Calumet College of St. Joseph

GRADUATE STUDENT HANDBOOK

Graduate Programs Contact Information

Mary Severa, B.S. (219) 473-4295 msevera@ccsj.edu

Director, Graduate Student Operations

Fax - (219) 473-4356 Toll-Free - (877) 700-9100 Chicago - (773) 721-0202

Roxann Brown, B.A. (219) 473-4285 rbrown@ccsj.edu

Assistant to the Director of Graduate Student Operations

Students calling the toll-free/Chicago numbers may reach an extension by dialing the last three digits of the phone numbers.

Public Safety Administration

David Plebanski, Ph.D. (219) 473-4274 dplebanski@ccsj.edu

Program Director

Leadership in Teaching Program

Master of Arts in Teaching Final Phase

John M. Shields, Ph.D. (219) 473-4262 jshields@ccsj.edu

Program Director

Masters of Art in Teaching Program

Joi Patterson, Ph.D. (219) 473-4293 jpatterson@ccsj.edu

Program Director

MSQA: Quality Leadership Program

Steve Schuelka, M.S. M.S.E. (219)473-4324 sschuelka@ccsj.edu

Program Director

Table of Contents

CCSJ Mission Statement…….. 7

CCSJ Academic Principles…….. 8

CCSJ Graduate Goals…….. 10

Campus Telephone Numbers……. 11

Academic Policies……. 12

- Orientation…… 12
- CCSJ ID Card…….. 12
- Graduate Workshops……... 12
- Registration..……. 12
- Transfer Students……. 12
- Residency Requirements…… 13
- Tuition and Fees…….……. 13
- Financial Aid Options……..……... 13
  - Student Loans…… 13
  - Tuition Payment Options…….. 13
- Books and Book Delivery…… 13
- Grades……... 13
- Grade Appeals…….. 14
- Non-academic Grievances……. 15
- Add/Drop…….. 15
- Withdrawal……... 15
- Class Cancellation…… 16
- Student Conduct…… 16
- Statement of Plagiarism…….. 16
- Application for Graduation…..…… 16
- Graduation/ Commencement Exercises……..... 17

Academic Resources……..... 18

- Academic Computing……..…… 18
  - Computer Labs……. 18
  - Computer User Policies…… 21
  - CCSJ Network Security Policy…… 23
- Specker Memorial Library…….…….…. 24

Public Safety Administration…… 29
Vision Statement ……. 31
Mission Statement…… 31
Program Competencies……. 32
Program Faculty…….. 33
Academic Policies…….. 35
Admission Requirements……..... 35
Application Process……..… 35
Class Attendance Policy…….. 35
Master's Thesis…….. 36
Leadership in Teaching…….. 37
Mission Statement……. 39
Program Competencies…… 40
Program Faculty…… 41
Academic Policies……... 42
Admission Requirements ……... 42
Application Process……..... 42
Non Degree Seeking Students…… 43
Class Attendance Policy…… 43
Advisory Board…… 43
Master of Arts in Teaching Program…….. 45
Mission Statement……. 47
Program Competencies…… 48
Faculty…….. 49
Phase I: Admission to the Master of Arts in Teaching Program…… 50
Qualifying Criteria…….. 51
Phase II: Continued Performance of Teacher Candidates…… 51
Qualifying Criteria…….. 52
Phase III: Acceptance Criteria for Student Teaching…….. 52
Phase IV: Application and Recommendation for Licensure…….. 53
Licensure Requirements……. 53
Phase V: Master's Degree Requirement…….. 54

MSQA: Quality Leadership Program…… 55
Mission Statement…….. 57
Program Competencies……. 57
Program Faculty…….. 58
Academic Policies…… 59
Admission Requirements……... 59
Application Process……..… 59
Class Attendance Policy…… 59
Advisory Board…….…. 60
Academic Policy Addendums……..…….. 61

Calumet College of St. Joseph
Mission Statement

Calumet College of St. Joseph is a degree-granting, Catholic institution of higher education sponsored by the Missionaries of the Precious Blood (C.PP.S.). The college prepares graduates for careers and graduate school with academic and professional programs based on a strong foundation in the liberal arts and sciences. These programs are designed to empower graduates to improve their lives and the lives of their families. In an academically challenging and flexible environment dedicated to student learning, the college acknowledges and respects the dignity and worth of each individual. Serving a richly diverse population, the college encourages differing views, fosters personal growth, and promotes the formation of spiritual, moral and ethical values in support of social justice and personal responsibility.

CCSJ Academic Principles

Calumet College of St. Joseph (CCSJ) recognizes the need for an educational process that prepares competent, scholarly, and confident leaders. Rooted in the CCSJ mission and complemented by educational theory, all curricular and co-curricular programs will be defined, informed and characterized by the following principles:

1. ***Competency-Based Education***

   Competency-based education incorporates multiple assessment practices that provide the student opportunities to demonstrate the specific and measurable competencies for each course and program. Competencies, coupled with quality assessment practices, prepare students as knowledgeable, reflective practitioners in a specific discipline or profession and as life-long learners. Information obtained from assessment practices is utilized for continuous quality improvement in each academic program.

2. ***Social Justice***

   A fundamental commitment to the understanding and practice of gospel-centered social justice is infused throughout each academic program. This commitment is evidenced in course content, internships, practicum experiences, teaching methodology, and in each and every relationship within the academic community. The practice of social justice principles contributes to a distinctive climate, a commitment to service and to constructive and long-lasting change in local neighborhoods and communities.

3. ***Technology and Scholarly Skills***

   Technological expectations for the 21st Century include the abilities to garner appropriate information, interpret value, critically solve problems, evaluate potential utilization, and design new strategies incorporating synthesis skills. Quality thinking and problem-solving skills, complemented by the application of technological competency, prepare students to address and adapt to unprecedented challenges for the future.

4. Integration

Academic programs reflect an integrated and holistic worldview. The learner is challenged to examine phenomena from both a multi-disciplinary and multi-cultural perspective, thereby acknowledging the linkages rather than the divisions traditionally common to learning. This global perspective complemented by scholarly thinking skills, competency education, and a social justice commitment, assists students to develop characteristics that are distinctive of an education at CCSJ.

Calumet College of St. Joseph
Graduate Goals

Each graduate program at Calumet College of St. Joseph is shaped by the following goals. Students will:

1. Analyze, synthesize, and evaluate competing theories, concepts, and knowledge of the discipline/profession.

2. Apply a variety of theories through the utilization of theoretical constructs and ethical principles.

3. Demonstrate mastery of oral, written, and technological communication as applied to the discipline/profession.

4. Conduct research in the discipline/profession with an emphasis on design, methodology, and analysis.

5. Evolve a personal and professional philosophy that reflects an ethical obligation to social justice and contributes to the development of self, respect for others, and professional commitment

.

Campus Telephone Numbers

(Area Code 219)

Academic Affairs	473-4305
Athletics	473-4327
Bookstore	473-4395
Business Office	473-4245
Cashier	473-4232
Student Accounts Representative	473-4394
Development Office	473-4325
Education Department	473-4385
Enrollment Management	
Academic Advising	473-4200
Admissions	473-4215
Campus Ministry	473-4239
Career Services	473-4341
Chaplain	473-4351
Financial Aid	473-4296
Registrar	473-4211
Undergraduate Accelerated Programs	473-4209
Veterans Affairs	473-4211
Human Resources	473-4229
Library	473-4373
President's Office	473-4333
Student Activities Director	473-4305

These offices may also be reached by dialing toll free (877) 700-9100 or the Chicago number (773) 721-0202, then dialing the last three digits of the phone numbers.

Academic Policies

Orientation

Orientation for the Graduate Program students will be held approximately two weeks prior to the start date of the first course. Pertinent information will be disseminated in addition to CCSJ ID cards, information about access to the computer labs, and programmatic information.

CCSJ ID Card

All students will receive a CCSJ ID card in order to obtain access to library and/or other related materials and information.

Graduate Workshops

Periodically, the graduate program offers workshops on a variety of topics. Two workshops are offered to students during the semester: 1) Basic Computer Skills and Professional Writing.

Registration

Students are registered by semester for classes through the Graduate Program Office. To cancel registration, a student must submit a written request addressed to the Coordinator of Graduate Student Services or the appropriate Graduate Program Director.

Transfer Students

A *maximum of six (6) graduate credits* earned at another accredited educational institution may be *considered* for possible transfer. Students with prior graduate courses should schedule an interview with the Program Director to discuss transferring credits. This should take place a maximum of four weeks prior to the start date of the first semester. Only courses with a grade of “B” or higher and course work that correlates highly to the course requirements of the applicable graduate program will be reviewed for possible transfer. The appropriate Graduate Program Director will

determine whether credits transfer on an individual basis. The Graduate Program Office will notify candidates in writing about the number of credit hours accepted.

Residency Requirement

All courses for the masters degree must be completed at Calumet College of St. Joseph, unless prior approval has been obtained from the program director and the vice-president of academic affairs.

Tuition and Fees

The Graduate Program application fee is $25.00 (non-refundable). A $75.00 technology fee is charged every semester. Tuition inclusive of books is $590.00 per credit hour for the current academic year.

Financial Aid

- ***Student Loans -*** All student loans are not based on need. The loans are an option for students who are not eligible for grants, but who require financial assistance. Often, payments do not have to be made until the student graduates. The Federal Stafford Loan is a low-interest loan available based on a needs analysis through the student's local lending institution. Student loans can be applied for by contacting the financial aid office.

- ***Tuition Payment Options*** – A payment plan designed for students is available. Please contact the student accounts representative at (219) 473-4394 for details.

Books and Book Delivery

Books and syllabi are distributed prior to the start date of the first semester. For the remaining semesters, books are delivered to the students in the classroom prior to the start of the next class.

Grades

Graduate students must maintain a GPA of 3.0. No more than two “C” grades may be counted toward degree requirements, although all grades are counted in compiling a

GPA. Any student who receives a grade of “D” or lower in a course will be required to repeat the course. Any student whose GPA is less than 3.0 will be placed on academic probation. This probationary status may be removed by achieving and maintaining the required overall GPA of 3.0. No student may graduate with less than a 3.0 GPA.

Grade Appeals

The responsibility for measuring student achievement and assigning a grade rests with the faculty and except for the most extreme circumstances or in case of an incomplete; the grade awarded is the final grade. The following procedure for appealing a grade offers recourse to a student who has evidence or believes that evidence exists to show that he/she has been assigned an inappropriate grade. A student may also challenge a grade that has been reduced for alleged scholastic dishonesty. ***Note:*** In appealing a grade, the burden of proof lies with the student, except in the case of alleged scholastic dishonesty; where the instructor must support the allegation.

To appeal a grade, the student is first directed to discuss the appeal with the instructor who awarded the grade. If the student is not satisfied, the student may appeal in writing to the Program Director. It is recommended that the student keep a written record of these discussions.

If these informal actions do not resolve the issue, the student may file a formal written grievance with the Vice President of Academic Affairs.

Grade Appeals Schedule

End of Semester-original grade

Next Semester

By the end of the fourth (4th) week:

Student meets with instructor

Student meets with Program Director

By the end of the seventh (7th) week:

If formal hearing desired, student must file petition with the Vice President of Academic Affairs

Non Academic Grievances

If a student has a grievance against another student, agent or employee of Calumet College of St. Joseph that is not academically related, then he or she may file a complaint with the Program Director,

Add/Drop

A student may add or drop a course by contacting the Graduate Program Office. A course can be added any time prior to the start of the first class session. Students are not required to pay for a course that is dropped and a dropped course does not appear on transcripts.

Withdrawal

There are two types of withdrawals.

1. **Student-initiated withdrawal**

   A student may withdraw from a course before the 2nd class status by sending a writing request to the Graduate Program Office. A "W" on a student's transcript indicates a withdrawal. Students withdrawing from a course are fiscally responsible for that course, but may make up the course at no additional charge for up to six months after their originally scheduled graduation date.

2. **Administrative withdrawal**

   A student will be administratively withdrawn from a course if he or she misses more than one class session (or a total of four hours) of any given course. Students administratively withdrawn from a course are fiscally responsible for that course, but are allowed to make up the course at no additional charge for up to six months after their originally scheduled gradation date.

If a student withdraws from the same course a second time, he/she is fiscally responsible for the course.

Class Cancellation

If in the unlikely event of a class cancellation due to weather, announcements can be found on either WJOB radio (1230 AM) and/or the college website (www.ccsj.edu).

Student Conduct

In the interest of the college and the student body, Calumet College of St. Joseph reserves the right to discipline any student involved in publicly scandalous behavior, or who seriously violates college regulations, standard Christian morality, or is guilty of a serious breach of public law. Students of CCSJ are expected to conform to socially acceptable behavior.

Statement of Plagiarism

If an instructor or other Calumet College of St. Joseph personnel member finds that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel member may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty can include dismissal from the college. Any case of plagiarism will be referred to the Vice President of Academic Affairs who will convene a faculty committee to investigate and make a recommendation to the Vice President of Academic Affairs. The plagiarism statement is on each syllabus.

Application for Graduation

Students must notify the Graduate Program Office of their intention to graduate with a masters degree at least three months in advance of commencement (consult the current Academic Calendar in the Course Schedule for the exact date), and file the appropriate “Application for Graduation”. Students completing a thesis must have an approved outline of the proposal and the names of committee members on file with the Graduate Program Office before applying for graduation.

Graduation/Commencement Exercises

To be eligible for graduation, students must have completed 12 graduate courses as prescribed by the to program curriculum. Candidates must file the graduation application with the Graduate Program Office upon notification.

If a student is in need of evidence indicating the completion of coursework prior to graduation, they may request written verification from the Registrar. Financial matters should be discussed with the Business Office. Diplomas and the logistics of the commencement exercises are handled through the Office of Academic Affairs.

Commencement ceremonies occur once a year in May. Graduation dates are posted three times a year (May, August, and December). Please refer to the current CCSJ Catalog for more information.

Academic Resources

Academic Computing

Instructional Computing Labs

The following facilities at Calumet College of St. Joseph are available for academic use:

Open Lab (Fourth Floor Room 416)

- Microsoft Office
- Internet access
- Word processing
- Spreadsheets
- Databases
- Software related to current lab assignments, as requested by instructor
- Software related to current class assignments, as requested by instructor
- CD burners
- Scanner

The Open Lab schedule is posted outside of room 416.

Three Instructional Computer Labs (Fourth Floor Rooms 418, 419, 420)

- Online information retrieval
- Other college and university library catalogs
- Internet access

Writing Lab (First Floor)

- Restricted to English classroom instruction

The Writing Lab schedule is posted outside of the room.

Specker Library (Specker Library First Floor Reference Area)

- Internet access
- Access to Voyager database and other subscription databases

Library computers are available for use during library hours.

Computer Specifications

All computers are Pentium 4 with external USB access, CD-RW drives and most have DVD players.

Computer Use Policies

Unless otherwise noted, all computers are available for use in the labs by currently enrolled Calumet College of St. Joseph students and by Calumet College of St. Joseph faculty and staff during open posted hours. Students must show a valid Calumet College of St. Joseph ID card. Use of Calumet College of St. Joseph computers is governed by the CCSJ Computer Use Policy. Computers are available on a first-come, first-serve basis.

Computer Lab Regulations

The following are NOT permitted inside the computer labs:

Food and drink
Loud and or boisterous conduct
Conduct which might result in damage to equipment, hardware and/or software
Installation of personal software or hardware
Visitors and/or family and non-students
Unsupervised children

EXCEPTION: Specker Library computers are open to the public

CCSJ faculty and/or staff members must call 24 hours in advance to reserve a lab for use.

Computer Disks and CD-R/CD-RWs

Students must provide their own computer disks or flash drives for downloading of information and backing up their work. Disks and CDs may be purchased in the CCSJ Bookstore (second floor). Although USB flash or thumb drives may also be used, not all brands may be compatible with Windows XP or CCSJ lab hardware. It is best to check with the CCSJ Help Desk (x366) before purchasing a drive for use on the CCSJ campus lab computers.

Printing

To continue to ensure the availability of high quality laser printers, only printing which is directly related to current course work at Calumet College of St. Joseph is permitted, and only single copies may be produced. Only paper provided within the labs may be used in the laser printers. The Specker Library and CCSJ Bookstore copiers are available for making multiple copies.

Authorized Software

Copyright laws prohibit the copying or unauthorized use of any software on any college computer. CCSJ upholds and enforces applicable laws and does not permit unlicensed software of any kind to be installed, or used on, college computers.

Personal software may only be used for instructional purposes and requires prior approval by the Computer Services Department Assistant Director and/or the Library and Computer Services Department Director.

Microsoft Software

Calumet College of St. Joseph has entered into a Microsoft Campus Agreement that allows CCSJ students access to several Microsoft products. Microsoft Office, XP Pro, and Visual Studio Net are available for student purchase at greatly reduced prices. Contact the CCSJ Bookstore for details.

Student Email Accounts

Registered CCSJ students who have been issued a valid ID card (available from Specker Library) will receive an account that will allow them to access the CCSJ network. Network access will also provide students with a CCSJ email address.

Computer Services Department Help Desk

The CSD Helpdesk (x366) is staffed Monday through Saturday so that students, faculty and staff may receive support for school-related computer problems. Help Desk hours are posted outside the Help Desk office (Room 414). Help Desk staff may be contacted via walk-in, telephone, or by email. During the operation of the Open Lab (416), Help Desk staff are on duty to assist students unless an urgent support call requires that they temporarily leave the area.

CCSJ Computer User's Policy

Computer use is an essential part of many Calumet College of St. Joseph activities. CCSJ presents the following college-wide policy for management of computer data networks and the resources available as well as for stand-alone computers owned and administered by the college. It also represents the general, ethical principles of the college community and indicates what privileges and responsibilities are characteristic of the college-computing environment. The Computer Services Department is responsible for providing and maintaining all college computing tools.

Mission and Purpose

College computing resources are to be used for purposes related to the college's mission of education. All users (faculty, staff, and students) may use computing resources only for purposes related to studies, instruction, the discharges of duties as employees, official business with the college, and other college-sanctioned activities. Commercial use for personal gain is prohibited.

Ethical Usage

Computing resources should be used in accordance with the high ethical standards of

the college community. Examples of unethical use (some of which may be illegal) follow:

- Intentional use of computer telecommunication facilities in ways that unnecessarily impede the computing activities of others
- randomly initiating interactive electronic communications or e-mail exchanges, or overuse interactive network utilities
- Use of computing facilities for private business purposes unrelated to the business purposes to the mission of the college or college life
- Academic dishonesty (plagiarism, cheating)
- Violations of computing system security identification accounts assigned to others
- Unauthorized use of computer accounts, access codes, or CCSJ computers
- Violation of another user's privacy
- Violation of software license agreements
- Violation of CCSJ network usage policies and/or regulations

Legal Usage

According to CCSJ Computer Services Department policies, computer resources may not be used for illegal purposes. Examples include:

- Intentional harassment of other users
- Intentional destruction of or damage to equipment, software, or data belonging to CCSJ or other users
- Intentional disruption of unauthorized monitoring of electronic communications
- Unauthorized copying of copyrighted material

Sanctions

Violations of the policies described for legal and ethical use of computing resources will be dealt with seriously. Violators will be subject to the established disciplinary procedures of the college, and loss of computing privileges may result. Illegal acts involving CCSJ computing resources also may be subject to prosecution.

CCSJ Network Security Policy

The following violations are prohibited under Calumet College of St. Joseph's network user guidelines:

- Use of CCSJ systems and/or networks in attempts to gain unauthorized access to remote systems
- Use of CCSJ systems and/or networks to connect to other systems, an invasion of the physical limitations of the remote/local system
- Decryption of the CCSJ system or user passwords
- Copying of CCSJ system/network files
- Running of HTTP, Email, and FTP servers on client machines
- Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license

The following violations are punishable disciplinary offenses under Calumet College of St. Joseph's network user guidelines:

- Attempts to "crash" CCSJ network systems or programs
- Attempts to secure a higher level of privilege on CCSJ network systems
- The willful introduction of computer "viruses" or other disruptive/destructive
- programs into the CCSJ network or into external networks

SEE the CCSJ webpage for additional Computer Services Department policies and procedures.

Specker Memorial Library

Specker Library has a wide range of materials and services available. Please ask for assistance when using the library or to inquire about additional services. For more information, see the Library's web page: **www.ccsj.edu/library** or call x363.

Books

The library has more than 95,000 volumes of books, arranged using the Library of Congress classification scheme. Items can be found using Pegasus, the library's online catalog. "Hold" requests can also be made through Pegasus. Books are shelved on the first two floors and in the tower of Specker Library.

Circulation Loan Periods

Books (Regular Stacks Collection)	3 weeks
Videos/DVDs	1 week
Records & Audio Cassettes	1 week
Reserve Materials	As Specified

Graduate Student Circulation Loan Periods

Books (Regular Stacks Collection)	7 weeks

Fines

All Materials (Regular Stacks Collection)	$.25 per day
Reserve Materials	$2.00 per day
Lost Items (more than 30 days late)	$35.00

Materials may be renewed in person, over the phone (x363), or online: library@ccsj.edu.

Electronic Resources

Electronic resources are available on the computers in the library, in the computer labs, and from home through “Electronic Resources” on the library’s web page: www.ccsj.edu/library/. Besides FirstSearch and INSPIRE, the library has access to encyclopedias, census information, legal materials, and religious and historical documents online. Internet access for research is available in the library.

INSPIRE (Indiana Spectrum of Information Resources) is a database comprised of periodical databases, newspaper indexes, encyclopedias, and links to academic research URLs of high quality. INSPIRE includes databases such as: “Academic Search FullTEXT Elite,” “Business Source Elite,” “Health Source Plus,” and “Newspaper Source,” some of which include entire articles online.
Specker Library also subscribes to FirstSearch, an electronic service that accesses more than 60 national and international periodical indexes in all aspects of academic subject areas. Interlibrary loan requests can be submitted electronically on FirstSearch.

In addition to INSPIRE and FirstSearch, the Library also subscribes to specific-subject periodical indexes such as: “Westlaw” and “Criminal Justice Periodical Index.” Some of these indexes also include full-text article retrieval capability.

Interlibrary Loan

Interlibrary loan service is available for CCSJ students and faculty members who wish to obtain books and periodical articles that the Library does not own. Request forms are available at the Specker Library Circulation desk and for downloading from the library's web page. Interlibrary loan requests for items found through FirstSearch indexes are submitted electronically. This is a free service for CCSJ students.

Internet Access

Internet access is available for student, faculty, and staff use on Specker Library reference computers and in specified CCSJ computer labs.

Library Cards

The college's identification card serves as the library card and must be presented in order to check out library materials. Photo ID cards may be obtained at the Specker Library circulation cesk or by special arrangement with the department in which you are enrolled.

Library Hours

Fall, Spring, and Summer Terms		
	Mondays – Thursdays	8:15 a.m. - 10:00 p.m.
	Fridays	8:15 a.m.- 9:30 p.m.
	Saturdays	8:45 a.m. - 2:30 p.m.
	Sundays and Holidays	Closed
Intersession Breaks	Mondays – Fridays	8:30 a.m. 4:30 p.m.
	Saturdays	Closed
	Sundays and Holidays	Closed

Library and Bibliographic Instruction

Library staff members conduct tours of the library and are available to help students find library resources for specific topics or class assignments.

Library Phone Numbers

The following extensions are preceded by: (219) 473-4XXX:

Library & Circulation Desk:	373
Circulation Manager	375
Library Director	372
Information Access Librarian	282
Instructional Technologist	377

Send all questions to librarians by e-mail at: library@ccsj.edu

Lost and Found

Lost items may be turned in and recovered at the circulation desk in the library.

Microfilm

Back issues of The New York Times and The National Catholic Reporter are available on microfilm and copies can be made on the microfilm reader/printer.

Multimedia Materials

Multimedia materials, such as DVDs, videos, records, tapes, kits, filmstrips, and CD-ROMs are listed in Pegasus, the library's online catalog. Multimedia equipment is available for use in the library. Multimedia equipment needed for class assignments must be reserved and checked out by instructors.

"New Books"

Recently acquired books are available for circulation near the library's circulation desk.

Newspapers

Newspapers in the library include: *New York Times*, *Wall Street Journal*, *National Catholic Reporter*, *Chronicle of Higher Education*, as well as Chicago and local papers. Additional newspapers are available via online access through the library's web site.

Online Catalogs

Pegasus, Specker Library's online catalog, is accessible through the library web page at www.ccsj.edu/library/. Local public libraries, regional academic libraries, as well as other national and international library catalogs are also accessible via the library's web page.

Periodicals

Electronic periodical indexes, such as FirstSearch, INSPIRE, Westlaw, and Criminal Justice Periodical Index, are available through the library's web site: www.ccsj.edu/library/. Paper indexes are located beyond the computer workstations in

the library. A list of current periodical subscriptions and a list of bound periodicals held in the library are available by each of the paper indexes, near the computers, and at the circulation desk. Periodicals cannot be checked out of the library, but articles may be photocopied. Full-text periodical articles can be found through INSPIRE and many of the other electronic indexes.

Photocopier

The photocopier in the library is available for student, faculty, and staff use. Students may use money or purchase a copy card. Copy cards are available in $5.00 and $10.00 denominations and reduce the per copy cost of a page from $.10 to $.08. The copier accepts nickels, dimes, and quarters. Change may be obtained at the circulation desk.

Reference Service

Library staff provides reference assistance during library hours, (see posted desk schedule), through e-mail at library@ccsj.edu and/or by phone at (219) 473-4373.

Reserve Materials

Instructors may place items on reserve for student use. Reserve items may be requested at the library circulation desk; they may be used in the library only, or checked out overnight, or for a three-day loan. To ensure that students have equal access to these items, reserve fines are $2.00 per day for each item that is overdue. The library staff is available and eager to serve students. Suggestions are welcome. We encourage all members of Calumet College of St. Joseph to take full advantage of the library's services.

PUBLIC SAFETY ADMINISTRATION

Public Safety Administration Program
Vision Statement

The primary purpose of the Public Safety Administration graduate program is to prepare students to assume advanced leadership positions within the broad area of public safety. The program aims to prepare a graduate capable of applying innovative management skills and principled leadership in a variety of settings, thereby contributing to the advancement of the field of public safety. Such leaders will be prepared to influence others to function effectively and ethically, not only as deterrents to crime but also as agents of greater social justice in the communities they serve.

Public Safety Administration Program
Mission Statement

The Public Safety Administration program has a strong theoretical focus combined with practical applications for persons who are interested in the dynamic study of public safety. The program is designed to prepare graduates to offer innovative leadership and manage personnel in crisis and non-crisis situations.

The capstone enables students to apply research in a private or public setting to solve public safety challenges. This program also enhances the student's preparation for doctoral graduate study by providing additional opportunities to master the knowledge and skills necessary to conduct research.

Public Safety Administration Program
Program Competencies

The PSA program is designed to prepare the student to:

1. Articulate an understanding of the far reaching impact of public safety issues on societal systems, public policy, institutions and the ethos of this country,
2. Explain the historical, economic, psychological, legal, social and political forces that influence human behavior and its affect on society.
3. Communicate a comprehensive knowledge base of the concepts, theories, principles and laws that affect public safety and homeland security.
4. Articulate a distinct insight into the multi-dimensional nature of terrorism from an urban perspective with a global vision.
5. Explain the dimensions of public safety policy and how it is shaped, analyzed, evaluated and influenced by various stakeholders.
6. Evolve a personal and professional philosophy that reflects an ethical obligation to social justice and contributes to self growth, respect for others and professional commitment.
7. Evaluate the reliability, validity and applicability of the body of research relevant to public safety administration.
8. Demonstrate mastery of critical thinking skills, written and oral communication skills, and technological competence.

Public Safety Administration Graduate Program
Faculty

Dean Angelo – 2005 – Assistant Professor in Law Enforcement Management. B.S., Lewis University, 1995; M.S. Lewis University, 1997; Ed.D, Loyola University, 2005.

Tina Ebenger – **2003** – Assistant Professor of Social Sciences, B.S. Wright State Univesity, 1979, M.A. University of Dayton, 1990, Ph.D. University of Cincinnati, 2004.

Terry Ferrari –1997--Instructor in Economics. B.A., Augustana College, 1971; M.B.A., Loyola University Chicago, 1976.

Michael McCafferty – **2000** – Assistant Professor in Law Enforcement Management. B.S., Illinois State University, 1983; M.S., Illinois State University, 1988; J.D., John Marshall Law School, 1992.

Jill Miller – **2003** - Instructor in Psychology. B.S., Indiana University, 1991; Psy.D., Chicago School of Professional Psychology, 1996.

James F. Pastor – **2002** – Assistant Professor in Law Enforcement. B.S., Law Enforcement Administration/Sociology, Western University, 1980; M.A., Criminal Justice, University of Illinois at Chicago, 1988; J.D., John Marshall Law School, 1989; Ph.D., Public Policy Analysis, University of Illinois at Chicago, 2001.

David J. Plebanski – **1996** – Associate Professor in Public Safety Administration and Sociology. B.A., Calumet College of St. Joseph, 1991; M.S., De Paul University, 1993; Ph.D., Loyola University of Chicago, 1999.

Leslie Rittenmeyer – **2000**--Instructor in Law Enforcement Management. B.S.N., University of Illinois, 1975; M.S., St. Xavier University, 1981; Psy.D, Adler School of Professional Psychology, 2001.

Jeanette Shutay – **2006 –** Assistant Professor in Law Enforcement Management and Public Safety Administration. M.A., Loyola University, 1991; Ph.D., Ibid, 2001.

Richard Wedgbury – **2000** – Instructor in Law Enforcement Management. B.A., Lewis College, 1966; M.S., Lewis University, 1979.

Academic Policies

Admission Requirements

The requirements for admissions to the Public Safety Administration Graduate Program leading to a masters degree are as follows:

- A bachelor's degree from a regionally accredited post-secondary institution.
- Official transcripts from all colleges/universities attended.
- A grade point average of 3.0 on a 4.0 scale for all undergraduate course work.
- A completed application form.

Once requirements are met, the applicant will receive a letter of acceptance and orientation information.

The Application process is as follows:

- Applicants must secure an application packet from Ms. Mary Severa, Coordinator of Graduate Student Services, at (219) 473-4295.
- Applicants must complete the Application Form and submit it with the $25.00 application fee and appropriate accompanying documents to Ms. Severa two months prior to the first class start date.
- Accompanying documents include: a written statement of purpose indicating interest in the program and official transcripts reflecting all undergraduate coursework completed.

Class Attendance

Intellectual growth and success in a graduate program is reinforced through continuous interaction in the classroom. Therefore, if a student is absent more than one class, the student may be withdrawn by the instructor. Should a student require limited time away from the classroom, the student must discuss the situation with the instructor.

Master's Thesis Option

A master's thesis is normally required as evidence of potential ability to complete doctoral work. Students interested in the thesis option should consult with the PSA Program Director on or before the 12th week of the program. The Graduate Program Office issues a "Manual for Thesis" that outlines the requirements for a thesis.

LEADERSHIP IN TEACHING

Leadership in Teaching
Mission Statement

The Graduate Education Program of Calumet College of St. Joseph supports the general educational mission of the college to prepare a diverse student body for professional careers and graduate education. Guided by a Catholic vision of social justice, it empowers students to improve their personal lives and to create a more equitable society.

The mission of the Leadership in Teaching Program is to provide teachers with the opportunity to achieve their individual professional goals while learning to implement researched-based strategies for P-12 classrooms and school-wide improvement.

The Leadership in Teaching Program focuses on the individual needs of teachers and their school communities. It functions by cementing the relationship between educational research and practices by:

- *Critically applying **Research** to practices in the field*
- *Refining research-proven skills for effective **Teaching***
- *Engaging in effective **Leadership** within the professional educator's educational community*

Leadership in Teaching
Program Competencies

The Master of Science in *Leadership in Teaching* has clearly identified competencies aligned directly to the Calumet College of St. Joseph graduate goals that define and shape the curriculum. The *LIT* graduate must demonstrate the following competencies:

1. Effectively applies researched-based strategies to the classroom, school, and community.
2. Autonomously conducts action research as the foundation for decision-making.
3. Analyzes the classroom environment, makes decisions and adjustments to enhance social relationships, student motivation and engagement, and productive work.
4. Models and implements effective oral, written, and technology communication strategies in conveying ideas, information, and in asking questions.
5. Applies various theoretical constructs to enhance instructional approaches.
6. Utilizes research as a source for evaluating the outcomes of teaching and learning and as a basis for experimenting with, reflecting on, and revising practice.
7. Initiates and participates in collegial activities designed to make the entire school a productive learning environment.
8. Establishes respectful and productive relationships with parents and guardians from diverse home and community situations, and seeks to develop cooperative partnerships in support of student learning and well-being.
9. Maintains high ethical standards and an impartial approach to decision-making processes.
10. Demonstrates commitment to social justice and the well being of a diverse/urban/metropolitan community.

Leadership in Teaching

Faculty

Sr. Michele Dvorak, PHJC: 1998 --Associate Professor of Education. B.A., Alverno College, 1979; M.A., University of Dayton, 1985; Ed.D., University of San Francisco, 1998

Joi Patterson: 2001--Assistant Professor of Education. B.A., Sam Houston State University, 1989; M.S., Governors State University, 1993; M.S., Chicago State University, 1998; Ph. D., Walden University, 1995

John Shields: 1999--Assistant Professor of Education. B.A., Tolentine College, 1968; M.Ed., Loyola University, 1976; Ph.D., Ibid, 1987

Jeanette Shutay: 2006--Assistant Professor in Law Enforcement Management and Public Safety Administration. M.A., Loyola University Chicago, 1999; Ph.D., Ibid, 2001

Bruce Wisowaty: 2002--Instructor in Education. B.A., Southern Illinois University, 1977; M.A., Governors State University, 1990.

Academic Policies

Admission – Degree Seeking Students

The requirements for admission to the Master of Science in Education: *Leadership in Teaching* Program are as follows:

- The applicant must be currently licensed/accredited by an appropriate state licensing/certification agency and be employed in a P-12 educational setting, teaching in a classroom consonant with the applicant's license/certificate (in terms of content area and developmental level).
- The applicant must have a Bachelor's degree from an accredited college/university with an overall GPA of 3.0 on a 4.0 scale for all undergraduate coursework (or 2.5 on a 4.0 scale with at least one year of teaching experience).
- The applicant must complete the application process in a timely fashion.

The Application process is as follows:

- Applicants must secure an application packet from Ms. Mary Severa, Coordinator of Graduate Student Services, at (219) 473-4295.
- Applicants must complete the Application Form and submit it with the $25.00 application fee and appropriate accompanying documents to Ms. Severa two months prior to the first class start date.
- Accompanying documents include: a written statement of purpose indicating interest in the program, three letters of recommendation (one of which must be from the applicant's building administrator), and official transcripts reflecting all undergraduate coursework completed.

Admission – Non-Degree Seeking Students

Some educational practitioners may wish to enroll in a limited number of courses offered through the *Leadership in Teaching* Program either for the purpose of renewing state licenses/certificates or with a view towards seeking a *Leadership in Teaching* degree at some future time. Therefore, interested educational practitioners may enroll in

courses on an *ad hoc* basis with *non-degree* seeking status according to the following criteria/limitations:

- The applicant must have a Bachelor's degree from an accredited college/university with a minimum overall GPA of 2.5 on a 4.0 scale.
- The applicant must successfully complete the application process for admission to the college.
- Enrollment in *Leadership in Teaching* Program courses must adhere to the following "Twelve Credit Rule" in relation to future possible admission into the *Leadership in Teaching* Program as a degree seeking student. No more than twelve hours of credit earned as a non-degree seeking student in the program can be applied to the *Leadership in Teaching* degree if an applicant is later admitted to the Program with degree seeking status.

Registration – Non Degree Seeking Students

Non-degree seeking students may register on a semester by semester basis at the times designated by the college for general registration. The Graduate Program Director for *Leadership in Teaching* approves *all* registrations, that is for both degree and non-degree seeking students.

Class Attendance

Intellectual growth and success in a graduate program is reinforced through continuous interaction in the classroom. Therefore, if a student is absent more than one class, the student may be withdrawn by the instructor. Should a student require limited time away from the classroom, the student must discuss the situation with the instructor

The Master of Science: Leadership in Teaching

Advisory Board

Mr. Ron Blake

Dr. Michelle Jenkins

Dr. Joyce Johnstone

Dr. Joi Patterson

Dr. John Shields

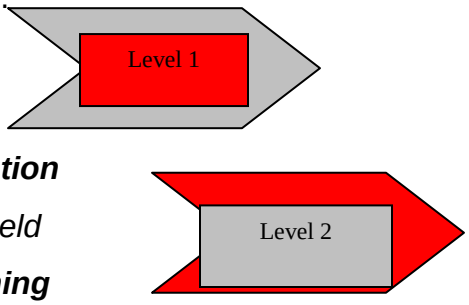
Ms. Joan Colby-Wilson

MASTER OF ARTS IN TEACHING

Master of Arts in Teaching

Mission Statement

The Master of Arts in Teaching degree of the CCSJ Education Program provides educational experiences for teacher candidates (Level 1) and professional educators (Level 2) that reflect current educational theory and best practice in the profession. Six stages of development are embodied in this academic offering.



- *Professional* ***Preparation***
- *Continuous and Critical* ***Reflection***
- *Ongoing Personal and Professional* ***Transformation***
- *Critically applying* ***Research*** *to practices in the field*
- *Refining research proven skills for Master* ***Teaching***
- *Engaging professional educators in effective* ***Leadership*** *within their educational communities*

Our Master of Arts in Teaching Program prepares teacher candidates to become effective professional educators of P-12 students and provides these teachers, when licensed, with ongoing professional development involving action research and the development of teacher leadership skills and abilities. Graduates of the Program will be prepared to serve Northwest Indiana's diverse population of K-12 students. They will thus help to transform the community by:

- Preparing students to master the knowledge and skills requisite to meet state educational standards;
- Fostering in students critical reflective thinking skills;
- Encouraging students to work towards personal transformation and to be change agents for the just transformation of society.

Master of Arts in Teaching

Program Competencies

The Master of Arts in Teaching Program includes clearly articulated competencies aligned to Calumet College of St. Joseph's Graduate Goals.

The professional educator:

1. Effectively applies researched-based strategies to the classroom, school and community;
2. Autonomously conducts action research as foundational for decision-making;
3. Analyzes the classroom environment and makes decisions and adjustments to enhance social relationship, student motivation and engagement, and productive work;
4. Models and implements effective oral, written, and technology communication strategies in conveying ideas and information and in asking questions;
5. Applies various theoretical approaches to enhance instructional approaches;
6. Utilizes research as a source for evaluating the outcomes of teaching and learning and as a basis for experimenting with, reflecting on, and revising practice;
7. Initiates and participates in collegial activities designed to make the entire school a productive learning environment;
8. Establishes respectful and productive relationships with parents and guardians from diverse home and community situations, and seeks to develop cooperative partnerships in support of student learning and well being;
9. Maintains high ethical standards and an impartial approach to decision-making processes; and
10. Demonstrates commitment to social justice and the diverse/urban/metropolitan community.

.*Master of Arts in Teaching*

Program Faculty

Sr. Michele Dvorak, PHJC: 1998 --Associate Professor of Education. B.A., Alverno College, 1979; M.A., University of Dayton, 1985; Ed.D., University of San Francisco, 1998

Barbara O'Block: 2004—B.S., DeLourdes College 1967, M.Ed., Loyola University, 1971, Ed.D., Loyola University, 2004

Joi Patterson: 2001--Assistant Professor of Education. B.A., Sam Houston State University, 1989; M.S., Governors State University, 1993; M.S., Chicago State University, 1998; Ph. D., Walden University, 1995

Angela Wells: 2002 **–**Instructor in Education. B.S., Calumet College of St. Joseph, 1992, M.S. Purdue University Calumet, 1999.

John Shields: 1999--Assistant Professor of Education. B.A., Tolentine College, 1968; M.Ed., Loyola University, 1976; Ph.D., Ibid, 1987

Jeanette Shutay: 2006--Assistant Professor in Law Enforcement Management and Public Safety Administration. M.A., Loyola University Chicago, 1999; Ph.D., Ibid, 2001

Bruce Wisowaty: 2002--Instructor in Education. B.A., Southern Illinois University, 1977; M.A., Governors State University, 1990.

Kevin Zajdel: 1995 Instructor in Education. BA in English, St. Meinrad College, M.S.Ed. Indiana University Northwest, Ed.D., National-Louis University

We will employ five distinct assessment phases in our assessment of both traditional and Master of Arts in Teaching candidates. Specific benchmarks and data collection and analysis points are clearly identified for each of these phases. Data will be collected, analyzed, and used to improve the performance of teacher candidates and those teachers who participate in Level 2 of the proposed program. The five phases include:

- Phase I: Identifies requirements for initial admission to the Program;
- Phase II: Defines criteria for successful continuation in the program;
- Phase III: Delineates requirements for acceptance into student teaching;
- Phase IV: Identifies the application for licensure process; and
- Phase V: Identifies the capstone project.

Phase I: Admission to the Master of Arts in Teaching Program
Time of Assessment – Post Baccalaureate
Evaluators: Education Committee

The Master of Arts in Teaching combines our current Transition to Teaching (T2T) and elements of our current Leadership in Teaching (LIT) Program to offer teacher candidates (who already possess a Bachelor's Degree) with a license in one or more content areas and a Master's Degree. CCSJ has complied with the State guidelines established for the T2T program and has also developed additional CCSJ acceptance requirements as defined in the Education Program Handbook. The Education Committee is responsible for acceptance decisions. The qualifying criteria for T2T acceptance with the corresponding assessments are listed below in Table 10.

Qualifying Criteria and Assessments for Master's Candidates:

Qualifying Criteria	*Assessment*
1. Review of Transcript	G.P.A. 3.0 or 2.5 required
2. Participate in Orientation	Participation/survey
3. Successfully complete Blackboard training	Competency Quiz
4. Successfully complete Library Tour	Completed tour
5. Successfully pass CCSJ Communication Proficiencies: Oral, Written, Technological	Pass/Fail Performance
6. Successfully complete Praxis I and II	State Qualifying Scores
7. Submit Limited Criminal History clearance	State Document
8. Submit current resume for file	Completed Document
9. Interview with a Unit Program Education Committee	Interview Rubric
10. Graduate Program Application	Completed Document
11. Two letters of recommendation	Completed Documents
12. One Page Statement of Purpose	Completed Document

After a formal interview with Education Committee members, Master's candidates will receive a letter indicating a*cceptance* or n*on-Acceptance.* Master's teacher candidates are required to meet the same standards and engage in the same assessment practices as traditional teacher candidates over the course of the next three phases of the admissions process.

Phase II: Continued Performance of Teacher Candidates
Time of Assessment – The end of each semester
Evaluator: Program Director

Phase II of the Unit Program requires a semester performance review of teacher candidates. The Program Director and faculty are responsible for making decisions regarding continuation in the program. Master's and traditional teacher candidates must meet the assessment criteria identified below in order to continue in the Program.

Qualifying Criteria and Assessments for Continuation:

Qualifying Criteria	*Assessment*
1. Advisement	Each Semester
2. Maintain a G.P.A. of 3.0/4.0 in education courses	G.P.A
3. Register for and attend Education Seminars each semester	Attendance Record
4. Meet performance criteria outlined in Unit Program and State Standards	Performance/Portfolio
5. Maintain a current Limited Criminal History clearance	State Document
6. Demonstrate professional knowledge, disposition and performance	Performance/Portfolio, Disposition Rubric

At the end of each semester, the Program Director, the Graduate Program Director, and faculty will review each teacher candidate's file utilizing the criteria in Table 11 in order to determine eligibility to continue in the Unit Program. Teacher candidates who do not meet the requirements will receive a letter informing them of their deficiencies. If a teacher candidate does not rectify the identified deficiencies within one semester, he/she will receive a letter of non-continuation. If a student receives a letter of non-continuation, yet wishes to return to the Program, he/she must wait two years and meet all of the criteria required in Phase I. Teacher candidates who have received a letter of non-continuation may appeal the decision in writing to the Education Committee. The Education Committee will review the relevant documentation and make a recommendation to the Vice President of Academic Affairs.

Phase III: Acceptance Criteria for Student Teaching
Time of Assessment: Second Semester
Evaluators: Education Committee

Student teaching prepares teacher candidates for entry into the teaching profession. Table 12 identifies the acceptance criteria for student teaching. The teacher candidate will complete a Student Teaching Application and submit it to the Program Director. The Education Committee will be responsible for acceptance decisions. The applicant will be evaluated according to the acceptance criteria identified below.

Acceptance Criteria for Student Teaching:

Acceptance Criteria	***Assessment***
1. Minimum G.P.A. 3.00/4.00	Transcript: G.P.A.
2. Communication Proficiencies, verbal, written and technology	Pass/Fail
3. Successful completion of Praxis I and II	State Qualifying Scores
4. Reading Specialist (Elementary Education only)	State Qualifying Scores
5. Written philosophy of education	Meet Rubric
6. Interview by the Education Committee	Meet Rubric
7. Current Limited Criminal History clearance	State Document
8. Current resume	Completed Document
9. Knowledge, Skills and Dispositions	Portfolio Rubric
10. Student Teaching Orientation	Attendance/Participation

Teacher candidates who are not approved for student teaching will receive a letter indicating the reasons for the denial. Teacher candidates who are denied admission into student teaching may initiate an appeal as provided for in the Education Program Handbook.

Phase IV: Application and Recommendation for Licensure
Time of Assessment: Completion of coursework
Evaluator: Licensing Advisor

The Licensing Advisor is responsible for recommending a candidate for licensure. To apply for a State of Indiana License, all teacher candidates must successfully meet the qualifications identified below.

Licensure Requirements:

Qualifying Criteria	***Assessment***
1. Successfully complete student teaching with a minimum grade of 3.0/4.0	G.P.A.
2. Successfully complete and submit a Professional Electronic Portfolio	Meet Rubric
3. Verification Cardio Pulmonary Respiratory Training	Valid CPR Card
4. Submit license application via TOLS	TOLS

Phase V: Master's Degree Requirements

Time of Assessment: Completion of Capstone Project

Evaluator: Education Graduate Program Director /Unit Program Director

The Education Graduate Program Director and the Program Director are responsible for recommending a candidate for the Master's Degree. All teacher candidates must successfully meet the qualifications identified***:***

Degree Requirements:

3.0 G.P.A
Successfully complete all courses
Successfully complete capstone project
Successfully complete portfolio

MSQA: QUALITY LEADERSHIP

Quality Leadership Program
Mission Statement

The Quality Leadership Program at Calumet College of St. Joseph prepares individuals to achieve personal and professional success. Students are empowered with knowledge, skills, abilities, and personal dispositions pertinent to the emerging field of quality. Graduates are expected to perform effectively and responsibly as professionals, managers, and leaders in the manufacturing sector, healthcare, the nonprofit sector, government, and other settings located in Northwest Indiana and the greater Chicagoland area

Quality Leadership Program
Program Competencies

The QLP program is designed to prepare the student to:

1. Articulate an understanding of the concepts of quality, its history and development.
2. Model and implement effective oral, written and technology communication strategies in conveying ideas, information and asking questions.
3. Articulate an understanding of the dynamics of the interactions of organizations and people.
4. Demonstrate the skills and techniques required for technological interface in the continuous quality improvement process.
5. Demonstrate an understanding the role of laws, standards, models, associations and professional bodies play as each relates to quality management.
6. Evaluate the strategic planning process as it relates to CQI and be able to design a strategic plan as it relates to CQI.

Quality Leadership Graduate Program
Program Faculty

David Cowser – 2007 – Instructor. B.S., Indiana University Northwest, 1997, MBA, Indiana University Northwest, 2001.

Michele Hoppenrath – 2007 – Instructor. B.A. Governors State University, 1992, M.S. Loyola University New Orleans, 2001.

Alex Klein - 2007 – Instructor. M.S. University of Wisconsin, 1975, M.S. Northwestern University, 1984.

Daniel Lowery - 2005-Associate Professor of Business Management. B.A., Valparaiso University, 1975; M.S. Indiana University Northwest, 1989; Ph.D., University of Illinois at Chicago, 2001.

Desila Rosetti -

Jeanette C. Shutay – 2006 - Assistant Professor of Law Enforcement Management and Public Safety Administration. B.A. Depaul University, 1994, M.A., Loyola University 1999, Ph.D. Loyola University, 2001.

Daniel Williams – 2007 – Instructor. B.S. Southern Illinois University, 1980, MSA, University of Notre Dame, 1994.

Academic Policies

Admission Policies

- A Bachelor of Science degree from a regionally accredited post-secondary institution .or a Bachelor of Arts degree from a regionally accredited post-secondary institution with a minimum of five years professional or managerial experience.
- Official transcripts from all colleges/universities attended.
- A grade point average of 3.0 on a 4.0 scale for all undergraduate course work.
- A completed application form
- Application fee
- 3 letters of recommendation

Once requirements are met, the applicant will receive a letter of acceptance and orientation information.

The Application process is as follows:

- Applicants must secure an application packet from Ms. Mary Severa, Coordinator of Graduate Student Services, at (219) 473-4295.
- Applicants must complete the Application Form and submit it with the $25.00 application fee and appropriate accompanying documents to Ms. Severa two months prior to the first class start date.
- Accompanying documents include: a written statement of purpose indicating interest in the program, 3 letters of recommendation and official transcripts reflecting all undergraduate coursework completed.

Class Attendance

Intellectual growth and success in a graduate program is reinforced through continuous interaction in the classroom. Therefore, if a student is absent more than one class, the student may be withdrawn by the instructor. Should a student require limited time away from the classroom, the student must discuss the situation with the instructor

Quality Leadership Program
Advisory Council

Thomas Cera
Senior Division Manager
Hot Rolling and Finishing Operations, Mittal Steel;

Thomas Keilman, Director
Public Affairs Advisor
British Petroleum

Lynn Olszewski, Director
Northwest Indiana Area Health Education Center, and
Immediate Past President, Indiana Association for Healthcare Quality;

James McShane
Lake County Integrated Service Delivery Board (Workforce Development Planning);

Keith Poole, Chair
American Society of Quality
Northwest Indiana Chapter.

Daniel Lowery, Ph.D.
Program Director
Quality Leadership Program
Calumet College of St. Joseph

Mary Severa
Coordinator, Graduate Student Services
Calumet College of St. Joseph

ACADEMIC POLICY ADDENDUMS

Remediation Process for Master of Arts Initial Licensure Phase (eff. 1/1/09)

Graduate candidates who do not meet the degree requirements according to specified dates and/or guidelines will receive notice of 'Requirements Not Met' and be required to meet with the program director to develop a revised plan to achieve criteria. In alignment with the Graduate Handbook, Graduate candidate may appeal any decision to the Education Committee in writing within 30 days. (Effective 01/01/09)

Completion of a Masters Program Curriculum (eff. 1/1/09)

A student entering a graduate program at Calumet College of St. Joseph has 5 years to complete the program curriculum. Any extension must be approved by the program director.

CALUMET COLLEGE of SAINT JOSEPH

HAMMOND, INDIANA