expired and facts relating to the dismissal or suspension are provided.

Prospective students whose final academic status was probationary at the college last attended are placed on probation for the first three courses in their program (excluding remedial and developmental courses, but including prerequisite courses) and are subject to all policies of probation at the University.

New degree in the College of Education & Leadership

DOCTORATE IN SPECIAL EDUCATION (PH.D.)

The Doctorate in Special Education (Ph.D.) program is designed for leaders within the broad field of special education. It targets educational leadership practitioners, professional educators and researchers with a background and/or interest in Special Education Leadership. With a focus on curriculum and instruction,

educational leadership, speech and language, and literacy, faculty members across the College of Education and Leadership integrate their collective expertise in Literacy, Curriculum and Instruction, Educational Leadership, Writing, Inclusive Special Education, Evidence Based Specialized Education Design and Interventions and Speech and Language Pathology in the design and delivery of this innovative program.

PROGRAM FORMAT

New students may join a cohort in September or January. The program is housed at the Stritch City Center downtown location in Milwaukee. The course sequence is three years, followed by dissertation work with a research advisor. Maximum time to complete the program is seven years.

Coursework is offered jointly through the departments of Language & Literacy and Special Education. Courses lead students to visualize new trends in Special Education by balancing theory and pragmatics to support informed, systemic change.

Classes meet 1 weekend per month from September through April at Cardinal Stritch University's City Center location (Friday 4pm -8pm; Saturday 8am – 4pm; and Sundays 10am – 2pm). During June and July, students meet over 4 weekends to complete coursework that includes both academic and symposium work.

Program is delivered in a learning community format utilizing a cohort model with study teams. Study teams consist of three to five students. The study team is responsible for meeting together in a location and time apart from the regularly scheduled course meetings. The study team supports individual members' exploration of special education and literacy through discussion, readings, and personal and professional experiences. The study team sets an agenda that meets the needs of its members, documents activities, shares its findings during class meetings, and evaluates its effectiveness as a model of a learning community.

The program offers an optional certification: Director of Special Education and Pupil Services.

CORE CURRICULUM/PROGRAM REQUIREMENTS

The course sequence is three years, followed by dissertation work with a research advisor. Maximum time to complete the program is seven years.

The program offers an optional certification: Director of Special Education and Pupil Services

ADMISSIONS REQUIREMENTS

To be considered for admission into the program, candidates must submit the following:

- Application for admission.
- Official transcripts from all post-secondary institutions attended, including evidence of master's degree completion.
- Evidence of grade point average (GPA) of 3.5 on a 4.0 scale in master's course work.
- Portfolio consisting of, but not limited to, the criteria listed below. Assemble portfolio in a folder. All materials should be typed or electronically produced.
 - Curriculum vitae
 - Three letters of recommendation
 - Formal essay (divided into four sections, listed below)

The formal essay is an essential aspect of the admission process. Follow the guidelines carefully, addressing all items. The essay will be evaluated based on the following criteria:

- Content relevance to topic proposed
- Clarity of presentation
- Maturity of style
- Maximum of six double-spaced pages

Formal Essay: Section 1 – Literacy Development

- Define literacy and describe how literacy is related to language development and to Special Education.
- Describe your experiences in facilitating the language development and literacy of others.

Formal Essay: Section 2 – Language and Literacy and Special Education

- Describe personal experiences in your educational development.
- Describe the work of one individual in the field of language and literacy and/or Special Education who has particularly influenced your professional practice.

Formal Essay: Section 3 – Organizational Transformation

- What are the current primary needs within the field of Special Education?
- Describe how you have participated in or fostered change in the field Special Education.
- Describe inhibitors and facilitators of change as you perceived them.

Formal Essay: Section 4 – Goals for Doctorate in Special Education

- Identify your goals and expectations for pursuing this doctorate.
- Describe how the attainment of this degree will enhance your ability to transform practice.

Applicants educated outside of the U.S. must follow academic admission procedures relating to English ability and credential evaluation as described on the [International Admissions webpage](#).

GRADUATION REQUIREMENTS

A student is a candidate for the doctoral degree when:

- All doctoral coursework has been successfully completed (60 credits).
- All three yearly assessments of the curriculum strands have been successfully completed.
- The dissertation has been accepted and approved.
- The oral presentation has been successfully completed.
- All financial obligations incurred have been met.
- All graduate credits applied to the degree have been earned within the previous seven years at the time of graduation.
- Obtain recommendation for graduation from the program chair.

COURSE DESCRIPTIONS

The curriculum for this program is currently in the final review process. Course descriptions will be posted as soon as they are available. Curriculum information is subject to change.