

2020-2021 GRADUATE ACADEMIC POLICIES

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Academic Dishonesty

Students have a responsibility to maintain the highest level of academic integrity. They are expected to perform educational tasks with the highest moral and ethical conduct. Academic dishonesty, intentional or unintentional, is grounds for failure on any assignment or failure in the course, at the instructor's discretion. Academic dishonesty is also grounds for suspension or dismissal from the University at the discretion of the Vice President of Graduate and Professional Studies and may be subject to appropriate legal investigation and prosecution. Helping another student in an act of academic dishonesty constitutes an act of academic dishonesty.

Academic dishonesty may take the following forms:

Plagiarism: The act of taking or passing off another's ideas, or writing, as one's own; copying or paraphrasing another's words without credit; buying or accepting work and presenting it as one's own. Students bear the responsibility for demonstrating the evolution of original work.

Copyright violations: The Copyright Law (Title 17 U.S. Code) protects electronic, print and other copyrighted materials. Any infringement of copyright is a violation of academic integrity. Electronic copyright infringement involves video, audio and computer materials and any other materials made electronically. Copying videos, cassettes or software, selling or disseminating programs without the owner's permission, putting pirated software on the University computers or your computer is not permitted. As long as appropriate credit is given, making a copy of a small portion of a book or a portion of an article for use in your assignments is acceptable. The correct citation method for sources of ideas and information obtained electronically or in print is available in the library. The library has a copy of the complete Copyright Law for further reference.

Cheating: Being dishonest or deceptive in order to obtain some advantage or gain; e.g., stealing or receiving stolen examinations. Additional examples of cheating include, but are not limited to, submitting work produced for one course to fulfill the requirements in another, as well as submitting work that is or has been submitted by another student in the same or different course, unless approved by the current instructor.

Theft/Vandalism: Taking or defacing library materials or educational equipment such as a DVD, computer or software. Cutting pages out of a book or magazine or taking material out of the library and not checking it out is stealing.

Forgery: Signing another's name to exams, forms, or other institutional documents.

Disciplinary Action: Students who violate the Academic Dishonesty policy will be subject to one or more of the following disciplinary actions.

- Warning
- Temporary or permanent suspension of computer, network and/or library privileges
- Academic suspension
- Investigation and action taken in accordance with the appropriate student, faculty, or staff handbook
- Investigation and/or prosecution by state or federal law enforcement agencies

Incidents of academic dishonesty are reported by the instructor in writing to the Vice President of Graduate and Professional Studies. The Notice of Academic Dishonesty that is filed by the instructor will remain in the Vice President's office and will be destroyed when the student leaves the University. A student who wishes to appeal a charge must follow the process for Academic Grievance (as outlined below).

Academic Standing

The Graduate and Professional Studies Academic Review Committee monitors all students' academic progress toward satisfactory degree completion at the conclusion of each semester and session. The committee members include the Vice President of Graduate and Professional Studies, the Director of Graduate Student Services, the Associate Director of Graduate Student Services and Advising and the Assistant Director of Graduate Student Services and Advising. Students are in Good Academic Standing if a cumulative grade point average (GPA) of 3.0 is earned.

When a student receives two unsatisfactory grades (below B-), or an F in any course, or falls below a 3.0 cumulative GPA, the Graduate and Professional Studies Academic Review Committee will review the student's academic performance and potential for degree completion. They will make a decision as to whether the student should be placed on probation or be suspended. Students who are not in Good Academic Standing will receive notification from the Director of Graduate Student Services. Students who do not meet the criteria for Good Academic Standing may be placed on academic probation, academic suspension or dismissed from the University.

Academic Probation: Academic Probation at Lasell University is designed to be educative and constructive; its purpose is to engage students more deliberately in the process of progressing academically.

Students who have a cumulative GPA of less than 3.0 or receive a failing grade (Grade of F) will be placed on Academic Probation (and in some cases, will be suspended). Academic Probation will last for the duration of the next academic semester (two sessions). Students may continue to take classes while on academic probation. Students on academic probation will be reviewed by the Academic Review Committee each academic session.

At the end of an academic session, if the student is found to be in good academic standing they will come off academic probation. If the student is still not in good academic standing but has made positive academic progress they may remain on academic probation at the discretion of the Academic Review Committee. If the student has not made positive academic progress the student will be placed on academic suspension.

Academic Suspension: The first time a student is placed on academic suspension the duration will be one semester (two consecutive sessions). Students may not continue to take classes at Lasell University while on academic suspension. While on suspension, if the student plans to take classes outside of Lasell University they must communicate with their academic advisor and also follow the transfer credit policy. Upon completion of the suspension period students must complete the [application for readmission](#) located on the registrar's website. The application for readmission will be reviewed by the Director of Graduate Student Services.

The second time a student is placed on academic suspension the duration will be for two semesters (four consecutive sessions). Students may not continue to take classes at Lasell University while on academic suspension. While on suspension, if the student plans to take classes outside of Lasell University they must communicate with their academic advisor and also follow the transfer credit policy. Upon completion of the suspension period students must complete the application for readmission located on the registrar's website. The application for readmission will be reviewed by the Director of Graduate Student Services.

Students in the Master of Athletic Training program may not transfer in credits.

Dismissal:

A student may be dismissed from Lasell University for the following reasons; failing to be in good academic standing after two suspensions, committing multiple violations of the academic dishonesty policy, violating the university's policies of general conduct, and at the discretion of the Academic Review Committee.

Appealing the Graduate and Professional Studies Academic Review Committee Decision

Students may write a letter of appeal to the Vice President for Graduate and Professional Studies. Guidelines and deadlines for an appeal are included in the letter of suspension. The decision of the Vice President of Graduate and Professional Studies will be final.

Conditions for Returning to the University Following Suspension

Students should refer to the Readmission Policy.

Graduate Academic Grievance Process

The Academic Grievance Process provides students with a mechanism to appeal faculty actions related to the process of instruction and evaluation of academic performance or other academic matters pertinent to the teacher-student relationship. In filing a grievance, it is understood that the student believes their interests as a student have been adversely affected by someone's departure from or misinterpretation of existing academic policy. (The University reserves the right to establish academic standards and the necessary policies to support them. Consequently, there may be no academic grievance of the contents of published Academic Policies established by the University, including those of individual Academic Programs and individual instructors.)

Informal Conciliation

A student wishing to alter or reverse any academic action must first attempt to resolve the matter informally and expeditiously. The student shall contact the faculty member within seven (7) calendar days of the action in question to schedule an appointment (in cases where the dispute is over a grade for an assignment or test, or a final course grade, "action in question" shall refer to the date of receipt of the grade). The student is expected to present their concerns and to weigh the faculty member's response. If not resolved, the student may discuss the matter with the faculty member's Graduate Program Coordinator. If the student's complaint is with the Graduate Program Coordinator, then they may discuss the matter with the Vice President of Graduate and Professional Studies.

Formal Grievance Process

If no resolution is reached, the student may begin the Formal Grievance Process - which must be filed within twenty-one (21) calendar days of the action in question (hence, the informal conciliation process has occurred within this overall time period). If the issue under dispute impacts the student's ability to register for a course or courses in a subsequent semester, a determination of an exception to existing policy will be made by the Vice President of Graduate and Professional Studies. As part of the Formal Grievance Process, the student will write a letter to the Vice President of Graduate and Professional Studies with all accompanying documentation, outlining how the student's interests as a student have been adversely affected by someone's departure from or misinterpretation of existing academic policy.

Academic Achievement Award

At the end of each academic year, graduate students who graduate with a cumulative 4.0 GPA are selected to receive the Graduate and Professional Studies Academic Achievement Award. These awards are given in recognition of a demonstrated commitment to excellence at Lasell University. The recipients are judged to be models for their fellow students in academic achievement and perseverance. The Awards are presented at the Graduate and Professional Studies Graduate Commencement Reception held during Commencement Weekend

Capstone Options for the Master of Science Degrees

The capstone experience engages students in the work of their field through varying combinations of research, analysis, and field experience. The capstone is normally completed in the final semester of a student's graduate program.

All capstone options require approximately equal time and study commitments for successful completion. Students should choose a capstone experience based on their professional goals and with the guidance and counsel of their faculty. Specific guidelines for each option can be found on MyLasell, under Graduate Programs, [Capstone Information](#).

Course and Grade Related Policies

Course Repeat Policy

Graduate degrees and certificates at Lasell University require cumulative GPA of at least 3.0 and a grade of at least B- in all courses. Students must repeat any course where they receive below a B-. In the case of elective courses, students may decide to repeat the course or choose another elective.

Students are permitted, in special circumstances and with the approval of the Graduate Program Coordinator of the related academic department and the Vice President of Graduate and Professional Studies, to repeat any course. In the event that a required course is repeated successfully the higher of the two grades will be computed into the GPA, and the lower of the two grades will be removed from the average. No additional credits will be counted toward graduation; however, the lower grade will remain on the permanent academic record. In the event that a required course is repeated unsuccessfully, the student is subject to academic suspension (see section on Academic Standing). For additional restrictions, students need to review individual major requirements.

Incomplete Grades

On rare occasions a grade of Incomplete (INC) may be granted. Ultimately, the decision to grant a grade of Incomplete is at the discretion of the instructor; however, both the student and the instructor must

sign the [incomplete grade contract](#) for completion before a grade of INC can be issued. An Incomplete should be issued only for extraordinary reasons. It is not appropriate to issue an Incomplete simply because a student has not performed well or has not completed required coursework. A copy of the contract must be submitted to the Office of the Registrar with the final grade roster. It is the responsibility of the student to initiate the request and to make all arrangements with the instructor for turning in late work by the last day of the semester/session.

Incomplete grades must be made up within four (4) weeks of the end of the current semester/session. Failure to do so will result in the "INC" reverting to "F".

Under extenuating circumstances (e.g. military leave), extensions beyond four (4) weeks may be granted by the instructor with the approval of the Vice President of Graduate and Professional Studies. It is the student's responsibility to initiate a written request for an extension by completing the appropriate paperwork available online or through the Registrar's Office.

Grade Changes

A final grade (excluding an Incomplete) may not be changed after submission of the grade by the instructor to the Registrar's Office unless a clear and demonstrable mistake or miscalculation by the instructor is discovered. The submission of late or revised work by a student is not grounds for a legitimate change of grade, nor is the retaking of an examination. Changes to final grades cannot be made beyond one semester after the initial awarding of the grade.

Transcripts

Official copies of a student's permanent academic record are issued by the Registrar's Office. Students may request a copy via the [registrar's website](#). There is a fee for each copy requested and the transcripts are mailed within two to four business days upon receipt of the request. Transcripts cannot be processed for students who have unpaid bills. Unofficial transcripts can be viewed by students on MyLasell Self-Service.

Auditing

With the approval of the instructor, students may register to audit a course by completing a [Course Audit Form](#) by the end of the add/drop period. Audited courses are recorded on the transcript but no grade or credit is given.

Directed Study (Independent Study)

Under limited circumstances, graduate students may enroll in a directed study after consulting with their advisor to ensure its fit with their overall degree program. The Graduate Program Coordinator of the student's program of study, in consultation with the faculty member, has final approval of any directed study. Students interested in this option should complete and submit the [Directed Study form](#) prior to the semester/session start date in which the course will be taken. Graduate students are limited to enrolling in no more than three (3) Directed Studies during their academic program.

Transfer Credit Policy

For our Master degree programs, a maximum of six (6) credits of relevant graduate level coursework taken at an accredited institution may be transferred and applied toward degree requirements under the following conditions:

- A grade of B or better has been earned
- Coursework prior to enrollment at Lasell was completed within the past seven years at the time

of enrollment

Current students who wish to take graduate courses at another institution and transfer the courses into Lasell must request approval from their Advisor before registering for the course(s). This option is not available to students in the MS in Athletic in Training Program. Students who are considering this must complete the [Transfer Credit Approval form](#). Students are required to obtain all necessary approvals before enrolling in the course.

Course Waiver Policy

Applicants to our Master's degree programs may apply to waive up to six credits at the graduate level within eligible disciplines.

Fifth Year Option

The Fifth Year Option at Lasell University allows undergraduate students with high academic standing to earn both their undergraduate and graduate degrees in as little as five (5) years.

The following programs are eligible for the Fifth Year Option;

- Master of Business Administration
- Master of Education in Elementary Education
- Master of Education in Moderate Disabilities
- Master of Science in Communication
- Master of Science in Criminal Justice
- Master of Science in Nutrition for Health and Human Performance
- Master of Science in Human Resources
- Master of Science in Marketing
- Master of Science in Project Management
- Master of Science in Rehabilitation Science
- Master of Science in Management
- Master of Science in Sport Management

Students seeking further information regarding the Fifth Year Option may refer to the Lasell 5th Year Option section of the Undergraduate Catalog for a list of eligible courses, or contact the Office of Graduate Enrollment directly at Lasell University, Office of Graduate Enrollment, Bancroft House, 239 Woodland Rd. Newton, MA 02466. Phone: 617-243-2400 Email: gradinfo@lasell.edu

Registration

Students register on their own or with the Registrar's Office each semester. Students who are already enrolled pre- register in April for the following summer and fall semesters and in October for the following winter and spring semesters. A student is officially registered for classes only after all financial obligations to the University have been met.

Add/Drop

Students wishing to add/drop a course can do so through Self-Service or by contacting the Registrar's Office. This must be done prior to the end of the add/ drop period, which ends seventy-two (72) hours after the start of the academic semester or start of session except for Winter Session. Winter Session is twenty-four (24) hours after the start of the session. Students should review the [academic calendar](#) for exact dates. Students may not enter a class after the add/drop period.

Course Withdrawal

After the Add/Drop period a student may be allowed to withdraw from one or more courses until the end of the withdrawal period deadline date published on the Academic Calendar. A grade designation of "W" will be recorded for official withdrawals that occur prior to the course withdrawal period deadline date published in the Academic Calendar. After that time, a student not attending a class receives an "F". In consultation with his or her academic advisor, the student should review policies regarding fulltime status, academic standing, financial aid, and international student visa status prior to submitting a course withdrawal. Students should consult [the policy on course withdrawal and tuition reimbursement](#).

Class Attendance Policy

The University expects students to attend classes. The University does not, however, set specific guidelines regarding procedures and penalties for absences. Instead, each faculty member sets their own guidelines as deemed appropriate for each learning experience. Instructors will distribute their specific course attendance policies as a part of the course syllabus during the first week of classes.

Students have the responsibility of knowing these attendance policies and communicating with their professor(s) regarding absences.

Late Class Start

Students and instructors are expected to arrive at their class by the official start time of the class. In the event the instructor is delayed, students are required to wait a minimum of fifteen (15) minutes beyond the official start-time of the class before leaving.

Class Cancellation

In the event an in-person class meeting must be cancelled, the instructor will notify the Registrar's Office, and staff in the Registrar's Office will post an official class cancellation notice bearing the University seal on the classroom door and will text/email students. If an online class meeting is cancelled, the instructor will notify the students via Lasell e-mail and post a notice on the canvas course at least 2 hours before the scheduled meeting time.

Graduation/Degree Related Policies

Master's Degree Credit Requirement

Masters degrees at Lasell University require the completion of thirty-six (36) graduate credits with the exception of the following;

- Master of Business Administration with a Concentration in Healthcare Management which requires forty-two (42) credits.
- Master of Business Administration with a Concentration in Human Resources which requires forty-two (42) credits.
- Master of Business Administration with a Concentration in Marketing which requires forty-two (42) credits.
- Master of Business Administration with a Concentration in Project Management which requires forty-two (42) credits.
- Master of Business Administration with a Concentration in Sustainable Fashion Operations which requires forty-two (42) credits.
- Master of Science in Athletic Training which requires sixty-three (63) credits, all of which must be taken in residency at Lasell University.

Graduation Requirements

Students must maintain reasonable progress toward completing their degree.

The majority of students complete their degree within two (2) to three (3) years. Occasionally, because of professional and/or personal constraints, students may need additional time to complete their degree.

At Lasell, graduate students have five (5) years from beginning their program of study to complete their degree. Students who need additional time at the end of five years may have to reapply to the program.

In order to graduate, each student must earn a minimum of thirty-six (36) credits of academic work, successfully complete all program requirements, and attain a cumulative GPA of 3.0 or higher.

Dual Concentration

A student may earn two concentrations in a degree provided (a) all requirements for each concentration are completed in good standing and (b) all pertinent requirements of the degree are completed successfully. Students may not use their electives to meet the requirements of either concentration.

Students earning a dual concentration should plan on taking a minimum of forty-two (42) credits. In order to formally request the addition of a dual concentration, the student must submit the [‘Change of Major/Concentration Form’](#) located on the registrar’s site and be approved by the Office of Graduate & Professional Studies.

Pursuing a Graduate Certificate and Master’s Degree Simultaneously

Students in good academic standing who wish to pursue both a Graduate Certificate and Master’s Degree at the same time may do so provided (a) all requirements for each certificate and degree are completed in good standing and (b) all pertinent requirements of the degree are completed successfully. Students may not use their electives to meet the requirements of either program. Students earning both a graduate certificate and Master’s Degree should plan on taking a minimum of forty-five (45) credits. In order to formally request the addition of a certificate, the student must submit the ‘Change of Major/Concentration Form’ located on the registrar’s site and be approved by the Office of Graduate & Professional Studies.

Earning a Second Master’s Degree

Students in good academic standing who wish to pursue a second Master’s Degree at the same time as their first degree may do so provided (a) all requirements for each degree are completed in good standing and (b) all pertinent requirements of the degree are completed successfully. Students may not use their electives to meet the requirements of either program. Students earning two Master’s Degree should plan on taking a minimum of sixty-six (66) credits. In order to formally request the second degree, the student must submit the ‘Change of Major/Concentration Form’ located on the registrar’s site and be approved by the Office of Graduate & Professional Studies. Students who wish to earn one degree before beginning the second degree must apply to the second degree by completing the Application for Graduate Admission.

Graduate Alumni admitted to a second master's degree may be eligible for advanced standing and waiver of up to six credits provided (a) all requirements for each degree are completed in good standing and (b) all pertinent requirements of the degree are completed successfully. The following programs are ineligible for advanced standing; MS in Athletic Training and the MS in Criminal Justice (6 credits only allowed).

Full-time Status

Lasell University defines graduate full-time enrollment as 9 credits per 16-week semester and 6 credits per 8-week session. Half-time enrollment in a 16-week semester is defined as a minimum of 6 credits and in an 8-week session as 3 credits. In order to be eligible for federal aid, students must be enrolled a minimum of half-time.

Credit Hour Policy

Lasell's connected-learning philosophy acknowledges that learning takes place both within and outside the classroom. This approach broadens the definition of credit hour to other academic activities that include but are not limited to laboratory work, internships, practica, studio work, individual study, research, recitation, service-learning and other experiential, project-based learning opportunities. At Lasell University, a credit hour is based on an amount of time, level and value of work in which a student engages in activities leading to intended learning outcomes established and measured by Lasell University faculty as evidence of student achievement. The amount of time and work expected is consistent with the Carnegie Unit definition and is not less than "one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester."

For traditional semester length courses where the majority of work is done within a classroom setting, students are expected to spend approximately two hours studying or preparing for class for each hour of instruction. This equates to six hours of study time for each three-credit course for a total of nine hours per week, per course. Over the course of a traditional semester at Lasell, students are expected to devote a minimum of 135 hours of work per course (this includes in class meetings). Lasell University's Graduate and Professional Studies Program offer 16 and 8 week graduate courses; all 16-week courses are offered in hybrid format. Our 8-week courses are offered in both hybrid and online delivery.

In an online class, the student is an active participant each week and evaluation of a student's understanding of course content is based on her/his daily involvement rather than a single event such as a mid-term or final project/exam. Online students are expected to be actively and creatively engaged in the entire learning process.

Students in 16-week hybrid courses are expected to spend 10-12 hours per week on their studies. In weeks where hybrid courses meet face to face, these meetings are included within the range of 10-12 hours. Students in seven-week courses are expected to devote a minimum of 19-20 hours a week preparing for and completing class assignments. In weeks when hybrid classes meet face to face, these meetings are included within the range of 19-20 hours.

Maximum Credit Load

Students may register for a maximum of 12 credits per semester (16 weeks) or 9 credits per session (8

weeks).

Change of Concentration

1. The student must initiate this change by speaking with their advisor and/or the Director of Graduate Student Services
2. If the decision is made to change concentrations, the student fills out the "Change of major/ Concentration" form.
3. The student submits the change of major/concentration form to the Registrar's Office.

Change of Degree

The student must initiate this change by speaking with the following faculty/staff in this order:

1. Graduate Program Coordinator of their current program of study
2. Graduate Program Coordinator of the program they want to enter
3. Their advisor and enrollment counselor if additional materials are required
4. If the decision is made to change degree programs, the student fills out the "Change of major/concentration" form. The form must include the signature of their advisor.
5. The student submits the change of degree form to the Registrar's Office.

Progress toward the Degree

Students are expected to maintain satisfactory academic progress. Satisfactory academic progress is defined both by the number of credits successfully completed and the grade point average.

International Student Eligibility

International students on an F1 Visa must maintain a full course load (a minimum of nine (9) credits per semester) in order to maintain their status as an F-1 visa holder. Only on rare occasions is an international student permitted to drop below a full course load and still maintain their status as an F-1 visa holder. Any international student who anticipates falling below a full course load must consult with the Director of International Student Services.

Application for Graduation

A student eligible for degree completion must complete the [Intent to Graduate Form](#) located on the registrar's site at least three months before they expect to complete all requirements for graduation. Failure to comply may result in a delay of receiving the degree by a semester. Degrees are awarded three (3) times a year in December, May, and August. Commencement exercises are held once a year in May.

Expected Degree Completion:	Completed Application Filed:
December	By September 15
May	By February 15
August	By May 15

Conditional Graduation

Students classified as conditional graduates may participate in the May commencement exercises. To be considered a candidate for conditional graduation a student must have:

- a) attained a minimum cumulative GPA of 3.0; and
- b) be within two (2) courses (maximum of six (6) credits) of completing their graduation requirements.
- c) course must be completed by the end of August following commencement with a grade of "B-" or better

A student may petition to be a conditional graduate if the above requirements have been met and approval must be granted by the Registrar and the Director of Graduate Student Services.

The student must complete the [Conditional Graduation Contract](#). The Conditional Graduation Contract must be signed and returned to the Office of the Registrar by May 1.

Please note that a student may participate in only one commencement ceremony for a specific degree. Conditional graduates are not eligible to participate in a subsequent ceremony for the same degree. Conditional graduates will not receive their diploma until they have completed all program requirements and their degree has been conferred.

Leaving/Withdrawing From the University

Military Leave

Students will be allowed to take a military leave from the University without penalty. Students will receive a full (100 percent) tuition refund (less any financial aid which may have been received for the term) upon presenting an original copy of their military orders for active duty to the Office of the Registrar.

Alternatively, extension (INC) grades with no tuition reimbursement may be more appropriate when the call for active military duty comes near the end of the semester/session. Students taking military leave should complete the leave of absence form.

Leave of Absence

Students experiencing medical, personal, professional challenges, may take a voluntary leave of absence for up to two consecutive semesters (e.g. fall, spring, summer) after consultation with their Academic Advisor (if not available, contact the Director of Graduate Student Services). Students who plan to not enroll in class for one full semester (two consecutive sessions) should fill out the leave of absence form. In order to be granted a leave of absence, the student must complete a [leave of absence form](#) and submit it to the Office of the Registrar.

Students planning a leave from the institution should check with Student Accounts and Office of Student Financial Planning regarding all financial policies and procedures.

Students who wish to take a leave of absence after registering for courses must officially drop or withdraw from the courses in addition to completing the leave of absence form. Students should consult the policy on course withdrawal and tuition reimbursement.

During this time, students should not study at another University if they plan to return to Lasell and complete their degree. Students on leaves of absence should be in contact with their Academic Advisor and the Office of Student Accounts.

Students on leave of absence should remain in contact with their Academic Advisor. If a student's academic program is 'taught-out' or cancelled while the student is on leave the student may be required to select a new program upon their return. For returning to the university, see the readmission policy.

University Withdrawal

Any student wishing to withdraw from the University should speak with his or her academic advisor to explore the possible alternatives. If withdrawal is a student's final decision, the student should complete a [University Withdrawal Form](#) (see Course Withdrawal policy in this document). The student will be asked to speak with various professional staff from Student Financial Planning and Student Accounts as part of the withdrawal process. Students wishing to return to the University after a withdrawal must reapply. Please see the Readmission section of the Graduate Academic Policies in this Catalog.

Administrative Withdrawal

Students who have not officially been granted a leave of absence and who fail to register for courses over two consecutive semesters (fall, spring, summer) will be administratively withdrawn from the University. Students can also be administratively withdrawn for financial reasons. Students wishing to return to the program after being administratively withdrawn must reapply and should refer to the Readmission Policy in this document. Administrative withdrawal from the University may result for the following reasons:

1. Failure to pay required fees.
2. When a student is absent from classes for more than three weeks.
3. If a student fails to return for a subsequent semester without appropriate notification.
4. If the student demonstrates that they are unable to adequately participate in the academic environment
5. If a student presents a threat to others or interferes with the responsibility of the University to provide a safe environment for the community.

And administrative withdrawal constitutes a complete withdrawal from all courses, and a grade of "W" is recorded on the academic transcript. Students who officially withdraw may be granted a refund of tuition, room, and board according to the published policies of the University. Students who are dismissed due to disciplinary action will not be entitled to any refund. A formal request for readmission must be submitted to the Vice President of Graduate and Professional Studies.

Readmission

Returning to the University requires an [application for readmission](#) to the Office of the Registrar. Students must provide an account of what they have done since leaving Lasell, a clear explanation of why they wish to return and why they feel they will be successful at this point in completing their education.

Applications for readmission are reviewed on a case by case basis by the Director of Graduate Student Services, who consults with a committee convened for this purpose. Students reapplying to the program are informed in writing of the committee's decision regarding their reapplication, and if applicable, the requirements of their program of study.

Students who withdraw in good academic standing are welcome to reapply at any time.

Other Policies

Automobiles

Limited parking is available for students and students must register their vehicles with the University's Department of Public Safety. Students are expected to abide by those rules governing student and guest vehicles on campus.

Drugs

Lasell University expects all of its constituents to comply with local, state and federal laws relating to the possession, use and/or distribution of drugs, including alcohol, when they are on University property or taking part in University activities. Students should consult the Undergraduate Student Handbook for specific policies.

Accident and Sickness Insurance

Graduate Students:

Graduate students who do not reside in University housing are **not** eligible to be covered by the Lasell University Student Health Insurance. Courses that meet strictly online and courses that meet less than fifteen (15) days a semester on campus are not included in the calculation of qualifying credits.

International Graduate Students and health insurance

International Graduate Students are strongly encouraged to purchase health insurance coverage prior to arrival in the United States. It is advised to protect against unforeseen health circumstances while studying here at Lasell University. There are a variety of health insurance providers available to assist international students purchase coverage. University Health Plan (UHP), the Lasell University provider, is available to answer general insurance plan questions and make appropriate referrals. To speak with a representative, please call (800) 437-6448 or send an email to info@univhealthplans.com.

Immunizations

Massachusetts legislation requires all students to either receive a meningococcal vaccine or request exemption by returning a waiver form. The Massachusetts Department of Public Health also requires documentation of immunization for graduate students enrolled in nine (9) or more credits. If you fall into this group of students, you need to have your healthcare provider complete a certificate of immunization. All required forms should be returned to the Health Center at Lasell University. Forms are available online through the Health Center or Office of Graduate Enrollment.

Student Rights and Responsibilities

Each student must be constantly aware of her/his progress in meeting requirements for graduation. If there is any question about an individual record, the Registrar's Office should be consulted. Each student must also be aware of deadlines set within each academic year that pertain to academic action and deadlines: these are identified in the Academic Calendar found in the Lasell course catalog, as well as email messages from the Registrar.

Students are expected to activate their Lasell email account and to check it regularly, as many official notices from the administration and the faculty are sent only as electronic mail.

Student Confidentiality

Lasell University regulates access to and release of a student's records in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended (PL 93-380, Section 438, The General Education Provisions Act). The purpose of the act is to protect the privacy of students regarding:

- the release of records, and
- access to records maintained by the institution.

In compliance with the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), Lasell University has committed itself to protecting the privacy rights of its students and to maintaining the confidentiality of its records. A copy of the law is available in the Registrar's Office. The following is a summary of the rights of students under the Family Educational Rights and Privacy Act (FERPA).

POLICIES AND ISSUES OF GENERAL CONDUCT

Lasell University is committed to creating an environment that fosters student growth and development. The quality of life at Lasell is directly tied to the actions of the members of the community, and their mutual respect and consideration. Members of the Lasell University community are expected to:

Contribute to the creation of an environment that supports learning, personal development, and civil discourse;

Honor the rights of others to work and live in the Lasell University community without concern for verbal or physical abuse, or the threat thereof;

Respect the differences inherent in the diversity of our community members; and

Commit to behaving in ways that acknowledge the dignity of each individual.

Lasell University students, and Lasell University student organizations and teams, are expected to conduct themselves in a manner that demonstrates an understanding of the above-noted expectations. Behavior inconsistent with these expectations is a violation of the Lasell University policy on general conduct.

Members of the Lasell University community are held accountable for respecting the personal and property rights of others. The responsibility of all citizens to comply with local, state, and federal laws applies both on- and off-campus. Violations of local, state, and federal laws will likewise constitute a violation of Lasell University's policy on general conduct.

Students (organizations and teams) are personally and financially responsible for their own conduct, and (if applicable) for the conduct of any and all guests. Students are expected to comply with the requests of Campus Police officers, Residential Life staff, and members of the faculty, staff, and administration; failure to do so will be regarded as a violation of the University's policy on general conduct.

Disrespectful behavior (including but not limited to: verbal abuse; misrepresentation of facts; and use of foul and/or obscene language or gestures) towards any employee of the University (including student staff members) will not be tolerated, and will be regarded as a violation of the University's policy on general conduct. Similarly, disrespectful behavior (including but not limited to: verbal abuse; misrepresentation of facts; and use of foul and/or obscene language or gestures) towards any guest of

the University (including visiting athletic teams) or towards approved vendor of the University will not be tolerated, and will be regarded as a violation of the University's policy on general conduct.

Students' Rights

Advising: Each student is assigned an advisor at the time of her/his acceptance into the University. An advising plan is developed for each student which outlines the courses required for degree completion. Students may also check Self-Service for degree audit information.

Course Evaluations: The University offers students the opportunity to give input and feedback regarding the academic courses by completing course evaluation forms offered at the conclusion of courses.

Electronic Email: All faculty, staff, and students are provided with a Lasell email account which are to be used for all University-related matters. The University uses the email system as a primary method of communication to students for important matters, individual correspondence, and notifications. It is expected that all students regularly check their Lasell email accounts as they are held responsible for all communication delivered through email.

Jury Duty: According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts. Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work.

Review and Inspection of Records

Students have the right to review and inspect their educational records as defined in Section VII of the Policy within a reasonable time of a request to the Registrar's Office. All requests to inspect records will be fulfilled within forty-five (45) days. The University has an obligation to respond to reasonable requests from students for explanation of their education records. If a student is unable to inspect personally their education record, the University is obligated to provide a copy of the record requested upon the payment of a copying fee.

Right to request an Amendment of Records

A student has the right to request that the University amend education records which the student believes are inaccurate, misleading, or in violation of the privacy or other rights of the student. The University will decide whether or not to amend such records and so inform the student.

Rights to a Hearing to Challenge the Contents of Records

A student has the right to challenge the contents of education records the student believes are inaccurate, misleading or in violation of the privacy or rights of the student. The hearing is conducted by the Vice President of Graduate and Professional Studies. If the student prevails at the hearing, the student has the right to request an amendment to the record. Should the student not prevail, the student may enter an explanation in the records setting forth the reason(s) for disagreeing with the hearing decision.

Right to Refuse Designation of Directory Information

Lasell University considers the following as public information (described in the Policy as "directory information"): name, term, home and electronic address, campus address and mailbox number,

telephone (home and cell) and voice mailbox number, date and place of birth, photograph, electronic portfolio (EPortfolio) major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, program of enrollment, expected date of graduation, degrees and awards received, and most recent previous institutions attended by the student. Some or all of this information may be published in directories such as a student directory, an electronic student directory, a sports program, the Lasell intranet (MyLasell), the Lasell University website, or other campus publications.

A student has the right to refuse to permit the designation of any or all of the categories of personally identifiable information as directory information, except to school officials with legitimate educational interest and government agencies. A school official is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

If a student decides to withhold disclosure of directory information, a Request to Prevent Disclosure of Information needs to be completed within three days of their registration, which states the desire not to permit the designation of one or all of the categories of directory information. The decision to withhold the disclosure of directory information remains in effect for one academic year and needs to be renewed annually, if so desired. With regard to external inquiries, the Registrar's Office will verify directory information, unless advised to the contrary by the student as indicated above. "Verify" means to affirm or deny the correctness of the information. The University will not provide corrections for inaccurate information. All non-directory information, which is considered confidential, will not be released to outside inquiries without the express consent of the student except under the provisions of the Family Educational Rights and Privacy Act (FERPA). However, the University will verify financial awards and release data for government agencies.

Right to file a Complaint

Complaints relating to distance education should be directed to the Director of Graduate Student Services or the Vice President of Graduate and Professional Studies. Any concern should be expressed as soon as possible after it arises. Complaints regarding violations of the rights accorded students under this policy should be directed to the Registrar. Complaints failing resolution internally may be filed directly with the Department of Education, 330 Independence Avenue, Washington, D.C. 20202. or by submitting an electronic form to the [Massachusetts Department of Higher Education](#) . Students residing outside of Massachusetts may file a complaint in their home states through NC-SARA (National Council for State Authorization Reciprocity Agreements) by visiting the [State Distance Education Complaint Process Page](#).

Graduate and Academic Credit Policies

Grading System

Grades submitted by the instructors are issued at the end of each semester and are represented by

letters. Graduation, Good Academic Standing, Academic Probation and Suspension are based on a student's GPA. The GPA is computed by multiplying the number of semester hours of credit by the appropriate quality point value, and then dividing the sum of these products by the total number of semester hours of credit attempted. Graduate degrees and certificates at Lasell University require cumulative GPA of at least 3.0 and a grade of at least B- in all courses

Grade	Numerical Value	Quality Points
A	100-93	4.0
A-	92-90	3.7
B+	89-87	3.3
B	86-83	3.0
B-	82-80	2.7
C+	79-77	2.3
C	76-73	2.0
C-	72-70	1.7
D+	69-67	1.3
D	66-63	1.0
D-	62-60	0.7
F	59-0	0.0

INC means Incomplete

IP means In Progress (used for courses that extend beyond the academic semester)

W means Withdraw

X means non-credit item completed (i.e., lab)

LVP means Lasell Village participation

AU means Audit

NG means no grade was submitted by the faculty member

P/F means In Pass/Fail courses, P means Pass, and F means Fail

For further questions, please contact the Office of Graduate and Professional Studies

GRADPROFSTUDIES@LASELL.EDU

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