

***DEPARTMENT OF GRADUATE  
EDUCATION, LEADERSHIP, AND  
COUNSELING***

***POLICY HANDBOOK***

**\*Approval dates noted separately for each policy.**

## CHRONOLOGICAL TABLE OF CONTENTS

Policy 1	Admission Requirements	4
Policy 2	Classification	5
Policy 3	New Student and Special Student Registration	6
Policy 4	Credit-Transfer Policy	7
Policy 5	Transfer of Credit Policy: Ed.S. Students	8
Policy 6	General Degree Requirements	9
Policy 7	Matriculation	10
Policy 8	Dismissal	11-12
Policy 9	Academic Performance Review	13
Policy 10	Academic Standing Committee	14-15
Policy 11	Student Professional Performance Reviews and the Professional Conduct Review Committee	16-17
Policy 12	Readmission after Dismissal	18
Policy 13	Readmission after Nonattendance	19
Policy 14	Comprehensive Exams: Days, Hours, and Semester Administered	20
Policy 15	Eligibility Time to Sit for the Comprehensive Examination	21
Policy 16	Grade Point Average Required to Sit for the Comprehensive Examination	22
Policy 17	Comprehensive Examination Grading Formula	23
Policy 18	Notification of Comprehensive Examination Results	24
Policy 19	Student Failure of Comprehensive Examination	25
Policy 20	Common Programmatic Elements for the Department of Graduate Education, Leadership, and Counseling	26
Policy 21	Independent Study Qualifications	27
Policy 22	Proposal Routing	28
Policy 23	Department of Education, Leadership, and Counseling Academic Policy Committee Proposal Route Form	29
Policy 24	CEAPOC Guidelines for Preparing Proposals for New Courses	30
Policy 25	"S" Notation	31-32
Policy 26	Student Contract for Assignment of "S" Notation	33
Policy 27	Program and Check Sheet Changes	34
Policy 28	Advisory Committee Meetings	35
Policy 29	Recognition of Outstanding Graduates from the Division of Graduate Education, Leadership, and Counseling	36
Policy 30	Re-Taking Coursework in the Department of Graduate Education, Leadership, and Counseling	37
Policy 31	Keeping Policies Current and Relevant	38
Policy 32	Review and Retention Policy	39-40
Policy 33	Continuing Enrollment Policy for Doctoral Candidates	41

## THEMATIC TABLE OF CONTENTS

### General Department Policies

Policy 20	Common Programmatic Elements for the Department of Graduate Education, Leadership, and Counseling	26
Policy 28	Advisory Committee Meetings	35
Policy 29	Recognition of Outstanding Graduates from the Division of Graduate Education, Leadership, and Counseling	36
Policy 31	Keeping Policies Current and Relevant	38

### Policies on Admissions and Registration

Policy 1	Admission Requirements	4
Policy 2	Classification	5
Policy 3	New Student and Special Student Registration	6
Policy 4	Credit-Transfer Policy	7
Policy 5	Transfer of Credit Policy: Ed.S. Students	8

### General Degree Policies

Policy 6	General Degree Requirements	9
Policy 33	Continuing Enrollment Policy for Doctoral Candidates	41

### Policies on Issues of Academic and Professional Performance

Policy 8	Dismissal	11-12
Policy 9	Academic Performance Review	13
Policy 10	Academic Standing Committee	14-15
Policy 11	Student Professional Performance Reviews and the Professional Conduct Review Committee	16-17
Policy 12	Readmission after Dismissal	18
Policy 13	Readmission after Nonattendance	19
Policy 30	Re-Taking Coursework in the Department of Graduate Education, Leadership, and Counseling	37
Policy 32	Review and Retention Policy	39-40

### Comprehensive Exam Policies

Policy 14	Comprehensive Exams: Days, Hours, and Semester Administered	20
Policy 15	Eligibility Time to Sit for the Comprehensive Examination	21
Policy 16	Grade Point Average Required to Sit for the Comprehensive Examination	22
Policy 17	Comprehensive Examination Grading Formula	23
Policy 18	Notification of Comprehensive Examination Results	24
Policy 19	Student Failure of Comprehensive Examination	25

#### Courses and Grading Policies

Policy 21	Independent Study Qualifications	27
Policy 22	Proposal Routing	28
Policy 25	“S” Notation	31-32

#### Retired Policies

Policy 7	Matriculation	10
Policy 23	Department of Education, Leadership, and Counseling Academic Policy Committee Proposal Route Form	29
Policy 24	CEAPOC Guidelines for Preparing Proposals for New Courses	30
Policy 26	Student Contract for Assignment of “S” Notation	33
Policy 27	Program and Check Sheet Changes	34



The official student handbooks for Rider University students include the Academic Policy Handbook and the Student Code of Conduct. The policies in these two resources apply to all University students and provide overall guidance, but they do not cover all of the requirements and standards that students must fulfill in the Department of Graduate Education, Leadership, and Counseling (GELC). The GELC *Department Manual of Policies* supplements the policies in the Academic Policy Handbook and the Student Code of Conduct; and as a student, you are subject to all. The purpose of this Policy Manual is to maintain a centralized document of approved rules and procedures for administering and governing the responsibilities associated with granting degrees and certificates by the GELC Department in the context of the College of Education and Human Services and Rider University.

All communication with students related to review and retention will follow current legal and ethical requirements, such as using secure digital platforms that comply with FERPA and/or HIPAA requirements to communicate and/or discuss information protected by HIPAA and/or FERPA.

In accordance with Rider University's policy, email shall be considered an appropriate mechanism for official communication by Rider University students unless otherwise prohibited by law. The University reserves the right to send official communications to students by email with the full expectation that students will receive email and read these emails in a timely fashion.

**Our Mission:** The College of Education and Human Services empowers individuals and communities through excellence in education, mental health, and wellness. We prepare practitioners and leaders who are committed to collaboration, engagement, and advocacy, equipping them to drive meaningful change and address the most pressing challenges in their fields.

**Our Vision:** The College of Education and Human Services envisions a future where our graduates lead with purpose, fostering transformative change in education, mental health, and wellness. Through collaboration and a commitment to advocacy, we strive to cultivate equitable and thriving communities, shaping leaders who address the evolving needs of society with integrity and innovation.

## **Policy 1**

### **ADMISSION REQUIREMENTS**

Candidates wishing to take any graduate level courses within the Department must apply to and be accepted by the Department. The respective programs shall establish admission requirements for each degree and certification and be approved by the Department.

---

<sup>1</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*

## **Policy 2**

### **CLASSIFICATIONS FOR ADMISSION**

All applicants for admission will be classified as follows:

- |                             |  |
|-----------------------------|--|
| <b>Graduate Standing</b>    | Students are qualified to undertake graduate study and are recognized as degree or certification candidates upon admission.  |
| <b>Conditional Standing</b> | Students who do not satisfy all of the admission requirements or have not completed all of the undergraduate preparatory requirements or both, may be permitted to enroll in studies during a probationary period not exceeding twelve (12) graduate credits with a minimum grade point average of 3.0. Students who fail to attain a 3.0 grade point average upon completion of up to twelve (12) credits will be subject to dismissal. |
| <b>Special Standing</b>     | This category of admissions applies to those students who may need only several courses for the purpose of obtaining certification. If certification students apply for admission to a graduate degree program and are accepted, they may apply for transfer of certificate course credits according to policy guidelines of the Department.   |

---

<sup>2</sup> GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011  
GELC Dept Approval: May 2020; CEAPOC Approval: June 2020  
GELC Dept Approval: September 2021; CEAPOC Approval: September 2021  
GELC Dept Approval: May 2025; CEAPOC Approval: May 2025

### **Policy 3**

#### **NEW STUDENT AND SPECIAL STUDENT REGISTRATION**

All students who apply to a program (degree or certificate) must meet published admissions deadlines and requirements as established by that program.

New students must meet all admissions requirements before they can register for courses. Students admitted with conditional standing must resolve all outstanding admissions requirements by the start of their second semester. Students admitted with conditional standing should confer with program directors for course registration and deadlines for moving from conditional to graduate standing.

Students with special standing are those who are seeking a course(s) without intending to enroll in a program such as cooperating teachers, students from other institutions, graduates of Department programs seeking additional coursework for enrichment, students needing a course to fulfill some licensure, certification, or state requirement or students who wish to explore a special interest.

---

<sup>3</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*  
*GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*



## **Policy 4**

### **CREDIT TRANSFER POLICY**

The Department acknowledges the importance of encouraging maximum, reasonable transfer of credit into its programs. At the same time, the Department must assure students acquire a broad background in the program to which that credit is applied in order to preserve its academic integrity and to provide students an appropriate balance in coursework settings.

To those ends, it is the policy of the Department to accept up to twelve (12) graduate transfer credits into its programs, subject to program director and Department Chair approval who will make each credit transfer decision in the light of meeting the program needs of individual students.

#### **Guidelines for Implementation of the Credit Transfer Policy**

1. All transfer credits must carry a graduate letter grade of at least “B,” and requests for such credits must be made in writing on the appropriate form.
2. All transfer credits must be for graduate coursework taken within six (6) years from the date of acceptance into the program). Coursework not meeting this criterion are subject to program director’s review and approval.
3. All transfer credits must be approved by the respective program director or the person designated by the program director at the time of initial enrollment in the Rider University program.
4. Official transcripts must accompany the written request for such transfer if the transcripts have not already been filed with the initial application for admission.
5. Catalog course descriptions and/or syllabi of the coursework being requested for transfer may be required.

Credits approved for transfer will be added to student transcripts after approval from the program director or the person designated by the program director.

---

<sup>4</sup> *GELC Dept Approval: May 2018; SEAPOC Approval: May 2018*  
*GELC Dept Approval: May 2020; CEAPOC Approval: June 2020*  
*GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

## **Policy 5**

### **TRANSFER OF CREDIT POLICY: Ed.S. STUDENTS**

The Department recognizes that students enrolled in an educational specialist program may enter after completing an appropriate master's program. Consideration is typically given to their prior graduate training and its application to the current degree. The program director or the person designated by the program director and the Department Chair will determine the number of credits to be transferred given the following guidelines:

#### **Guidelines for Transfer of Credits for Ed.S. Students**

1. All transfer credits must carry a letter grade of at least "B."
2. Transfer credits must be taken within the six years from the date of acceptance into the program. Exceptions may also be granted by the program director or the person designated by the program director for courses where content remains consistent over time and supports current program objectives.
3. For students in the School Psychology Program, up to 36 credits may be transferred.
4. Official transcripts must accompany the request for transfer of credit. The advisor must approve the credits to be transferred upon admission.
5. Credits approved for transfer will be added to students' transcripts at the time of admission to the program.
6. Catalog course descriptions and/or syllabi of the coursework being requested for transfer may be required.

---

<sup>5</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*  
*GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

## **Policy 6**

### **GENERAL DEGREE/CERTIFICATION REQUIREMENTS**

All graduate students must:

1. Comply with the general requirements concerning graduate study;
2. Enroll in graduate study at Rider University for no fewer than two academic semesters or the equivalent thereof (with the exception of the students seeking Life and Career Coaching certificate);
3. Complete the number of semester hours of graduate credit required by the degree or certification program;
4. Successfully pass a written comprehensive examination or other approved exit requirement as required by individual programs;
5. Complete an internship/practicum as required by individual programs;
6. Attain and maintain an average grade of “B” (3.0) or better for work submitted for the Master’s degree, a certification program, or a 3.3 grade point average for the Ed.S. and the Ed.D. degrees;
7. Complete the program within six years of the enrollment date of the first course (with the exception of the Ed.S. in School Psychology, which is 10 years from the date of acceptance into the program).
8. Meet all requirements stipulated in Policy 8 and have no outstanding active remediation plans.

---

<sup>6</sup> GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011;  
GELC Dept. Approval: April 2015; SEAPOC Approval: April 2015;  
GELC Dept. Approval: February 2017; SEAPOC Approval: February 2017  
GELC Dept. Approval: October 2017; SEAPOC Approval: October 2017  
GELC Dept Approval: May 2020; CEAPOC Approval: June 2020  
GELC Dept Approval: September 13, 2021; CEAPOC Approval: September 21, 2021  
GELC Dept Approval: May 2025; CEAPOC Approval: May 2025

**Policy 7**

**MATRICULATION**

The Department voted to discontinue the matriculation procedure for all degree programs beginning with the Fall 2007 semester.

---

<sup>7</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*

## **Policy 8**

### **DISMISSAL**

Any one of the following situations will result in the automatic dismissal of a student working toward a graduate degree or certification program in the Department of Graduate Education, Leadership, and Counseling:

- Receiving two grades of F in graduate coursework in either the same graduate course or in two different graduate courses;
- Receiving any grade of C (C+, C, or C-) or lower in more than two graduate courses;
- Not maintaining a grade point average of 3.0 for all graduate programs or a grade point average of 3.3 for the Ed.S. or the Ed.D. degrees after taking twelve or more graduate credits at Rider University;
- Failing the comprehensive examination for the second time (pertains only to students enrolled in degree programs that require the comprehensive examination);
- Failure to complete degree or certification requirements in six years (with the exception of the Ed.S. in School Psychology, which is 10 years from the date of acceptance into the program).
- For the following critical skill-based and fieldwork courses, Counseling students must earn a grade of B/3.0 or higher:
  - COUN 550 Counseling and Helping Techniques Laboratory
  - COUN 503 Group Counseling
  - The following practicum courses: COUN 585 Clinical Mental Health Counseling Practicum, CNDT 585 Clinical Mental Health Counseling Practicum and Dance/Movement Therapy Practicum II, COUN 580 Elementary School Counseling Practicum, COUN 581 Secondary School Counseling Practicum, CNSC 580 Elementary School Counseling Practicum and Student Assistance Coordinator Practicum, CNSC 581 Secondary School Counseling Practicum and Student Assistance Coordinator Practicum

If students fail to earn a grade of B/3.0 or higher in any one of these courses, they must retake the course(s). In order to complete the program, students are limited to two total attempts (one re-take) for each course. After two unsuccessful attempts, students will be dismissed.

The Department of Graduate Education, Leadership, and Counseling reserves the right to dismiss any student when, in the judgment of the faculty, such action seems advisable for academic and/or professional conduct reasons.

The Department Academic Standing Committee will be convened, and they shall act on requests from students to appeal the decision of academic dismissal or conditional standing as described in Policies 9 and 10. The Professional Conduct Review Committee shall act on requests from students to appeal a decision of unsatisfactory professional suitability and conduct as described in Policy 11.

Students who feel they will need a time limit extension may submit a written request to the program director in advance of the deadline. Time limit appeals will be reviewed by the appropriate program director and submitted for approval to the faculty of the Department.

---

<sup>8</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011;  
GELC Dept. Approval: April 2014; SEAPOC Approval: April 2014;  
GELC Dept. Approval: April 2015; SEAPOC Approval: April 2015;  
GELC Dept. Approval: February 2017; SEAPOC Approval: February 2017  
GELC Dept Approval: May 2020; CEAPOC Approval: June 2020  
GELC Dept Approval: September 13, 2021; CEAPOC Approval: September 21, 2021  
GELC Dept Approval: November 6, 2023; CEAPOC Approval: November 21, 2023  
GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

## **Policy 9**

### **ACADEMIC PERFORMANCE REVIEW**

At the end of every semester and the Summer Session, after grades have been posted by the Registrar, each degree and certification program director or the person designated by the program director shall receive a report of students who received C and F grades as well as a report listing those students who possess cumulative grade point averages (GPAs) under 3.0 for the Master's degree or a 3.3 grade point average for the Ed.S. and the Ed.D. degrees. The program director or the person designated by the program directors, in consultation with other faculty in their respective programs, shall recommend to the Department Chair a course of action for students whose academic record warrants one of the following:

1. Dismissal
2. Conditional academic standing
3. Academic warning
4. No action needed

The Department Chair must receive the recommendations from the program director or the person designated by the program director prior to the start of the new semester. The Chair shall either approve or, in unusual circumstances, request that the program director or the person designated by the program director provide further clarification or justification for the recommendation(s). Once all recommendations for action have been approved, the Chair shall notify the respective student of the decisions made about their academic standing prior to the commencement of the new semester if possible. In the event a student is dismissed after enrolling in a course, tuition will be refunded. Students who wish to appeal the decision for dismissal or the stipulated plan to be followed under conditional academic standing must do so in writing by email to the Department Chair within ten calendar days from the date on their letters of dismissal or conditional academic standing. All decisions for dismissal shall take place within 10 calendar days; students will be required to withdraw from all classes for which they are currently registered. An appeal hearing shall be arranged no more than one month after the date of the student's appeal.

As specified in the Dismissal policy (Policy 8), failing the comprehensive examination for the second time grounds for automatic dismissal. If a student is placed on conditional academic standing and the remediation plan calls for the repeat of coursework or the taking of other prescribed courses, the student must consult the program director or the person designated by the program director prior to the next semester to make necessary scheduling changes.

---

<sup>9</sup> GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011;  
GELC Dept. Approval: April 2015; SEAPOC Approval: April 2015;  
GELC Dept. Approval: February 2017; SEAPOC Approval: February 2017  
GELC Dept Approval: September 13, 2021; CEAPOC Approval: September 21, 2021  
GELC Dept Approval: May 2025; CEAPOC Approval: May 2025

## **Policy 10**

### **ACADEMIC STANDING COMMITTEE**

The purpose of the Department's Academic Standing Committee is to hear appeals from students who have been dismissed for unsatisfactory academic performance. The Department Chair will work with the relevant program director to assemble the Academic Standing Committee on an ad hoc basis. The membership of the Academic Standing Committee consists of the Department Chair and two faculty members of the Department including one faculty member from the student's degree or certification program and one faculty member from outside of the student's degree or certification program.

The Committee convenes to hear the student's appeals in order to reconsider a decision for dismissal or to reconsider the terms for conditional academic standing. The Committee determines by majority vote whether to uphold or modify the original dismissal or conditional academic standing decision.

The Committee makes recommendations concerning student academic conditional standing and dismissal for poor scholarship. The following circumstances constitute "poor scholarship":

1. Student receives any grade of C (C+, C, or C-) or lower in more than two graduate courses;
2. Student receives two grades of F in graduate coursework in either the same graduate course or in two different graduate courses;
3. Student does not attain a grade point average of 3.0 for the Master's degree or a 3.3 grade point average for the Ed.S. and the Ed.D. degrees after taking twelve or more graduate credits at Rider University;
4. Failing the comprehensive examination for the second time (pertains only to students enrolled in degree programs that require the comprehensive examination; see Policy 8).

Students who wish to appeal a dismissal must submit a written statement of appeal by email to the Department Chair within 10 calendar days from the date on their letters of dismissal. All appeals submitted by the deadline will receive consideration by the Academic Standing Committee.

Upon hearing an appeal, the Academic Standing Committee can change the recommendation for dismissal by placing students on conditional academic standing. In this case, the relevant program director shall stipulate a specific course of study or remediation plan to be followed by the student during a particular academic semester(s). Students who fail to pursue the prescribed course of study or remediation plan, or who do unsatisfactory work in the prescribed courses of study or remediation plans may be dismissed without the right to further appeal.



Dismissal terminates the relationship with the program in which the student was enrolled and with the university. Although students may apply for readmission, there is no real or implied right to such readmission. Students dismissed for academic reasons will not be eligible for readmission within one calendar year of the dismissal date. Decisions concerning readmission are made by the program.

---

<sup>10</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011;  
GELC Dept. Approval: April 2015; SEAPOC Approval: April 2015;  
GELC Dept. Approval: February 2017; SEAPOC Approval: February 2017  
GELC Dept Approval: May 2020; CEAPOC Approval: June 2020  
GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

## **Policy 11**

### **STUDENT PROFESSIONAL PERFORMANCE REVIEWS AND THE PROFESSIONAL CONDUCT REVIEW COMMITTEE**

Student professional performance reviews are ongoing and continuous processes performed by the faculty in each degree and certification program offered by the Department of Graduate Education, Leadership, and Counseling. Each program reviews professional performance of all students to assess professional potential, conduct, and suitability for the program.

Any faculty member (full-time or adjunct) can raise a question or concern about a student's professional suitability, conduct or performance. When a question or concern is raised, the program director, in consultation with other faculty in the respective program, will decide a course of action from one of the following:

1. Dismissal;
2. Conditional academic standing;
3. No action needed.

Decisions to recommend dismissal or conditional academic standing designation and its conditions can be made at any time for non-academic reasons. Non-academic reasons for dismissal or conditional standing pertain to documented behavior that is inconsistent with the professional and ethical standards related to the graduate program.

In the event that a program director decides to place a student on conditional academic standing, the director of the program in which the student is enrolled shall notify the student of the decision by mail and through the student's Rider email account.

In the event that a program recommends the dismissal of a student for non-academic reasons, the director of the program in which the student is enrolled shall notify the Department Chair of a recommendation for dismissal. The Department Chair shall notify the student of the decision by mail and through the student's Rider email account.

Students who wish to appeal a dismissal or conditional academic standing designation and/or its conditions must submit a written statement of appeal by email to the Department Chair within 10 calendar days from the date on their letters of dismissal or conditional academic standing. All appeals submitted by the deadline will receive consideration by the Professional Conduct Review Committee. An appeal hearing shall be arranged no more than one month after the date of the student's appeal.

The Department Chair will work with the relevant program director to assemble the Professional Conduct Review Committee on an ad hoc basis. The membership of the Professional Conduct Review Committee consists of the Department Chair and two faculty members of the Department, including one faculty member from the student's degree or certification program and one faculty member from outside of the student's degree or certification program. Upon hearing the student's appeal, the committee will make one of the following decisions by majority vote: to uphold the dismissal and/or conditional academic standing designation decision; or to reverse the decision to

dismiss and/or conditional academic standing designation, and return the student to enrollment in good standing; or (in the case of a dismissal) to reverse the decision to dismiss and to place the student on conditional academic standing with a stipulated remediation plan. With respect to a decision to uphold conditional academic standing or to reverse a dismissal and substitute conditional academic standing, if the student fails to pursue the course of study and/or the remediation plan prescribed by the program director or does unsatisfactory work in the prescribed course of study and/or remediation plan, the student may be dismissed by the Professional Conduct Review Committee without right to further appeal. All decisions regarding appeals will take place within 10 calendar days after the appeal hearing.

Dismissal terminates a student's relationship with the program in which the student was enrolled and with the university. Although dismissed students may apply for readmission, there is no express or implied right to such readmission. Students dismissed for non-academic reasons will not be eligible for readmission into the same program within one calendar year of the dismissal date or as determined by the Professional Conduct Review Committee. The program director and faculty will make decisions concerning readmission based on their respective professional, ethical, and legal guidelines. (See Policy 32 for additional details on Student Review and Retention policy)

---

<sup>11</sup> *GELC Dept Approval: May 2013; SEAPOC Approval: May 2013;  
GELC Dept. Approval: April 2015; SEAPOC Approval: April 2015  
GELC Dept. Approval: October 2017; SEAPOC Approval: October 2017  
GELC Dept Approval: May 2020; CEAPOC Approval: June 2020  
GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

## **Policy 12**

### **READMISSION AFTER DISMISSAL**

After the following conditions have been met, a readmission decision will be made by the program faculty and program director. Although students may apply for readmission, there is no express or implied right to such readmission.

A graduate student who has been dismissed from one of the Department's academic programs must meet these conditions prior to applying for readmission:

1. Reapply and meet all current entrance requirements for the program for which they are applying for readmission;
2. Agree to follow the new program and all its requirements in entirety;
3. Provide evidence of growth and improvement in the areas of weakness;
4. Has not been enrolled in the same program for at least 12 months or the period of time determined by the committee that upheld their dismissal.

In the case of a student who has a grade point average below the acceptable level of 3.0 for the Master's degree or 3.3 for the Ed.S. and Ed.D. degrees, the student must also:

5. Agree to enroll as a student with conditional academic standing. Generally, the time duration for conditional academic status students will be no longer than two semesters. In cases where the necessary grade point average cannot be improved to the minimum level in two semesters, the duration of conditional academic status will be determined by the Academic Standing Committee.

While on this conditional academic status, the student will repeat one or more previous graduate courses at Rider University in which a grade of "B-" or lower was achieved or a course from which the student withdrew. The student must obtain a 3.0 or better overall grade point average in the Master's degree or 3.3 or better overall grade point average for the Ed.S. and Ed.D. degrees within those semesters on conditional academic status. Students must retake courses - and successfully pass with a grade of B or higher - prior to registration in any new courses and proceeding through the program.

---

<sup>12</sup> GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011;  
GELC Dept. Approval: February 2014; SEAPOC Approval: February 2014;  
GELC Dept. Approval: April 2015; SEAPOC Approval: April 2015;  
GELC Dept. Approval: February 2017; SEAPOC Approval: February 2017;  
GELC Dept Approval: May 2020; CEAPOC Approval: June 2020  
GELC Dept Approval: May 2025; CEAPOC Approval: May 2025

## **Policy 13**

### **READMISSION AFTER NON-ATTENDANCE**

Graduate students in good standing who interrupt their studies for one calendar year and wish to return may do so with the approval of their program director or the person designated by the program director. However, if two calendar years (24 months) elapse between the last date of attendance and the next registration, students must submit an application for readmission to the Graduate Admissions Office together with a nonrefundable readmission fee. Students will be responsible for the degree requirements in force at the time of readmission.

In order for students to remain in good standing with the Department, they must file a Leave of Absence Notification form with the Department announcing their intention to not attend any semester prior to the beginning of that semester. The form may be procured from the Department website or from the Department of Graduate Education, Leadership, and Counseling office.

---

<sup>13</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*  
*GELC Dept Approval: May 2020; CEAPOC Approval: June 2020*  
*GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

## **Policy 14**

### **COMPREHENSIVE EXAMS: DAYS, HOURS, AND SEMESTER ADMINISTRATION**

For programs that administer comprehensive exams, the date, location, and time of the Comprehensive Examination will be determined by the appropriate program director. Any extenuating circumstances regarding date, location, and time of administration should be directed to and will be addressed by the program director.

---

<sup>14</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011  
GELC Dept. Approval: April 2014; SEAPOC Approval: April 2014  
GELC Dept. Approval: October 2017; SEAPOC Approval: October 2017  
GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

## **Policy 15**

### **ELIGIBILITY TIME TO SIT FOR THE COMPREHENSIVE EXAMINATION**

The Comprehensive Examination administered by the Master's and Ed.S. programs in the Department is a significant educational experience, and its successful completion turns, in large measure, on the student's adequate preparation derived from taking all, or nearly all, of the sequential courses in a given program. In the interest of assuring each student the maximum likelihood of success in the examination and to assure the academic integrity of each program, it is the Department's policy that students must have completed or be taking their final courses in a given program to be eligible to apply and sit for the Comprehensive Examination.

Students who have completed all prerequisite coursework are eligible to apply and sit for the Comprehensive Exam. Students seeking an exception to this requirement must apply to the program director for approval.

---

<sup>15</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*  
*GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

**Policy 16**

**GRADE POINT AVERAGE REQUIRED FOR ELIGIBILITY  
TO SIT FOR THE COMPREHENSIVE EXAMINATION**

Students must maintain and/or attain a 3.0 grade point average to be eligible to sit for the Comprehensive Examination. Students who do not have the necessary 3.0 average at the point of application to take the examination will have to postpone taking their examination until they meet the required grade point average.

---

<sup>16</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*



## **Policy 17**

### **COMPREHENSIVE EXAMINATION GRADING FORMULA**

Student evaluations shall either “pass” or “fail,” with two readers having evaluated each Comprehensive Examination. Two “pass” scores are required for successful completion of the Comprehensive Examination. In the event of a split evaluation, (one “pass” and one “fail”), a third reader will be required to review and evaluate selected papers in that category representing all levels of quality. Such selections will be made by the Department Chair.

Students in Counseling programs will take the CPCE (Counselor Preparation Comprehensive Exam) as the comprehensive exam. Scores are calculated and compared against the national mean score. If a student scores within one standard deviation of the national mean score, this will be a passing score. If a student scores more than one standard deviation below the national mean score, this will be a failing score.

---

<sup>17</sup> \*GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011  
GELC Dept Approval: May 2025; CEAPOC Approval: May 2025

## **Policy 18**

### **NOTIFICATION OF COMPREHENSIVE EXAMINATION RESULTS**

It is the policy of the Department that students will be notified of the results of the Comprehensive Examination by email and by mail and from the office of the Department Chair and/or the program director.

---

<sup>18</sup> \*GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011  
GELC Dept Approval: May 2025; CEAPOC Approval: May 2025

## **Policy 19**

### **STUDENT FAILURE OF COMPREHENSIVE EXAMINATION**

Students enrolled in degree programs that require a comprehensive examination must pass the examination to be eligible to receive the degree. If the student fails the comprehensive examination after taking it the first time, the student has the right to take a second comprehensive examination scheduled at the program director's discretion.

If the student fails the comprehensive examination a second time, the student shall be dismissed from the University, and the degree for which the student is enrolled shall not be granted. As specified in the Dismissal policy (Policy 8), a student dismissed under these circumstances has the right to appeal. The student must submit a letter of appeal via email to the Department Chair within ten calendar days of receiving the letter of dismissal. The appeal letter must describe and document compelling personal or other unusual circumstances that explain the student's failing performance on the examination. If in the judgment of the student's program director or the person designated by the program director and the Department Chair the request is justified, the student may sit for an oral examination that requires an elaboration on the last written examination. The oral examination shall be conducted by at least three faculty members from the student's degree program (or related program) and one other non-voting faculty member or administrator who is not a member of the Department who will be there as an observer of the process.

If the student's performance on the oral examination is sufficient to warrant a passing grade as determined by the voting members of the faculty panel, the student's dismissal shall be retracted and the student shall be eligible to receive their degree assuming all other degree requirements have been met. If the student's performance on the oral examination is unsatisfactory as judged by the voting faculty members, the dismissal shall be upheld. The non-voting member of the oral examination panel shall verify in writing that the oral examination was conducted fairly and that the student was given an opportunity to elaborate upon answers that were not sufficiently developed in the second written examination.

---

<sup>19</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*  
*GELC Dept. Approval: October 2017; SEAPOC Approval: October 2017*  
*GELC Dept Approval: May 2020; CEAPOC Approval: June 2020*  
*GELC Dept Approval: September 2021; CEAPOC Approval: September 2021*  
*GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

## **Policy 20**

### **COMMON PROGRAMMATIC ELEMENTS FOR THE DEPARTMENT**

All degree programs in the Department must have the four following common programmatic elements:

1. All prospective students are interviewed by program faculty prior to admission;
2. All students must complete coursework in research and foundational content broader than the specialized program field;
3. Appropriate program faculty conduct an annual review of all students' academic and professional performance;
4. All students complete an exit requirement (e.g. comprehensive examination, capstone experience, and/or portfolio, dissertation of practice).

The faculty in each degree program proposes how the common programmatic elements are to be implemented. However, these proposals must be approved by the Department.

---

<sup>20</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011;  
GELC Dept Approval: February 2017; SEAPOC Approval: February 2017*

## **Policy 21**

### **INDEPENDENT STUDY QUALIFICATIONS**

No student enrolled in Department degree programs shall be allowed to accumulate more than six semester hours of independent study coursework. Any extenuating circumstances that bear on the number of independent study hours should be directed to and will be addressed by the program director.

---

<sup>21</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011;  
GELC Dept. Approval: April 2015; SEAPOC Approval: April 2015*

## **Policy 22**

### **PROPOSAL ROUTING**

Any faculty member, administrator, or student in the College may initiate a proposal to the Department.

The proposal routes are:

1. Faculty member or administrator → department approval → CEAPOC approval
2. Undergraduate/graduate student → faculty member → department approval → CEAPOC approval

---

<sup>22</sup> *GELC Dept Approval: February 2016; SEAPOC Approval: March 2016*  
*GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

### **Policy 23**

This policy previously pertained to SEAPOC forms. It is no longer a policy.

---

<sup>23</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*  
*GELC Dept. Approval: April 2015; SEAPOC Approval: April 2015*

## **Policy 24**

This policy previously pertained to SEAPOC forms. It is no longer a policy.

---

<sup>24</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*  
*GELC Dept. Approval: April 2015; SEAPOC Approval: April 2015*



## **Policy 25**

### **“S” NOTATION**

In order to provide greater understanding about the use of the grade notation “S” and to clarify for both faculty and students an important limit in the use of this notation, this policy statement has been developed. It is the belief of the Department that a valid reason exists for the prudent award of an “S” notation under selected circumstances, but the reasonable restrictions on its duration of validity must accompany its initial assignment.

The “S” notation was introduced to provide students and faculty with recognition of student progress at a semester’s end when no other grade or transcript notation was altogether applicable. An “S” indicates satisfactory progress toward the completion of course projects, clinical experiences, or practicum/internship assignments begun in one semester and unable reasonably to be finished during that semester. Standing for “Satisfactory Progress,” the “S” notation was not meant to be confused with the connotations of any other existing grade or transcript notation of A, B, C, F, I, P, U, W, or X.

### **RULES AND REGULATIONS FOR IMPLEMENTING THE USE OF THE “S” NOTATION**

1. The “S” is to be used specifically for reasons cited in the policy statement above and not for such circumstances as would call for any other discrete grade or an “I.”
2. In general, it is expected that the student will complete the work for which the “S” was awarded by two weeks before the end of the semester following the one when the “S” first appeared. Alternative deadlines for work may be assigned by the instructor. Any alternate deadline must be communicated by the instructor in the course syllabus.
3. The student assumes the responsibility to contact the instructor by the time cited above for the purpose of resolving the “S” status. The instructor reserves the right to determine whether, if under highly unusual circumstances, the “S” grade notation should be continued still another semester. If the student fails to contact the instructor by the designated time, the instructor will submit whatever grade the instructor perceives as appropriate for that student’s academic progress.
4. As suggested above the standard duration of validity for an “S” notation is one semester beyond the semester in which it was assigned. Only under the

---

<sup>25</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*  
*GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

most unusual circumstances may the instructor extend the time of Satisfactory Progress into an additional semester.

5. S grade must be resolved by graduation.

## **Policy 26**

This policy previously pertained to student S notation contract forms. It is no longer a policy.

---

<sup>26</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*  
*GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

## **Policy 27**

This policy previously pertained to Program and Check Sheet changes. It is no longer a policy. Refer questions and proposed changes to program structure to the Department Chair or reference current UAPC practices. For other proposed changes, refer to Policy 22.

---

<sup>27</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*  
*GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

## **Policy 28**

### **ADVISORY COMMITTEE MEETINGS**

The Department of Graduate Education, Leadership, and Counseling acknowledges the importance of program advisory committees and considers them integral parts of the Department's operation. Continuous, open communication between an advisory committee and an academic program can and does result in the provision of relevant and ever-improving services for graduate students.

In view of the significance the Department attaches to its relationship with advisory committees, the Department of Graduate Education, Leadership, and Counseling strives to establish regularly scheduled meeting patterns. It is the policy of the Department, therefore, that every effort will be made to schedule meetings of all program advisory committees as often as the need warrants and, except under unusual circumstances, at least once during the academic year.

---

<sup>28</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*  
*GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

**Policy 29**

**RECOGNITION OF OUTSTANDING GRADUATES FROM THE  
DEPARTMENT OF GRADUATE EDUCATION, LEADERSHIP, AND  
COUNSELING**

It is the policy of the Department that all students graduating from their respective graduate programs with at least a grade point average of 3.85 be recognized with the notation “With Distinction.” The citation is to appear in the Commencement brochure.

---

<sup>29</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011  
GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

## **Policy 30**

### **RE-TAKING COURSEWORK IN THE DEPARTMENT OF GRADUATE EDUCATION, LEADERSHIP, AND COUNSELING**

To preserve the integrity of the grading system and to establish a level of fairness and consistency for all graduate students, limits must be set on the conditions under which a student may retake a given course for the purpose of raising a grade resulting in an overall higher grade point average. Each course may be repeated only once.

Therefore, it is the policy of the Department that a course may be re-taken (with authorization of the Department Chair on the recommendation of the student's program director or the person designated by the program director) only when the original course grade is lower than a "B." Further, it is then understood that the second grade will replace the first grade for grade point average purposes, but that both grades will remain on the student's academic record as an indication of coursework done (though not for the purpose of increasing or reflecting the number of credits required to complete a given program.) Finally, it is emphasized that this policy does not supersede Department Policy 8 on Dismissal.

Exceptions in Counseling and School Psychology programs are in Policy # 32.

---

<sup>30</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*  
*GELC Dept Approval: May 2020; CEAPOC Approval: June 2020*  
*GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

## **Policy 31**

### **KEEPING POLICIES CURRENT AND RELEVANT**

A policy manual is only as good as its currency and relevancy to the issues it deals with. To ensure that this manual remains vibrant, it is important to provide certain steps to have such assurance. Therefore, it is the policy of the Department of Graduate Education, Leadership, and Counseling that:

1. A policy committee will be retained as a policy monitoring group whose function it will be to disseminate all new policies as developed and to examine all policies suspended by these current ones.
2. No later than five years after its adoption, a complete review of the policy manual will be made.

---

<sup>31</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*  
*GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*



## **Policy 32**

### **STUDENT REVIEW AND RETENTION POLICY**

Successful completion of a program in the Department of Graduate Education, Leadership, and Counseling is based on the demonstration of effectiveness in academic, professional, and personal areas as they relate to a student's professional objectives. The faculty have a professional responsibility to evaluate the academic, professional and personal development of students in the training programs. The evaluation procedures serve two main purposes:

1. To provide students with information related to their progress that will enable them to take advantage of strengths and to remediate weaknesses in their academic, professional, and personal development.
2. To provide the faculty with information about the progress of students that will facilitate decisions being made and are in the best interest of students and the profession they are preparing to enter. The faculty is concerned about the suitability of a student entering a profession with evidence of satisfactory performance in academic coursework but with weakness in required practical skills, or behaviors, which are unethical, illegal, impaired, or unprofessional.

The Student Review and Retention Policy enables the faculty to share and evaluate information about student progress. Student review is an ongoing and continuous process. Any faculty member may raise questions about a particular student's performance and progress during program faculty reviews. The discussions of student performance and progress will be held in program faculty reviews. At that time, any concerns about students may be raised for program faculty consideration.

If, in the professional judgment of the program faculty, a student's academic or professional disposition is deemed substandard, impaired, unethical, illegal, and/or professionally inappropriate at any time during the course of training (including coursework, practica, externships, and internships), the following actions may be taken:

1. Probation and Remediation. The student will be placed on probation and a remediation plan will be designed. The student and the faculty and/or institutional representative(s) with the approval of the program faculty will develop a plan. This plan will be in writing and will be signed by both the student and the faculty representative(s). A copy of the plan will be provided to the student and a copy will be placed in the student's file.
2. Voluntary Resignation. Recommend the student resign from the program.
3. Dismissal from the Program. If a student's professional and/or personal dispositions are deemed severe enough by the faculty, an immediate dismissal recommendation will be made. a dismissal letter will be sent to the student by mail and by email by the Department Chairperson.

If it is decided that a student be recommended for dismissal for unacceptable professional and personal dispositions, then such a recommendation will be sent to the Department Chair. Established Departmental protocol is then followed at that point but will permit students to write formal appeals within 10 days from the date on their letters of dismissal. Appeals are then heard by the Department Professional Conduct Review Committee that either upholds or overturns the dismissal. (See Department Policy 11.)

---

<sup>32</sup> *GELC Dept Approval: May 2011; SEAPOC Approval: Sept 2011*  
*GELC Dept. Approval: April 2015; SEAPOC Approval: April 2015*  
*GELC Dept Approval: September 2021; CEAPOC Approval: September 2021*  
*GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*

**Policy 33**

**CONTINUING ENROLLMENT POLICY FOR DOCTORAL  
CANDIDATES**

Unless doctoral candidates are taking an official leave of absence, they must be enrolled continuously beyond completion of all courses in the Ed.D. program. Doctoral candidates must register for EDLD 900, Dissertation in Progress, each semester until the dissertation is defended and all recommendations are completed.

---

<sup>33</sup> *GELC Dept Approval: May 2025; CEAPOC Approval: May 2025*