Calvin Graduate Studies in Education Candidate Handbook

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If you encounter difficulties using this document, please contact Cindi Hoekstra (choekstr@calvin.edu) in the Graduate Studies in Education Office.

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# Table of Contents

Graduate Studies in Education Program ................................................................. 6

Mission....................................................................................................................... 6

About this Handbook............................................................................................... 8

Master of Education................................................................................................. 8

Concentration in Curriculum and Instruction....................................................... 8

Concentration in Educational Leadership............................................................. 10

Concentration in Inclusive Education..................................................................... 11

Concentration in Literacy....................................................................................... 13

Professional Development....................................................................................... 15

Endorsement Program............................................................................................. 15

Michigan Endorsement in Bilingual Spanish Education................................. 17

K-12 Michigan Endorsement in Cognitive Impairment.................................. 18

Michigan Endorsement in Early Childhood Education.................................... 18

Michigan Endorsement in English as a Second Language............................ 19

Professional Teaching Certificate.......................................................................... 20

Admission Policies for the Graduate Studies in Education Program.............. 23

Nondiscriminatory Policy....................................................................................... 23

Admission Requirements for the MEd................................................................. 23

International Student Admission......................................................................... 24

Endorsement Admission....................................................................................... 25

How to Apply........................................................................................................... 25

Applications Timeline............................................................................................. 26

Classification of Admitted Graduate Candidates............................................... 26

Academic Advising.................................................................................................. 27
Portal Access .................................................................................................................. 44
Novell Account for Network Storage ............................................................................ 45
Calvin Email Account ..................................................................................................... 45

Financial Information .................................................................................................... 46
Tuition Charges and Fees ................................................................................................. 46
Check Cashing Policy ....................................................................................................... 47
Course Withdrawals .......................................................................................................... 48
Graduate Studies in Education Scholarships ................................................................. 48
Calvin College Named Scholarships ............................................................................. 49
Additional Scholarships .................................................................................................. 51
Need-Based Financial Aid ............................................................................................... 53
Other Programs of Financial Aid ..................................................................................... 54
International Student Financial Aid ............................................................................. 55
Calvin College Named Scholarship ............................................................................. 55
Need-Based Financial Aid ............................................................................................... 56
Tuition Waivers for International Students ................................................................... 56
How to Apply .................................................................................................................... 56

Resources & Services for Graduate Students ............................................................... 58
Academics ........................................................................................................................ 58
Academic Services (526-6113) ..................................................................................... 58
Hekman Library (526-7197) ......................................................................................... 58
Instructional Resources Center (526-6334) ................................................................ 59
Rhetoric Center (526-7088) ........................................................................................... 60
Health and Wellness ....................................................................................................... 61
Broene Counseling Center (526-6123) ......................................................................... 61
Chaplain and Christian Formation (526-8861) .................................................. 61
Hoogenboom Health Services (526-6187) ......................................................... 62
Spoelhof Fieldhouse Complex ..................................................................... 63
General Services ............................................................................................. 63
Alumni Association (526-6142) .................................................................. 63
Campus Safety (24 hour service 526-6452) (general calls 526-6009) ....... 63
Campus Store (526-6376) .......................................................................... 63
Career Center (526-6485) .......................................................................... 64
Dining Options ............................................................................................... 64
Housing (526-7300) .................................................................................. 65
Information Technology Center (ITC) (526-6144) ................................... 65
Mail Services (526-6154) .......................................................................... 65
Printing Services (526-6162) ................................................................... 65
Student Newspaper – Chimes (526-7031) .................................................. 66
General Information ....................................................................................... 67
Accreditation ................................................................................................. 67
Compliance with Legal Requirements ......................................................... 67
Government ................................................................................................. 68
Graduate Studies in Education Program

The Graduate Studies in Education Program at Calvin College is grounded in the Christian faith as expressed in Reformed Christian perspectives. Graduate candidates study education as a discipline and a profession in which they explore complex issues, and challenge current understandings. Working within a community of learners, candidates ask questions, critique judgments and develop understandings nourished by their relationship with God and others. Our goal is to graduate responsive, visionary leaders who acknowledge the Lordship of Christ over all things and strive to bring justice to the world. The goals for each of the graduate specialty programs are to develop Christian leaders in education and provide opportunities for advanced scholarship for candidates and faculty.

Calvin College offers Master of Education (MEd) specialties in curriculum and instruction, educational leadership, learning disabilities, and literacy. In addition, post-baccalaureate, non-degree programs are available for obtaining the Michigan professional teaching certificate and state endorsements for specialized areas of education.

Mission

The mission of Calvin’s graduate studies in education (GSE) is to engage with aspiring educational practitioners in rigorous education that promotes the development of leadership and educational expertise in various areas so that they can become leading practitioners in the field of education. It encourages insightful and creative participation in society and fosters thoughtful yet passionate commitments to make society more just and humane. The GSE curriculum emphasizes the natural, cultural, societal, and spiritual contexts in
which we live and work. It seeks to respect the diverse levels of gifts and styles of learning and learning proceeds as a shared intellectual task.

The GSE mission also includes substantive scholarship in the field of education. Collectively, we explore the world’s beauty, speak to its pains and inequalities, and offer critical solutions to its problems. We do so in conversation with, and building upon, the best insights of scholarship in multiple fields of education and beyond, yet doing our scholarship within the historical religious tradition of the college, and in particular, within the frame of social justice. The program faculty and candidates are committed to keen and lively work in their chosen fields and to sharing its fruits with others. The work is informed by and informs the current disciplinary and professional educational discourse. This scholarly work is carried out through the research strand, which runs through each of the program specialties, as well as through culminating research projects carried out by candidates.

We are also called to perform all our tasks as a caring and diverse educational community. Our learning communities reflect a student body made up of regional, national, and international educators who teach in public, charter, and private schools. The commitment of Calvin’s community is to seek, nurture, and celebrate cultural and ethnic diversity. The Calvin community has come together from wide-ranging backgrounds and places. As such, we are committed to developing a caring community within which all can undertake our educational tasks. It is as a community that we challenge ourselves to excellence as we acquire knowledge, cultivate aspirations, and practice lives of professional service. Our classrooms seek to embody an ethical community in which we seek to pursue justice and compassion as a frame for our developing educational expertise.
About this Handbook

The Calvin College GSE program handbook includes information useful to the graduate education candidates, including descriptions of all graduate programs and courses, as well as policies related to admission and degree completion requirements taken from The Policy Handbook for Graduate Studies in Education.

Master of Education

Calvin Master of Education (MEd) concentrations serve elementary and secondary educators and administrators who desire to grow personally and professionally through advanced education and who need to satisfy the requirements for professional certification or attainment of specialized endorsements.

Calvin’s MEd program welcomes educators, administrators, and others interested in education. Graduate candidates and professors pursue transformative educational visions through Christian commitment and service within community contexts.

A Michigan Test for Teacher Certification (MTTC) is required for all endorsements. The specific number is listed with the endorsement.

Concentration in Curriculum and Instruction

The concentration in curriculum and instruction is based on a Christian framework and meets state and national standards. Master the art of building a curriculum that not only details what students will learn, but how they will go about learning it. Provide curricular and pedagogical leadership in your school community, and integrate your faith and values into your educational practice and professional growth. Gain a thorough understanding of issues, perspectives,
and values that impact curricular and instructional decisions, and promote effective and equitable educational practice in school and society.

Explore how to design, implement and evaluate transformative school and classroom practices through investigation of theory, research and Christian vision for shalom. Study fundamental questions related to education, justice, equity, and excellence. Examine and apply curricular and pedagogical perspectives. Explore appropriate practices related to assessment and technology. Search for ways to create learning communities that meet the needs of all learners.

Advisor: John Walcott, (616) 526-6032, Spoelhof Center, jwalcott@calvin.edu.

Concentration Requirements
In addition to taking a set of core courses, candidates pursuing a curriculum and Instruction concentration will have the opportunity for advanced study in a chosen focus area. Areas of study could focus on a specific content area (for example: art education, music education, etc.) or center on topics such as culture and context, social justice pedagogy, inquiry learning, classroom research methods, learning theory, etc.

A typical program is 30 semester hours.

EDUC 500: Introduction to Graduate Studies in Education (1)
EDUC 510: Framing Questions, Global Forces, Constraining Structures (3)
EDUC 514: Introduction to Educational Research (3)
EDUC 516: Leading Educational Communities (3)
EDUC 522: Reshaping Curriculum, Teaching, and Learning (3)
EDUC 554: Pathways to Inclusion (3)
EDUC 596: Specialized Literature Survey (3)

-OR an approved elective
**CIW**: Current Issues Workshop (2)
Approved elective (3)
Approved elective (3)
Approved elective (3) or **EDUC 542**: Diagnosis and Remediation of Literacy Difficulties (3)
- If needed: approved Michigan's required reading course for certification renewal.

**Concentration in Educational Leadership**
Take your leadership beyond the classroom by deepening the knowledge and skills required for real institutional growth and change. Make the educational practices of your institution more effective, and lead changes that transform education for the future. Educational leadership is a high calling requiring a complex set of skills and understandings. Graduate study in educational leadership can place you at the cutting edge of current thinking and also give you the gift of space to focus intentionally on how you need to learn and grow, so that you can achieve a better integration between your beliefs and values and your professional effectiveness.

The educational leadership concentration helps you develop the skills, knowledge base, and dispositions you need to become responsive and transformative school leaders. We seek to enable leaders at all levels of schooling, from system leaders to heads of school to teacher leaders who participate in the development of positive school environments. The program is based on a Christian framework as well as state and national leadership standards, providing you with a unique blend of leadership, organization management and educational knowledge and skills. You can go in-depth with
the latest theory and research, but you will also have space to work on projects that shape your learning to needs relevant to your own context.

Candidates who complete this program are eligible for the Michigan K-12 Administrator Certificate.

Advisor: Al Boerema, (616) 526-6036, Spoelhof Center, ajb37@calvin.edu

A typical program is 32 – 33 semester hours

Concentration requirements

EDUC 500: Introduction to Graduate Studies in Education (1)
EDUC 510: Framing Questions, Global Forces, Constraining Structures (3)
EDUC 514: Introduction to Educational Research (3)
EDUC 516: Leading Educational Communities (3)
EDUC 522: Reshaping Curriculum, Teaching, and Learning (3)
EDUC 554: Pathways to Inclusion (3)
EDUC 596: Specialized Literature: Ethics, Law, and Policy (3)
CIW: Current Issues Workshop (2)
EDUC 530: Introduction to Educational Leadership (3)
EDUC 531: Professional Development and Supervision (3)
EDUC 532: School Business Management (3)
Practicum In Leadership (2)
EDUC 542: Diagnosis and Remediation of Literacy Difficulties (3)
-If needed: approved Michigan's required reading course for certification renewal.

**Concentration in Inclusive Education**
The Inclusion Specialist Concentration prepares educators with the knowledge, skills and experiences to that include all learners in school communities across the globe. Through investigation of theory, research, practice and Christian
vision for shalom, candidates will explore how to support administrators, teachers, families, and community stakeholders in designing, implementing, evaluating, and sustaining transformative school programs and classroom practices. Guided by a commitment to equity, excellence, and justice, Inclusion Specialists will work with others to empower a wide range of students with identified disabilities, cultural differences, and unique capacities.

The Inclusion Specialist Concentration offers two emphases, Inclusive School Programs and Inclusive Classroom Practices. The Inclusive School Programs emphasis provides knowledge and skills in leadership of school-wide policies, programs, and practices that include and enfold all members in learning communities. The Inclusive Classroom Practices emphasis explores classroom teaching strategies, curriculum, and culturally responsive pedagogy.

Advisors: Debra Buursma, (616) 526-6231, Spoelhof Center, dbuursma@calvin.edu; Kara Sevensma, (616)526-6597, Spoelhof Center, kcs4@calvin.edu; Phil Stegink, (616)526-6237, Spoelhof Center pstegink@calvin.edu

A typical program is 32 – 33 semester hours

**Prerequisite:**

**EDUC 312:** Teaching Exceptional Students (3) Students entering the Inclusion Specialist concentration without a special education major, endorsement, or equivalent must take EDUC 312 as a prerequisite.

**Core:**

**EDUC 500:** Introduction to Graduate Studies in Education (1)

**EDUC 510:** Framing Questions, Global Forces, Constraining Structures (3)
EDUC 514: Introduction to Educational Research (3)
EDUC 516: Leading Educational Communities (3)
EDUC 522: Reshaping Curriculum, Teaching, and Learning (3)
EDUC 554: Pathways to Inclusion (3)
EDUC 596: Literature Survey Course or approved Elective (3)

Topics for the literature survey to be guided by advisor and directed toward the selected emphasis:

- Inclusive Classroom Practices: Assistive Technology, Ableism, etc.
- Inclusive School Programs: Leadership Survey Course with an inclusion leadership focus

EDUC XXX: Current Issues Workshop (2)
EDUC 542: Diagnosis and Remediation of Literacy Difficulties (3)

- If needed: approved Michigan’s required reading course for certification renewal.

Concentration Courses:
EDUC 555: Designing Instruction for Successful Learning (3)
EDUC 556: Perspectives, Programs, & Policies: Developing Inclusive Schools (3)
EDUC 557: Inclusion in Action: Practicum Seminar (3)
EDUC 558: Inclusion in Action: Practicum (2)

Concentration in Literacy
Become a literacy expert, trained to face learners who are diverse in age, background, abilities, experiences, locations and needs. You will be trained to impart a gift to all learners: to read for life. In our highly literate society, successful literacy teaching matters. A fluent reader in school can engage all subjects independently, with more opportunities for social participation.

Literacy opens doors for careers and socio-economic mobility. By teaching
literacy well, you are also giving students an enhanced ability to be citizens, to access to government services, to express themselves, to seek justice in law, to take better care of their health, to explore and deepen faith and to nourish personal interests. And this, of course, barely scratches the surface.

At Calvin College we prepare professional leaders for literacy education. We support the development of your professional understandings and pedagogical skills. Together we explore relevant research, theory and practices as they vary from the learning needs of an early emergent reader to more developed struggling and non-struggling readers. We extend your assessment abilities from diagnosis to instructional responses. We identify and grapple with issues and situations that affect learners who negotiate poverty, oppression and other barriers to success. By the end of our program you are prepared to teach and support other teachers with confidence.

Advisors: Jo Kuyvenhoven, (616)526-7629, Spoelhof Center, jck8@calvin.edu; Jim Rooks,(616)526-8694, Spoelhof Center, jrooks@calvin.edu

A typical program is 30 semester hours.

**EDUC 500**: Introduction to Graduate Studies in Education (1)
**EDUC 510**: Framing Questions, Global Forces, Constraining Structures (3)
**EDUC 514**: Introduction to Educational Research (3)
**EDUC 516**: Leading Educational Communities (3)
**EDUC 522**: Reshaping Curriculum, Teaching, and Learning (3)
**EDUC 554**: Pathways to Inclusion (3)
**EDUC 596**: Literature Survey Course or approved Elective (3)
CIW: Current Issues Workshop (2)

EDUC 542: Diagnosis and Remediation of Literacy Difficulties (3)

EDUC 544: The Early Literacy Learner, At Home and in School (3)

EDUC 545: Literacy Learning after the Early Years: Middle School Children, Adolescents and Adults (3)

Reading Specialist Endorsement
Graduate candidates who complete the literacy MEd program and pass the MTTC #92—Reading Specialist will also have K–12 Reading Specialist (BR) added to their certificates as well as the MEd.

Professional Development
The GSE program can help you provide professional development to your school district or partnering schools. Through workshops, summer workshops, conferences, consulting services, and Michigan State Continuing Education Clock Hours, we can partner with you to offer professional development tailored specifically to the needs of your constituents whether it be held at your location, at a convention or on our campus. Contact the program office for more information or visit www.calvin.edu/academic/graduate_studies/academics/professional-development.html.

Endorsement Program
The endorsement program at Calvin allows certified teachers to fulfill the requirements of the Michigan professional teaching certificate, gain highly qualified status, or obtain additional expertise in a specialty area. The state of Michigan requires a minimum of six semester hours of coursework or other
professional development beyond initial certification including, Educ 542 Diagnosis and Remediation of Literacy Difficulties, and 3 years of successful teaching experience before a teacher can be recommended for a Professional Teaching Certificate. The state regulations for highly qualified status are available in the education department office. The endorsement program allows the participants to add a level of teaching certification to their certificate (e.g. elementary to a secondary certificate) or to add a subject endorsement to their certificate. Courses taken in this program may be transferable to a MEd at a later time if they are applicable to a particular concentration.

Courses in the endorsement program must be chosen in consultation with an appropriate departmental advisor at the time the program is initiated. Candidates who graduated from and were recommended for the provisional certificate by Calvin College must take at least six semester hours of the program at Calvin. All others must take at least nine semester hours at Calvin. Previous course work as well as planned selections must be evaluated by the advisor. Only courses with a grade of C+ (2.3) or higher will be applied to program requirements. Please note: some endorsements may require more than 18 semester hours. Also, candidates adding subject endorsements or adding elementary certification must pass the state of Michigan tests for those areas.

A subject endorsement may be added to a Michigan teaching certificate if a teacher completes all of the courses required for an undergraduate education minor (or major if a minor is not offered) and passes the appropriate MTTC test. Contact Shari Brouwer, the teacher certification coordinator, for details (616) 526-6208. Subject endorsements are listed below.

Bilingual Spanish  Biology  Chinese
Early Childhood Education
Earth/Space Science
Economics
English as a Second Language
French
Geography
German
Health Education
History
Integrated Science
Language Arts
Mathematics
Music
Physical Education
Physics
Political Science
Psychology
Reading Specialist

Michigan Endorsement in Bilingual Spanish Education

This program is for those who have a bachelor’s degree and a valid teaching certificate and who wish to obtain an endorsement in bilingual Spanish education. Candidates must pass the Spanish department proficiency test. Elementary teachers in bilingual classrooms need to be prepared to teach all subjects in a typical elementary or middle school in both English and Spanish.

Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDIS 301</td>
<td>Introduction to Bilingual/ESL Education</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 310</td>
<td>Hispanic Culture in the US</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 340</td>
<td>Spanish Phonology and Dialectology</td>
<td>3</td>
</tr>
<tr>
<td>IDIS 205</td>
<td>Societal Structures &amp; Education</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 372</td>
<td>Sociolinguistics and Issues in Language Education</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 375</td>
<td>Grammar for Teachers of ESL</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 590</td>
<td>Directed Teaching for certified teachers</td>
<td>2</td>
</tr>
</tbody>
</table>

Candidates must pass the MTTC #75—Bilingual Education. The advisor for this program is Marcie Pyper, (616) 526-6356, mpyper@calvin.edu.
K-12 Michigan Endorsement in Cognitive Impairment

This program is for those who have a bachelor’s degree and a teacher certificate and who wish to obtain an endorsement in cognitive impairment.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 202 The Learner in the Educational Context</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 306 Introduction to Cognitive Impairment</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 310 Assessment in Cognitive Impairment</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 312 Teaching Exceptional Students</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 330 Curriculum and Instruction:</td>
<td></td>
</tr>
<tr>
<td>Cognitive Impairment</td>
<td>4</td>
</tr>
<tr>
<td>EDUC 516 Leading Educational Communities</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 201 Developmental Psychology: Lifespan</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 590 Directed Teaching: Cognitive Impairment</td>
<td>5</td>
</tr>
<tr>
<td>Elective (To be selected in consultation with advisor)</td>
<td>3</td>
</tr>
</tbody>
</table>

Candidates must pass the MTTC #56—Cognitively Impaired. Secondary level teachers, to achieve highly qualified teacher status, may also need to take additional MTTC subject area tests. The advisor for this program is Phil Stegink, (616) 526-6237, Spoelhof Center, pstegink@calvin.edu.

The endorsement requires a minimum of 30 semester hours. No more than nine semester hours may be transferred from another institution. Courses taken toward an endorsement may be used in fulfillment of the requirements for a Michigan professional certificate.

Michigan Endorsement in Early Childhood Education

This program is for those who have a bachelor’s degree and a valid teacher certificate and who wish to obtain an endorsement in early childhood education.
<table>
<thead>
<tr>
<th>Courses</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 202 The Learner in Educational Context</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 236 The Young Child in the Educational Setting</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 238 Developmentally Appropriate Practices with Young Children</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 312 Teaching Exceptional Students</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 335 Assessment of the Young Child</td>
<td>3</td>
</tr>
<tr>
<td>EDUC337 Curriculum Theory and Development in Early Childhood</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 339 Early Childhood Professional</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 343 Early Childhood Education: Preschool Field Experience</td>
<td>4</td>
</tr>
<tr>
<td>SOC 304 The Family</td>
<td>3</td>
</tr>
<tr>
<td>SPAUD 311 Child Language Development</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 344 Early Childhood Education: Field Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

Candidates must pass the MTTC #82—Early Childhood. The advisor for this program is Susan Verwys, (616) 526-6509, Spoelhof Center, skv5@calvin.edu.

**Michigan Endorsement in English as a Second Language.**
This program is for those who have a bachelor's degree and a teacher's certificate and who wish to obtain an endorsement in English as a second language. Candidates must demonstrate competency in at least one world language. Competency is defined as the successful completion of the equivalent of two years of study in college or four years in high school with a minimum grade of C in each course.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAUD 216 Phonetics</td>
<td>4</td>
</tr>
</tbody>
</table>

19 | P a g e
ENGL 370 Linguistics or SPAN 340- Spanish-Phonology 3
ENGL 372 Sociolinguistics and Issues in Language Education 3
ENGL 375 Grammar for Teachers of ESL 3
IDIS 301 Introduction to English as a Second Language 3
EDUC 590 Practicum in E.S.L. 2
IDIS 356/357 World Languages Pedagogy 3

Candidates must pass the MTTC #86—English as a Second Language. The advisors for this program are Dean Ward, English Department, (616) 526-6139, ward@calvin.edu and Marcie Pyper, (616) 526-6356, mpyper@calvin.edu.

Professional Teaching Certificate
Calvin’s graduate studies in education program may be used to renew the Michigan provisional certificate or to earn the Michigan professional certificate. **Provisional Renewal: 1st, 2nd, and 3rd, each valid for 3 years**
Complete ONE of the following renewal options within the three years prior to the application for renewal:

1. **Complete six semester hours** in a planned course of study (endorsement or master’s program) since the issuance of the Provisional Certificate at an approved educator preparation institution; OR

2. **Complete 150 State Continuing Education Clock Hours** (SCECHs) appropriate to the grade level and content endorsement(s) of the certificate held since the issuance of the Provisional Certificate; OR
3. **Combination of semester credit hours and SCECHs** (25 SCECHs equate to one semester credit hour) since the issuance of the Provisional Certificate; OR

4. **Completion of an approved master’s or higher degree** in an area appropriate to K-12 teaching at an approved educator preparation institution; OR

5. **Obtain a valid out-of-state teaching certificate** and complete at least one year of teaching experience within the validity of that certificate in the preceding five-year period.

   Coursework must be in content appropriate for K-12 teaching.

Endorsement programs must be in a teachable subject area as recognized by the state of Michigan.

Individuals who do not meet the requirements for a Provisional renewal may ask an employing school to sponsor them for the Two-Year Extended Provisional Certificate.

The third renewal requires sponsorship by the local school district or private school, completion of all academic requirements for the Professional Certificate, and approval of the MDE.

The Provisional Certificate cannot be renewed until the year that it expires. Teachers may apply for the Professional certificate at any time.

**Professional Renewal:**

Complete ONE of the following renewal options:

1. **Complete six semester hours** in a planned course of study at an approved teacher preparation institution (endorsement or master’s program) or courses appropriate to the teacher’s grade level and
content endorsement since the issuance of the Provisional Certificate at any regionally accredited institution; OR

2. **Complete 150 State Continuing Education Clock Hours** (SCECHs) appropriate to the grade level and content endorsement(s) of the certificate held since the issuance of the Provisional Certificate; OR

3. **Complete 150 annual District Provided Professional Development hours** (DPPD); OR

4. **Complete a combination of semester credit hours, SCECHs** (25 SCECHs equate to one semester credit hour), and/or DPPD hours (25 clock hours of DPPD equates to one semester credit hour or 25 SCECHs) since the issuance of the Provisional Certificate.

**Note:** The required semester hours and/or SCECHs and/or DPPDs must be completed after the issuance of the Professional Education certificate and within five years of the date of application for the renewal. No additional teaching experience is required to renew the Professional Certificate. The requirements for subsequent renewals of the Professional Certificate are the same as the requirements for the first renewal. An optional Advanced Professional Certificate is also available for teachers who complete national board certification or teacher leader training and are evaluated as effective or highly effective for five consecutive years.

Contact the teacher certification coordinator for details: (616) 526-6208.
Admission Policies for the Graduate Studies in Education Program

Nondiscriminatory Policy
Calvin College admits candidates of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. In the administration of its educational policies, admissions policies, scholarship and loan programs, or athletic or other college-administered programs, the college does not discriminate on the basis of race, color, gender, national and ethnic origin, or disability.

Admission Requirements for the MEd
Candidates must meet the following requirements to be granted degree-seeking status:

- An appropriate bachelor’s degree from an accredited college or university, with an undergraduate grade point average of 2.8 or above (on a 4.0 scale).
- Documented teacher certification or eligibility for teacher certification.
- One to two years teaching experience are recommended, but not required for the MEd in curriculum and instruction, literacy, and learning disabilities. In the case of the MEd in educational leadership, two years of elementary or secondary teaching experience are required.
- Two letters of recommendation from persons who can speak to the candidate’s professional qualifications and his or her ability to complete graduate studies successfully.
- Official transcript(s).
- Completed application form.
• A professional essay dealing with the applicant’s professional goals, how Calvin’s graduate program might assist the achievement of these goals, and ideas about integrating faith and learning.

**International Student Admission**

The Calvin GSE program welcomes international candidates who can demonstrate their potential to meet the academic standards of the MEd program (see above), who are prepared to do graduate-level work using the English language, and who can show evidence of their ability to pay most of the cost of their education.

The college is authorized under Federal law to enroll non-immigrant alien candidates. When such an applicant is accepted for admission, he or she will be sent a formal letter of admission by the GSE office. The applicant must provide evidence of sufficient financial support on the “declaration of finances” form. If this support is available, an advance tuition deposit is required. When the deposit is received, the GSE coordinator will send the certificate of eligibility (I-20). Prospective candidates should present this I-20 form to the United States Consul in their area and apply for a student visa.

Applicants for whom English is a second language must have an adequate command of English as demonstrated by their performance on either the Test of English as a Foreign Language (TOEFL), administered periodically throughout the world by the Educational Testing Service, or the International English Language Testing System (IELTS). The TOEFL code number for Calvin College is 1095. Candidates must have scores of at least 550 on the TOEFL paper-based, 213 for the TOEFL computerized version, 80 for the TOEFL Internet-based, or 6.5 on the IELTS.
**Endorsement Admission**

The GSE offers programs leading to a Michigan endorsement in bilingual education, cognitive impairment, early childhood education, English as a second language, learning disabilities, or any other undergraduate education major or minor which is offered at Calvin. Candidates must meet the following requirements for admission.

- An appropriate bachelor’s degree from an accredited college or university with a cumulative grade point average of 2.8 or above on a 4.0 scale.
- Official transcripts of all academic work taken since high school graduation.
- Two letters of recommendation.
- A valid teacher certificate.

Requests for information and admission to these programs should be addressed to the GSE office and designated endorsement program.

The state of Michigan requires that candidates adding an endorsement to any certificate must pass a subject content test before the endorsement can be added to the certificate. Test registration information is available in the education department office.

**How to Apply**

Inquiries and applications for admission should be sent to the GSE Office. Application forms may be requested from the office or obtained from the Web site: [www.calvin.edu/go/gradstudies](http://www.calvin.edu/go/gradstudies).
Applications Timeline
Candidates may enter the program at the beginning of any term. Candidates are encouraged to submit their applications and supporting materials by the following dates:

- May 15 (for summer session)
- August 1 (for fall semester)
- January 1 (for spring semester)

Applicants applying by the above dates will be considered for regular admission for the following term. Those applying after these dates may enroll in courses under graduate guest status until the admission processes are completed. International candidates should apply at least three months prior to the start of a term. To be considered for named scholarships one’s application must be received by March 1.

Classification of Admitted Graduate Candidates
Graduate candidates may be admitted to the program as regular, provisional, or guest candidates. Regular candidates are applicants who meet all admission requirements. Candidates who do not meet all admission requirements, but show considerable promise of meeting them within the coming year, can be admitted on a provisional status. Candidates who wish to take graduate courses and have not yet completed the admissions procedure, or who are not planning to work toward a Calvin graduate degree, may be admitted as guest candidates. Provisional candidates and guest candidates seeking a Calvin degree may take up to nine semester hours, after which all requirements for regular admission must be met.
Academic Advising
Candidates will be assigned an advisor in their area of concentration. This will be indicated in the formal letter of admission. Graduate candidates should contact their advisor to complete the required counseling agreement. After the candidate and the advisor have worked out a program, the counseling agreement must be approved by the GSE director. The candidate, the advisor, and the office of graduate studies will receive a copy after it is validated. Only those courses listed on the validated counseling agreement may be used toward a MEd degree or an endorsement program. Any changes must be approved by the advisor and the GSE director.

Candidates who wish to change their area of concentration should notify their present advisor, who will then contact the GSE director so that a new advisor can be assigned. A new counseling agreement must then be submitted.

General Degree Requirements
After candidates are admitted to the MEd program, they consult with their advisor to complete a counseling agreement listing courses and a schedule for the completion of the degree. All MEd programs must include a minimum of 30 semester hours. The program must be completed within six years from the date of admission with a cumulative grade point average of at least a B (3.0 on a scale of 4.0) and only courses with a grade of C+ (2.3) or higher will be applied to the requirement of the degree.

Candidates may count Calvin’s online courses, summer courses, and workshops as part of their program, provided that their academic advisor agrees in advance that such courses or workshops are applicable to the candidate’s program. Program prerequisites may be required in addition to the
minimum courses listed for a particular program if the candidate lacks preparation at the undergraduate level in areas considered critical to their program. Specific courses for MEd completion are listed in the graduate website and the college catalog.

Courses listed in the Graduate Studies in Education Program catalogue are not offered indefinitely. The catalogue under which a student enters the program extends for four years. After that point substitutions may need to be made to the counseling agreements, and courses needed for specific endorsements may need to be taken at another school and the credit(s) transferred to the Calvin College Graduate Studies in Education Program.

Inquiries and applications for admission should be sent to the GSE office. Prospective candidates may also initiate the application process by visiting www.calvin.edu/go/gradstudies.

**Endorsement Program**

Prior to being admitted to the endorsement program, the candidate must choose courses in consultation with an appropriate departmental advisor. Previous course work as well as planned selections must be evaluated by the advisor. Only courses with a grade of C+ (2.3) or higher will be applied to program requirements. Candidates who graduated from Calvin College and were recommended for the provisional certification by Calvin College must take at least six semester hours of the endorsement program at Calvin. All others must take at least nine semester hours at Calvin. Courses taken for the endorsement may be transferable to a master’s degree at a later time.
Accepting Previous Credit

Subject to the approval of the candidate’s advisor and the GSE director, up to nine semester hours may be transferred to a master’s degree in the graduate studies in education program from accredited institutions, provided the courses are appropriate to the degree program and the grades are a B (3.0 on a scale of 4.0) or higher.

If because of exceptional circumstances a graduate candidate requests to transfer more than nine semester hours of graduate credit, or post baccalaureate credit earned more than seven years prior to enrollment, a written request should be submitted by the candidate to the GSE director and the dean of education for decision. The approval process for credit transfer into Calvin’s graduate studies in education will include a review of the syllabus by the Calvin faculty member in that specialty and by the GSE director.

Up to fifteen semester hours of graduate credit may be transferred from institutions that are members of the Association of Reformed Institutions of Higher Education (ARIHE). Such transfer credit is subject to the approval of the candidate’s advisor.

Time Limit for Degree Completion

All work toward a master’s degree and/or a state endorsement must be completed within six years from the date of admission. Written requests for time extensions due to unusual circumstances will be considered on an individual basis and presented to the GSE director for decision. The request for extension should include the following information:

1) explanation as to why an extension is needed, 2) state rationale for allowing the extension, 3) provide a plan for completing the degree within the extension
period, and 4) provide evidence that advisor is in support of the extension and approved of the proposed plan for completion.

Extensions beyond the existing six-year time period for earning a master’s degree or a state endorsement will be limited to three one-year extensions.

Application for Degree Completion

Candidates nearing the completion of their program will need to apply for the MEd degree at least six months before intending to graduate. The Application for a Degree form is available on the Office of Academic Services Web page. Degree dates fall in May, August, and December. Candidates who expect to complete all requirements by August or December may participate in the May graduation ceremony prior to the completion of their final requirements. The Graduate Studies in Education Program hosts a celebration dinner for the graduates during the week of the graduation ceremony.

Second Master’s Degree

Candidates with a completed MEd at Calvin College seeking a second master’s degree may apply up to twelve semester hours (as approved by the second advisor) from the first master’s degree program into the second master’s degree program. An integrative seminar is required for each degree.
Academic Policies

Grading Systems
Grades given during the regular semester are designated by letters A, excellent; B, good; C, average; D, just passing; F, failure; I, incomplete; W, authorized withdrawal; and N, unauthorized withdrawal. Only course grades of C+ (2.3) or higher may count toward completion of the MEd Degree.

Graduate workshops are graded with Satisfactory (S) and Unsatisfactory (U) grades only.

Auditors are given grades of AU. However, if they fail to attend classes, the instructor will report a grade of AUN.

If candidates fail to complete all the required work instructors may, if they consider a candidate’s reason valid, give a grade of I, incomplete, rather than a grade of F. The grade of I shall be computed as a neutral grade in determining a candidate’s grade point average. Candidates given an I in the fall semester or in the interim must make up the deficiency by March 15 of the following spring semester; if given an I during the spring semester or summer session, they must make up the deficiency by October 15 of the following fall semester. If they fail to do so, grades of N will be entered on their records. A grade of N will be altered only if a candidate reregisters and retakes the course in which it was given. Grades of I are never expunged from the records. When a candidate completes the work and the professor submits a grade, the new grade is combined with a grade of I, (e.g., IB+), to indicate the incomplete has been completed.
Dropping a Course during the Term

Candidates may alter their schedules during the first week of classes without grades of W being recorded on their records. After that time the grade of W, authorized withdrawal, will be recorded if they leave courses with the written approval of their instructors by the end of the ninth week of the semester. Candidates who discontinue classes without permission or notification are not entitled to a grade of W but will be given an N, unauthorized withdrawal. This grade is computed as an F in determining a candidate's grade point average. However, candidates who withdraw from school at any time, with the approval of the Registrar and the program director, will be given grades of W in all courses. This applies to fall and spring term. For the summer term, contact the Office of Academic Services for details.

Academic Probation and Grounds for Dismissal

Graduate candidates must have a cumulative grade point average of 3.0 to receive their master's degree. Graduate candidates will be placed on academic probation whenever their cumulative grade point average falls below 3.0. However, Incompletes will be included in the calculation only if they have not been removed within the time limit and the Incomplete becomes an F. Candidates will be advised in writing of probationary status. They will be removed from probation when they raise their cumulative grade point average to 3.0.

After completing nine or more semester hours of coursework, a candidate who fails to maintain a cumulative grade point average of 3.0 or make satisfactory progress toward a degree will receive a letter from the GSE director informing them of dismissal from the program. The candidate has the
right to appeal. Appeals will be heard and decided by the advisor and the GSE director. Candidates who have been dismissed from the program for a period of time and who wish to be considered for readmission must resubmit an application.

**Academic Honesty Policy and Procedures**

The Calvin College Student Conduct Code, as published in the Student Handbook, shall apply to graduate candidates. However, in the case of allegations of academic dishonesty involving graduate candidates, the judicial hearing body shall be the Teacher Education Appeals Committee rather than the Student Discipline Committee. This code is based on the Christian law of love. It recognizes that despite the presence of sin, the Christian academic community must join together in building a body which will act to encourage positive conduct, correct deficiencies in behavior, and do so in good order.

Among other matters, the Code outlines the college’s approach to matters of academic honesty. Since the student-faculty relationship is expected to be based on trust and mutual respect, the suspicion or reality of academic dishonesty can seriously undermine it.

Within the Student Conduct Code the understanding of academic dishonesty includes both cheating and plagiarism. The definition of “cheating” includes, but is not limited to:

- use or provision of any unauthorized assistance in taking quizzes, tests, or examinations;
- dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
• the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or college official;
• providing or selling answers or papers to other students; or
• the multiple use of a paper or project prepared and submitted to another course for credit and resubmitted again for credit for a subsequent course without prior consultation or permission of the professor.

The definition of “plagiarism” includes, but is not limited to, the use by paraphrase or direct quotation from the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling or distribution of term papers or other academic materials.

**Arbitration Process**

The procedure below lists the normal process for adjudicating a case of alleged academic dishonesty by a graduate candidate within the overall framework of the Student Conduct Code.

In cases of alleged academic dishonesty, the faculty member bringing the charges shall present the accused candidate with a written statement of alleged misconduct.

The accused candidate may choose an informal hearing with the faculty member or the GSE Director as the judicial hearing body, or a formal hearing with the Teacher Education Appeals Committee as the judicial hearing body.

If the accused candidate is found guilty, an appropriate sanction (as described in the Calvin College Student Handbook) is decided by the judicial hearing body after consultation with the dean of education. Implementation of the sanction is
the joint responsibility of the faculty member bringing the charges and the GSE Directory. A written record of academic dishonesty cases, including sanction, must be submitted to the dean of education within five school days of the decision.

**The Family Education Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974 (FERPA) helps protect the privacy of candidate records. The Act provides for the right of the candidate to inspect and review education records, the right to seek to amend those records, and to limit disclosure of information from the records.

Candidates who are currently enrolled at Calvin College or formerly enrolled candidates, regardless of their age or status in regard to parental dependency, are protected under FERPA. Parents of students termed dependent for income tax purposes may have access to the candidate’s educational records.

With certain exceptions, a student has rights of access to those records which are directly related to him/her and which are maintained by Calvin College. Educational records include any records in the possession of an employee, which are shared with or accessible to another individual. The records may be handwritten or in the form of print, magnetic tape, film, electronic image, computer storage, or some other medium. This would include transcripts or other records obtained from a school in which a student was previously enrolled.

Official Calvin College transcripts are released only when requested in writing by the candidates. The fee is $5 per copy. Transcripts will not be released for candidates who have failed to meet their financial obligations to the college.
Calvin may disclose information on a candidate without violating FERPA through what is known as directory information. FERPA regulations define “directory information” as information contained in an education record of a candidate that would not usually be considered harmful or an invasion of privacy. This generally includes a candidate’s name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized sports and activities, weight and height of athletes, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full- or part-time), degrees, honors and awards received, the most recent educational agency or institution attended, and other similar information. A candidate may restrict the release of his/her directory information by making a request in writing to the registrar.

In certain other situations, a candidate’s consent is not required to disclose educational information.

Exceptions are:
1. to school officials who have legitimate educational interests
2. to schools in which a student seeks to enroll
3. to federal, state, and local authorities involving an audit or evaluation of compliance with education programs
4. in connection with financial aid
5. to state and local authorities pursuant to a state law adopted before November 1974 requiring the disclosure
6. to organizations conducting studies for or on behalf of educational institutions
7. to accrediting organizations
8. to parents of a dependent student
9. to parents of students under 21 for violations of any law or institutional rule related to the possession of alcohol or controlled substance
10. to comply with judicial order of subpoena
11. health or safety emergency
12. directory information
13. to the student
14. results of disciplinary hearing to an alleged victim of a crime of violence
15. to the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes.

Requests to disclose educational information will always be handled with caution and approached on a case-by-case basis.

Candidates who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy, should discuss their problems informally with the person in charge of the records involved. If the problems cannot be resolved, the candidate may request a formal hearing by the registrar. The request must be made in writing to the registrar who, within seven days after receiving the request, will inform the student of the date, place, and time of the hearing. Candidates may present evidence relevant to the issues raised. The hearing officer who will adjudicate such challenges will be the registrar, or a person designated by the registrar who does not have a direct interest in the outcome of the hearing. The educational records will be corrected or amended in accordance with the decisions of the hearing officer if the decisions are in favor of the candidate. If the decisions are unsatisfactory to the candidate, the candidate may place within the educational records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the
decisions of the hearing officer. The statements will be placed in the educational records, maintained as part of the candidate’s records, and released whenever the records in question are disclosed.
Details for New Students

Office Personnel
The Graduate Studies in Education Program office is located in the William Spoelhof College Center, room 398. Cindi Hoekstra is the Graduate Studies in Education Program Coordinator. She can be reached at (616) 526-6158 or choekstr@calvin.edu. Debbie Abbott is the Administrative Assistant. She can be reached at (616) 526-6105 or dka2@calvin.edu. They have relevant course and program information and can assist you with admission, registration, scholarships, and program completion questions. You can also e-mail gradstudies@calvin.edu to contact the program office. David Smith is the Graduate Studies in Education Director and can be reached at (616) 526-8609 or dsmith@calvin.edu.

Calvin College ID Card
A Calvin College identification card is needed to check out books at the library, use the computer lab in the library, enter the field house or use the college swimming pool, or obtain student rates for event tickets. Every candidate should have an ID card. To obtain one, stop in the Student Life Offices on the top floor of the Spoelhof Center with your Calvin student number. A photo will be taken and within a few moments your ID card will be ready.

Parking Permits
Calvin’s Campus Safety Office registers Calvin vehicles. A Calvin parking permit provides additional security. Calvin monitors parking and it is important to follow the rules to avoid a ticket. Temporary and permanent vehicle permits may be
obtained during regular office hours 7:30 a.m.–9 p.m., Monday–Friday. Motor vehicles may be parked only in approved student parking areas, and the drivers will be fined if they park elsewhere. Because parking areas are limited, parking regulations are enforced stringently. Complete lists of Calvin’s parking/driving regulations are accessible through the Web at www.calvin.edu/admin/campus_safety.

**Registering for Classes**

Candidates must be officially registered for all courses in which they receive credit. Class schedules and registration information are provided on the Graduate Studies in Education Program Web page and in other communications to enrolled graduate candidates before each term and to others upon request. Registration may be completed on campus, by mail, or online. Candidates who expect to register for independent study or for a regular course on a tutorial basis must secure formal approval before registration. Request forms are available through the program office. If you find yourself unable to complete the registration process, contact the Graduate Studies in Education Office and indicate the courses for which you wish to register. You can also send e-mail to gradstudies@calvin.edu to reach the Graduate Studies in Education office. Courses listed in the Graduate Studies in Education Program catalogue are not offered indefinitely. The catalogue under which a student enters the program extends for four years. After that point substitutions may need to be made to the counseling agreements, and courses needed for specific endorsements may need to take at another school and the credit(s) transferred to the Calvin College Graduate Studies in Education Program.
Auditors are those candidates attending classes for personal enrichment and not for academic credit. Most graduate courses are open to auditors, who must be formally admitted to the college and must pay the tuition for auditing, which is half the regular per-course rate. Auditors are expected to attend all classes and participate in the assigned activities of the class. They may take all tests and submit assigned papers for evaluation, but they are not required to do so. Auditors may change their registration from audit to credit only during the first four weeks of the semester, or within three days of a summer course; candidates enrolled in a course for credit may change to audit only during the first four weeks.

**Academic Calendar**

The Graduate Studies in Education Program has three terms and does not strictly adhere to the college’s published academic calendar for undergraduates. We do not use the advising days in October and April nor the reading recess days scheduled in December and May. Instead, graduate candidates may see their advisors at any time regarding their program and may register during or after undergraduate registration.

Spring vacation for graduate candidates follows the calendar of the local school districts. For graduate candidates it does not occur during the middle of March as noted on the academic calendar.

Technically the graduate calendar year runs June through May.

**Summer Workshops and Classes**

Graduate classes are also held during the summer term, usually beginning about mid-June. Courses usually run two or three weeks with prerequisite work
assigned. In addition, a set of one-week summer workshops (two semester hours) are offered from mid-June through August. Descriptions are available in the spring.

**Independent and Tutorial Study**

The Graduate Studies in Education Program provides the opportunity for candidates to do independent research or reading when they have demonstrated their competence in the academic discipline involved and have shown the ability to study on their own initiative. An independent study must include substantial research or reading in an area not covered in the regular course offerings of that department.

In unusual situations a candidate may register on a tutorial basis for a course listed in the catalog when that course is not among the regular offerings of that semester. Such registration is a privilege and is subject to specific requirements. To review the requirements and to obtain the required form, please contact the GSE office at 616-526-6158 or gradstudies@calvin.edu.

**Teacher Education Committee**

The Teacher Education Committee (TEC) is the college-wide oversight committee of the Education Unit (EU). It is composed of representation from the education department, the graduate studies in education committee, and from the wider education unit. It is the principal agent of the college in planning and coordinating Calvin’s graduate and undergraduate education programs. TEC reviews, develops, and recommends policy, curriculum, organization, and implementation of these education programs.
Graduate Studies in Education Committee
The oversight for graduate studies in education is the responsibility of the Graduate Studies in Education (GSE) committee. This includes oversight for the MEd program and its specialties (currently inclusion specialist, leadership, curriculum & instruction, literacy, and science) and for endorsement certifications at the graduate level. The committee is composed of representation from faculty who teach in the graduate studies in education program.

Graduate Studies in Education Director (GSE Director)
The GSE director serves as administrative head of graduate studies in education. The director has the mandate to execute planning, promotion, oversight and assessment of programs, policies and personnel of programs in graduate studies in education, under the oversight of the dean of education. The director has the authority to take actions or make decisions that will affect processes, policies, and people in graduate studies in education. The director will coordinate with the academic department chairs (e.g., chair of the education department) with respect to scheduling and assignment of faculty to teach in the GSE programs.
Computer Accounts

Every Calvin student is automatically assigned a computer account, including e-mail. To activate your account, go to www.calvin.edu/account/new and follow the activation process. Please activate and check your Calvin e-mail. Professors have easy access to Calvin e-mail addresses. They do NOT have easy access to other e-mail accounts you may have with Comcast, Yahoo, Hotmail, etc. All candidate accounts remain active as long as a candidate is registered for classes and until October 1st following graduation. Candidates will find a wealth of information on the Calvin website. Those of specific relevance to graduate candidates are described below. Further resources can be obtained by going to the main Calvin Web site (www.calvin.edu) and using the “A-Z Index” link. Questions regarding computers on campus may be directed to the CIT Helpdesk at (616) 526-8555. Additional information about computer services can be found by visiting the CIT website at www.calvin.edu/it/.

Portal Access

Portal (portal.calvin.edu) is Calvin’s eCommunity, an online environment that brings together academic communities, announcements, social activities, student discussion boards, student organizations, course registration, course material, and more in an easy-to-use format. Access to Portal is gained with your Calvin username and password. Portal is accessible at portal.calvin.edu. You may also use www.calvin.edu/account/new.

Secured resources, such as access to online course registration, class schedule, and grades and transcripts are also offered in Portal on the “Services” tab. An additional login using your Portal password is required.

To activate your Portal account, go to portal.calvin.edu and click on the Activate
Account link. You will create your Portal password during this process.

**Novell Account for Network Storage**

Novell accounts are provided to each Calvin student as a location to store academic and course-related documents and personal files on Calvin’s network. Candidates can access his or her Novell accounts by logging into Novell on campus, and/or by accessing their Novell account via the internet using NetStorage (netstorage.calvin.edu). You must activate your account before using it for the first time. You will be asked to provide your Portal password to open the activation page.

**Calvin Email Account**

All Calvin students are given an Office 365 email with can be accessed via Outlook on the Web, mobile, or desktop Outlook clients. For more information, access www.calvin.edu/it/core/email, Please activate and check your Calvin e-mail. Your non-Calvin e-mail addresses are normally not available to your professors. To be current on all course and program information, check your Calvin e-mail routinely. If you would like to forward your Calvin StudentMail to another e-mail account, see www.calvin.edu/it/core/email/faculty&staff. If you chose to have your mail forwarded, no mail will accumulate in your Calvin email account, but instead will be sent along to the address you specify.

Student News is an e-mail communication that is delivered to Calvin e-mail accounts to inform all candidates about important campus events and deadlines. If you wish to subscribe to Student News, send an e-mail to majordomo@calvin.edu, and in the body of the message place “subscribe student-news”.

45 | Page
Financial Information

Tuition Charges and Fees

- Tuition, per credit hour $472.00
- Interim, per credit hour $472.00
- Course audit, per credit hour $236.00
- Summer workshops, per credit hour $274.00
- Returned check fee $30.00
- Late payment fee 1% of minimum amount due

Accounts not paid on time are subject to a late fee equal to 1 percent of the outstanding balance. This fee will be assessed five days after each due date. Candidates whose accounts are not paid in accordance with the above schedule will not be permitted to register for future courses. Also, transcripts will not be issued for candidates with past due accounts.

The Financial Services Office produces the Tuition, Room, and Board Statement which includes charges for tuition, room, board, and course-related fees. Statements are delivered electronically to the candidates’ Portal. These charges are divided into three payments per semester. Candidates are required to maintain an accurate billing address to which copies of their statements may be sent. Should a candidate’s account become delinquent, the account may be placed with an outside collection agency. All fees associated with the collection process shall be the responsibility of the candidate and will be added to the candidate’s total account balance.

This office also produces the Miscellaneous Charges Statement which includes charges for bookstore purchases, student activity fees, parking violations, career
services, health services, and all other charges that do not appear on the Tuition, Room, and Board Statement. The Miscellaneous Charges Statement will be available in the Portal around the 20th of each month. Payments are due on the 1st of each month. Miscellaneous expenses are expected to be paid in full each month. All candidates should receive a copy of the Financial Services Billing brochure. This same information is available online at www.calvin.edu/admin/fsrv/students/.

Check Cashing Policy

Students may cash personal and payroll checks upon presentation of a valid Calvin College ID card. Checks may not exceed $200.00 and must be made payable to “Cash” or to the person cashing the check. Cashing of third party checks is not permitted. Students who present a Canadian funds check for cash will be charged a $5.00 service fee per check.

A bounced check fee will be assessed on all checks paper or electronic returned by the bank either for insufficient funds or incorrect account numbers. For the amount of the fee please refer to the Financial Services website. In addition, check cashing privileges will be subject to suspension if three checks are returned during any nine-month period. Check cashing privileges will also be suspended if a student has an unsatisfactory financial account balance with Calvin College.

All checks that are returned by the bank will automatically be deposited a 2nd time unless prohibited by the payer’s banking institution.

Calvin College does not accept post-dated checks. All checks, regardless of date, will be deposited upon receipt.
Course Withdrawals

Tuition charges for candidates withdrawing from a course will be refunded as follows during the fall and spring terms:

- Calendar days 1-10 = 100%
- Calendar days 11-24 = 80%
- Calendar days 25-31 = 60%
- Calendar days 32-38 = 40%
- After 38 days = 0%

Contact Financial Services for the summer term refund schedule. Financial aid for such candidates is reviewed, generally reduced, and refunded back to the appropriate financial aid program.

Graduate Studies in Education Scholarships

Calvin College provides financial aid to graduate candidates as well as undergraduate students through programs funded by the state and federal government and through programs funded by the college. Scholarship programs generally provide funds based on the candidate’s undergraduate record and potential for graduate work at Calvin, and grants and loan programs generally provide funds based on financial need. For graduate candidates, the minimum full-time student load is nine hours per semester.

Candidates applying for graduate scholarships must indicate a plan of course work for the coming academic year. Scholarship awards are disbursed among one to four courses depending on the plan submitted to the Graduate Studies in Education Program Office for that given year. Recipients of scholarships who fail to take the specified number of courses within the given year will lose a portion of the award amount. It cannot be carried over into the next academic
year. The Graduate Studies in Education academic year is June through May. Scholarship information is available at the Graduate Studies in Education Program Web site http://www.calvin.edu/academics/departments-programs/graduate-studies-in-education/scholarships/. Applications are normally distributed during January/February with a submissions deadline of March 1. Candidates who wish to be considered for renewal must file a new application each year and will be given equal consideration with other candidates.

**Calvin College Named Scholarships**

The Graduate Studies in Education Program has scholarships designated for graduate candidates. Candidates may apply for these scholarships by the March 1 deadline. The recipients are chosen by the Graduate Studies in Education Scholarship Committee.

The following Named and Departmental Scholarships are available to graduate candidates:

- The Art and Marilyn Dykstra Scholarship. This scholarship, established by Mr. Art and Mrs. Marilyn Dykstra, is provided to assist experienced Christian teachers to return to full or part-time education in the MEd Educational Leadership program. To be eligible for the scholarship, a candidate must be a professing Christian educator, committed to entering or continuing in the field of educational administration, and must be accepted into the graduate program. Applicants who are employed in a Christian Schools International (CSI) school will be given first priority. If there are no applicants who fit that criterion, then the next priority will be given to those employed in a Christian school.
• The Corrine E. Kass Graduate Studies Scholarship. This scholarship in honor of Corrine E. Kass, who administered the Graduate Studies Program at Calvin from 1984-1992, was established for the purpose of assisting experienced teachers to return to full or part-time education in one of the Master of Education programs at Calvin. To be eligible for the scholarship, a candidate must, in addition to fulfilling requirements for admission to the graduate programs, have an undergraduate grade point average of 3.3, be committed to leadership responsibilities in the education profession, demonstrate financial need based on criteria for financial aid, and be enrolled for graduate credit in a minimum of one to two courses per semester.

• The Fred and Carol Van Den Bosch Scholarship. This scholarship, established by Mr. and Mrs. Fred Van Den Bosch, is provided to assist experienced Christian teachers in returning to full or part-time education in the Master of Education Learning Disabilities (LD) program at Calvin. To be eligible for the scholarship, a candidate must be a professing Christian teacher, must be committed to continuing in this profession, and should be enrolled for graduate credit in a minimum of two courses per semester. The recipient must demonstrate potential for advanced academic scholarship and demonstrate financial need based on criteria for financial aid.

• Mary Louise Huizenga Scholarship. This scholarship was established by the children of John S. and Anne Huizenga to honor their sister, Mary Louise Huizenga, who was born with Down’s Syndrome. Mary received much love,
generous support, and educational assistance from many kind and loving educators during her life time. In recognition of their contributions to Mary’s life, the family would like to assist candidates who have chosen to pursue a master’s degree in Special Education at Calvin. A candidate for this scholarship must be a professing Christian teacher who is committed to furthering his or her education in the field of Special Education for graduate credit. Preference will be given to persons desiring to be employed in a special education program in the school setting or to those needing additional training in special education. Current employment in either a special education school or a regular education setting is acceptable. Persons employed in a Christian Learning Center network will be encouraged to apply. Financial need may be considered. To apply for this scholarship contact the Graduate Studies in Education Program Office. Candidates who wish to be considered for renewal must file a new application each year and will be given equal consideration with other candidates.

* Other scholarships may also be available in a given year.

**Additional Scholarships**

Many scholarships are available for graduate candidates in education from government, non-profit, or other agencies or institutions. Graduate candidates should seek out such information through the Internet, through employers, and through other community organizations. The TEACH Grant is a federal program that provides grants to candidates who plan to teach full time in high-need areas at schools serving students from low-income families. Please visit
www.calvin.edu/admin/finaid/types/teach-grant.htm for more information.

A major source of information on the Internet is the HFAC Guide to Graduate Student Funding at www.hfac.uh.edu/dean/grad.htm. Scholarship information normally becomes available in January with applications due March 1 and awards announced in April. Examples of such local scholarships for graduate candidates include:

- The Guy D. and Mary Edith Halladay Graduate Scholarship. You may apply if you are a graduate level student in a field of your choice at a college in Michigan; a Kent County resident for a minimum of five years, have a minimum 3.0 college grade point average, and demonstrate financial need. Apply through the Grand Rapids Community Foundation, 209-C Waters Building, 161 Ottawa NW, Grand Rapids, MI 49503.

- The Roy Johnson Trust. Any blind person of either sex, regardless of race, color, religion, or age, and who has received a bachelor’s degree from an accredited college in the United States, may be considered as an applicant. Consideration is given to the applicant’s intended use of his or her post-graduate studies such as law, education, science, music, etc. in an accredited college in the state of Michigan. Grant awards are made for tuition, room and board, or reader services.

- The Dorothy Thurston Scholarship. You may apply if you are a graduate level student, part or full-time, at any post-secondary institution in Michigan. Must have a minimum 3.0 cumulative college grade point average
and be a Kent County resident (minimum two years at time of application or prior to the beginning of your undergraduate education). Scholarship is renewable providing the student maintains a 3.0 grade point average and there is continued financial need. Apply through the Grand Rapids Community Foundation, 209-C Waters Building, 161 Ottawa NW, Grand Rapids, MI 49503.

Need-Based Financial Aid

There are a number of programs based on need that provide funds to graduate students. Need for these programs are determined in one of two ways. For candidates who are dependent on their parents, an assessment is made of the parents’ ability to help with college expenses. For candidates not dependent on their parents, a category into which most graduate candidates fall, the evaluation is based on the income and assessment of the candidate and spouse and an assessment of their ability to meet college expenses from their own recourses.

Graduate candidates are generally considered independent for financial aid purposes, so eligibility for financial aid is usually based on the financial circumstances of the candidate and spouse. If a candidate is taking graduate level classes, but is still in an undergraduate program of study, s/he is not considered a graduate candidate (independent for FA purposes unless meeting one of the other criteria needed to be considered independent). More specific information about dependency status is available in the financial aid application used to apply for need-based aid programs.

The following need-based programs provide aid to graduate candidates at Calvin. All are available to candidates enrolled at least half-time (five semester
hours) except the Canada Student Loan which requires full-time enrollment (nine semester hours).

Michigan Tuition Grants provide up to $2,350 per year to Michigan residents for a maximum of three years of full-time graduate work. The time period is extended proportionately for candidates who attend less than full-time. Completion of the FAFSA form is required for consideration.

The Federal Direct Loan Program provides long-term loans that may be interest free to candidates while in school. Repayment begins six months after the borrower ceases to be enrolled at least half-time. The interest rate is variable, adjusted annually, and capped at 8.25 percent. The amount of the loan is determined by the amount of need after other aid is considered. The maximum amount available in a single year is $5,500 for graduate candidates taking undergraduate courses and $8,500 for graduate candidates in graduate programs.

**Other Programs of Financial Aid**

Denominational Grants are given to candidates who are members of the Christian Reformed Church and who contribute regularly to Calvin through denominational ministry shares. The grant amount for graduate candidates who qualify is $50 per semester hour.

Alternative Loans for candidates are available to those who do not qualify for need-based aid or who need more money than the need-based programs provide. Loans are not based on need, but the applicant or a cosigner must be creditworthy based on standard consumer loan credit criteria. Repayment of principal is not required until the borrower graduates or leaves school. Additional information and application materials are available from Calvin’s Office of Scholarships and Financial Aid or from the Web at
www.calvin.edu/admin/finaid. By clicking on the “Other Recourses” heading, then on “Alternative Loans Table”, one can compare the application requirements, interest rates, fees and other differences for several alternative loads.

Part-time jobs are available to many Calvin students. The college employs many students on campus in a variety of positions and has a placement service to help students find jobs off campus. A transportation service is available for those who have a job but no transportation available. Students who want to apply for a job either on campus or off can access the student employment website for a list of employment opportunities.

**International Student Financial Aid**

International students must submit a Declaration of Finances form.

**Calvin College Named Scholarship**

The Wilhelmina Kalsbeek Memorial Scholarship. The family and friends of Wilhelmina Kalsbeek have established a fund in memory of her and her missionary work in China from 1922 until 1949. The purpose of the scholarship is to assist with a Christian college education for students from mainland China who in turn can bring the Christian faith to the Chinese people. To be eligible for the scholarship, a student should be from mainland China, committed to return to China, proficient in speaking and writing the English language, and qualified to do college-level work. Other criteria considered in the selection include the student’s academic potential, potential for Christian service in China, and financial need. No separate application is required. Both undergraduate and graduate candidates will be considered.
**Need-Based Financial Aid**

An Exchange Grant Program for Canadian Students has been established by the college to offset in part the additional costs encountered by Canadian students resulting from the exchange on Canadian funds. This adjustment applies to tuition and room and board charges and is awarded automatically.

Canada Student Loans are similar to the Perkins and Stafford Loans and are available to Canadian students in most provinces. The interest during repayment is determined at the time repayment begins. Albert Postman Loans are available through Calvin for candidates from provinces that do not provide Canada Student Loans.

**Tuition Waivers for International Students**

Tuition waivers for international graduate candidates are available on a limited basis for those with financial need. Waivers may be granted each academic year as either full or partial waivers, depending on each international candidate’s financial circumstances. A determination of financial need will be made from the Declaration of Finances form submitted prior to admission. Decisions about the awarding of tuition waivers will be made by the Office of Financial Aid in consultation with the Coordinator of Graduate Studies in Education Program.

**How to Apply**


2. For Need-Based Programs
   - U.S. candidates who want to be considered for need-based aid including the Federal Direct Loan must complete the Free Application for Federal
Student Aid (FAFSA) and the Calvin Supplemental Application for Financial Aid. Both forms are available from Calvin’s Office of Scholarships and Financial Aid. The FAFSA can also be completed online at www.fafsa.ed.gov.

- Canadian candidates who want to apply for a Canada Student Loan should contact the appropriate Provincial Office of Education for the loan application. The application should be filed at least 30 days before the school year begins.

3. For Other Programs

a. Financial Aid at the beginning of the fall semester.

b. Applications for alternative loans are available from Calvin's Office of Scholarships and Financial Aid.
Resources & Services for Graduate Students

All of the college services are available to you as a graduate candidate at Calvin College. While many services are aimed specifically at undergraduate students, graduate candidates will find relevant assistance from many sources. A selection of services listed below may be of particular help to graduate candidates.

Academics

Academic Services (526-6113)
This office offers a variety of services empowering students for academic success. They serve as a bridge over obstacles such as physical challenges, unique learning styles, and cultural adjustments that hinder the learning process. Visit www.calvin.edu/academic for a complete list of services.

Hekman Library (526-7197)
The Hekman Library contains valuable resources for your research work in education. If you are not familiar with the library, or if you would like to review what is offered there, please contact Lois Dye, 616-526-8603, ldye@calvin.edu. She is the Reference and Instruction Librarian. Arrange a time with her to take a tour or to seek her assistance. Of course, you may always stop at the information desk and request assistance at any time. Be sure to become familiar with the many options available on the Hekman Digital Library on the Web at www.calvin.edu/library. The first floor of the Hekman Library features more than 200 computers in the Information Technology Center, providing seamless access to research material and the tools needed to complete assignments. Candidates wishing to use the computers must present their ID cards. There are
also computers for public use on the 2nd floor. Additional information, including access to the Hekman Digital Library, can be found at the library's Website at www.calvin.edu/library.

**Library Hours**

**Academic Year**
- 8 a.m. - 12 midnight (Monday - Thursday)
- 8 a.m. - 8 p.m. (Friday)
- 9 a.m. - 8 p.m. (Saturday)

*(Extended hours during the last few weeks of both semesters)*

**Summer Hours**
- 8 a.m. - 8 p.m. (Monday - Thursday)
- 8 a.m. - 4:30 p.m. (Friday)
- 11 a.m. - 5 p.m. (Saturday)

*(mid-May through July)*

*August and Vacation Periods: Hours are posted in advance.*

**Book Loan:** six weeks; unlimited renewals.

**Fines:** Three day grace period, followed by a $1 fine on the fourth day; 25 cent/day thereafter until a maximum fine of $5.00 is reached.

Report lost or stolen books immediately. While the one who checked the items out is still responsible, the fine will stop accumulating. After a period of time, the item will be declared lost. The replacement fee is currently $50 ($40 for the book and $10 for a processing fee).

**Book Limit:** 75 items

**Instructional Resources Center (526-6334)**

The Instructional Resources Center (IRC) is located in the lower level of Hiemenga Hall. Visit www.calvin.edu/admin/irc/ for more information about the following services offered by the IRC.

The Audio-Visual Department provides equipment, services, and facilities to
produce and display a variety of media. In addition to lending popular equipment like digital still cameras, digital video cameras, tripods, and microphones, the department provides digital audio and audio-cassette recorders, audio and video transcription equipment and software, videoconferencing equipment, DVD and VHS players (including multi-standard players for foreign recordings), and much more. Its facilities include a “paint and paper” workroom which has materials for creating posters, banners, games and activities, bulletin boards, die-cut letters, shapes, labels, and so on. It also offers video and audio duplication, passport and ID photos, and lamination service.

Calvin Video Production (526-6335), Calvin’s in-house media production department, is a professional video production facility that develops documentary and instructional video. It also operates a video studio and student video-editing lab.

Instructional Graphics provides design and production services to faculty and students for classroom or conference needs. These services include: graphic design of large posters, presentations, displays and bulletin boards, preparation of images and graphics for publication, converting slides and prints to digital files, and outputting files to a large-format inkjet printer.

**Rhetoric Center (526-7088)**

The Rhetoric Center, located in the Hekman Library, offers free assistance with writing and oral presentations for classes and extracurricular projects, from developing ideas and organizing material to editing final drafts. Calvin students from all disciplines and at all levels of experience are welcome to drop in or schedule appointments with trained undergraduates from a variety of majors. The Rhetoric Center is open Monday–Friday from 9 a.m. to 5 p.m. and from 7 p.m. to 9 p.m. Monday–Thursday when classes are in session during fall and spring
Health and Wellness

Broene Counseling Center (526-6123)

The Broene Counseling Center offers comprehensive and high-caliber services in a confidential manner. The staff offers evaluation, counseling, and support within a Christian framework to any student dealing with emotional struggles, psychological problems, or personal concerns. Individual and group counseling are available, as are workshops and other special programs. Broene Counseling Center staff can also help direct students to a variety of books, pamphlets, and other resources on pertinent information such as depression, anxiety, relationships, sexuality, alcohol, stress, eating disorders, and much more.

Counselors are available by appointment. There are also walk-in times Monday through Friday from 3:30 p.m. to 4:30 p.m. when students can meet with a counselor without a pre-arranged appointment. Center hours are 8 a.m. to 5 p.m. Monday through Friday. Counseling services are available year round for any Calvin student. Appointments can be made directly by stopping in at the center, which is located on the third floor of the Spoelhof College Center, or by calling (616) 526-6123. Students can also visit www.calvin.edu/admin/broene for more information.

Chaplain and Christian Formation (526-8861)

God calls his people to seek him in all things: through studies and conversations, play and worship. The college chaplain provides pastoral care for the college community. Students and staff who are in need of spiritual counsel are encouraged to contact the chaplain.
The office of Christian Formation supports students and provides several specific avenues for students to grow as faithful followers of Christ and to develop Christian leadership.

**Hoogenboom Health Services (526-6187)**

Outpatient medical services are provided on campus to all registered students during the regular school year. Health Services, located in the Hoogenboom Heath and Recreation Center, on the west side of the Spoelhof Fieldhouse Complex, is open weekdays with limited evening hours available. Visits are scheduled by appointment only unless immediate care is medically indicated. Medical services are provided by nurse practitioners and part-time physicians. When necessary, students are referred to area providers for additional care. Call (616) 526-6187 to schedule an appointment.

Primary care services include, but are not limited to: evaluation and treatment of common illnesses and injuries, allergy infections, physical therapy, women’s health issues (including routine pap and pelvic examinations), STD testing and treatment, pregnancy testing and counseling, nutritional counseling and/or referral to on campus dietician, smoking cessation counseling and treatment, physical exams for sports, travel, and employment, and lab and pharmacy.

The college strongly recommends that all graduate candidates be properly immunized in accordance with college requirements. Candidates who use the health center will need to ensure compliance. For further information call the Immunizations and Insurance desk (61) 526-6568 or check the Web at [www.calvin.edu/admin/health/contact_us/index](http://www.calvin.edu/admin/health/contact_us/index).

Health insurance is encouraged for all students to have in order to access necessary medical care. KnightCare, a plan designed specifically for Calvin
students, provides year round coverage at a reasonable cost. Graduate candidates are invited to participate.

**Spoelhof Fieldhouse Complex**
Facilities include a pool, climbing wall, various sport courts, and a fitness center. All are open to current Calvin faculty, staff and students. See [www.calvin.edu/map/sfc/](http://www.calvin.edu/map/sfc/) for more information and hours of operation.

**General Services**

**Alumni Association (526-6142)**
The Alumni Association is committed to building community among Calvin alumni and friends, providing opportunities for services to alma mater, and inspiring alumni to answer God’s call in life and vocation. All persons who have attended Calvin for at least one year, who have completed eight courses, or are graduates of Calvin Theological Seminary are considered members of the association. Information concerning all association sponsored services and events can be found at [www.calvin.edu/alumni/](http://www.calvin.edu/alumni/).

**Campus Safety (24 hour service 526-6452) (general calls 526-6009)**
Campus safety staff is located in the Mail and Print Services Building just east of the Lake Drive entrance. The staff is available 24/7. To contact campus safety from a campus phone call x3-3333 or (616) 526-6452 for the 24-hour dispatch line. Visit their website at [www.calvin.edu/admin/campus-safety/](http://www.calvin.edu/admin/campus-safety/) for a description of all campus safety services.

**Campus Store (526-6376)**
The Calvin Campus Store is located on the first floor of the Commons Building. Hours of operation throughout the school year are Monday, Wednesday and
Friday 8 a.m. to 5 p.m., Tuesday and Thursday 8 a.m. to 7 p.m. and Saturday from 10 a.m. to 2 p.m. A variety of merchandise is available to accommodate a variety of needs such as textbooks, Calvin logo imprinted items, Calvin clothing, educationally priced computer software, general books, class rings, graduation announcements, health and beauty aids, greeting cards, candy, stamps, school supplies, and much more. The Campus Store carries all of the textbooks required for classes. For complete information on textbook purchasing, visit the Campus Store’s Web site at www.calvin.edu/campus-store.

**Career Center (526-6485)**

The mission of the Career Center is to assist Calvin students in their vocational planning. The office provides assistance in assessing and advising students about career directions and helping students discover and explore the variety of careers available to them. Personal guidance is given in job search techniques such as resume writing, networking, and interviewing skills. The office also operates an extensive information network of job openings in a variety of fields including education. Helpful information can also be found on their Web site at www.calvin.edu/offices-services/career-center.

**Dining Options**

The Spoelhof Café (526-6954) is located at the center of campus on the main floor of the Spoelhof Center and is open Monday through Friday from 8:30am – 4:00pm. Choose from a hot entrée, a salad bar, fresh “grab and go” sandwiches, bagels, granola bars, and specialty teas and coffee.

Johnny's Café is located on the main floor of the Commons Building with the hours of operation during the school year Monday–Friday 7:30 a.m.–11 p.m. and Saturdays 11 a.m.–11 p.m. Hot sandwiches, cold sandwiches, a salad bar, and a
variety of beverages are available. The Café also offers wireless Internet.

**Housing (526-7300)**
For assistance in obtaining housing, graduate candidates should consult the housing Web page at [www.calvin.edu/admin/housing](http://www.calvin.edu/admin/housing) to explore on-campus housing in Knollcrest East. Off-campus housing options can be explored at [http://www.calvin.edu/housing/housing-options/](http://www.calvin.edu/housing/housing-options/). The college requires all students to provide accurate information for their place of residence, and to notify the Office of Academic Services of any changes in residence during the period of enrollment. The Graduate Studies in Education Program Coordinator can help facilitate on-campus housing.

**Information Technology Center (ITC) (526-6144)**
ITC is available to all students, faculty, and staff showing a current Calvin ID. This lab offers Windows and Macintosh computers attached to the college network and the Internet, several computer classrooms, multi-media stations, CD burners, scanners, and laser and color printing. Most student labs provide access to MS Office, student e-mail, library research tools, software for Web browsing and Web development, as well as a wide variety of academic software.

**Mail Services (526-6154)**
Mail service provides window services from 8:00 a.m. to 4:30 p.m. at its main building on the north end of campus near Lake Drive. Students may purchase stamps, send packages via U.S. Mail or United Parcel Service. Various overnight services are also available through this office. Visit [www.calvin.edu/admin/mailservices](http://www.calvin.edu/admin/mailservices) for more information.

**Printing Services (526-6162)**
Offering the same benefits as a commercial printer and located with mail
services, printing services provides fee-based high speed printing services with 24 hour turnaround for Calvin alumni, faculty, staff, students, and non-profit organizations at a reduced cost. For a complete list of services see www.calvin.edu/admin/printingservices/.

**Student Newspaper – Chimes (526-7031)**

This student-run newspaper is published every Friday during the academic year. *Chimes* are available free of charge online or on newsstands located in most campus buildings. Visit [http://clubs.calvin.edu/chimes](http://clubs.calvin.edu/chimes) for more information.
General Information

Accreditation
Calvin College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The Teacher Education Program and the Graduate Studies in Education program have additional accreditation through the Teacher Education Accreditation Council (TEAC) and Council for the Accreditation of Educator Preparation (CAEP). The accreditation documents from these agencies are on file in the Office of the Provost and Education Department, and are available for review in that office upon request.

Compliance with Legal Requirements
Calvin College, in accordance with Title VI of the Civil Rights Act of 1964, operates in a non-discriminatory manner with regard to race, color, age, or national origin. Furthermore, as required by Title IX of the 1972 Education Amendments, Calvin College does not discriminate on the basis of gender in its educational programs, activities, or employment policies. Calvin College also provides equal opportunity for qualified handicapped persons in accordance with the requirements of Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Instructional and other physical facilities are readily accessible to handicapped students and special rooms in the residence halls are designed for barrier-free living. The Office of Academic Services provides advice and support to students with disabilities. Inquiries and appeals regarding compliance with these federal requirements should be directed to the vice president for administration and finance, Calvin College.
financial services office, as Civil Rights, Title IX, and Section 504 coordinator. Student appeals will be heard by the Academic Standards Committee.

**Government**

The corporate name of the college is Calvin College. It is governed by a single board of trustees, which represents the ecclesiastical geographical districts of the church. The membership of the board is constituted of representatives elected by the various classes, nominations from the alumni association, and by the board of trustees. These are approved by Synod. The Board of Trustees meets in October, February, and May. An executive committee functions for the board throughout the academic year.