



# SCHOOL OF EDUCATION

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CONCORDIA UNIVERSITY IRVINE

## Master of Arts in Educational Leadership Handbook



2024-2025

Concordia University Irvine  
1530 Concordia West  
Irvine, CA 92612-3203

[cui.edu](http://cui.edu)

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## Welcome from the Dean

It is my pleasure to welcome you to Concordia University's School of Education. Concordia first opened its doors in 1976 with a strong commitment to preparing servant leaders to teach in public and private schools around the world. We are very proud of our many talented graduates who have earned a credential, master's degree, and/or doctoral degree and today are serving as teachers, counselors, administrators, and educational leaders who transform the lives of countless students.

The faculty and staff in the School of Education are committed to preparing you professionally and personally for your calling in life. We strive to provide an excellent education with a scholarly, practice-based, innovative curriculum. We deliver personalized attention throughout your program with clear, timely communication and compassionate support. We are committed to helping you develop the skills and virtues of servant leadership so that you can lead with courage, compassion, humility, and honesty. The world needs more individuals willing to look to the interests of others and serve first. An excellently prepared leader who also lives a life of service to others is the person who will transform lives and make a lasting positive impact. This is our commitment to you. To model Christ-like servant leadership through our teaching, student services, and educational experiences so that you are ready to live your calling as a servant leader in your school and community.

We are thankful for the privilege of serving you and pray for God's blessings on your studies as you commit yourselves to developing your talents to cause positive change in the lives of others.

Dr. Heather Vezner, Ed.D.  
Dean, School of Education

# Concordia University Irvine Mission Statement

Concordia University Irvine, a comprehensive Lutheran Christian university guided by Christ's Great Commission, develops wise, honorable, and cultivated citizens to serve society and the church.

## School of Education Mission, Vision & Core Values

The School of Education at Concordia University Irvine is guided by the Great Commission of Jesus Christ and embraces the following leadership plan:

<b>Mission</b>	To prepare servant leaders who transform lives through innovative and exceptional educational practices to positively impact local and global communities.
<b>Vision</b>	To be a distinguished School of Education that attracts, equips, and supports candidates aspiring to become wise and honorable servant leaders in education.
<b>Core Values</b>	<p>The School of Education pursues excellence in:</p> <ul style="list-style-type: none"><li>● <b>Christ-like Service</b><ul style="list-style-type: none"><li>○ Loving, Dignified, Respectful</li></ul></li><li>● <b>Personalized Attention</b><ul style="list-style-type: none"><li>○ Relational, Supportive, Authentic</li></ul></li><li>● <b>Effective Communication</b><ul style="list-style-type: none"><li>○ Timely, Accurate, Clear</li></ul></li><li>● <b>Stellar Instruction and Relevant Curriculum</b><ul style="list-style-type: none"><li>○ Scholarly, Practice-based, Innovative</li></ul></li><li>● <b>Community and Alumni Partnerships</b><ul style="list-style-type: none"><li>○ Strategic, Reciprocal, Collaborative</li></ul></li></ul>

# Servant Leadership

## Bible Verse

“not looking to your own interests but each of you to the interests of others.”  
Philippians 2:4

### Virtues

- Humility
- Courage
- Honesty
- Compassion

### Skills

- Creates a Vision
- Builds Relationships
- Empowers Others
- Motivates Excellence
- Models Service

## Anti-Discrimination Policy

Concordia University admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded to students at the school. It does not discriminate on the basis of sex, race, color, disability, or national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan policies, or athletic and other school-administered programs.

## General Information

This handbook provides certain graduate degree program descriptions and requirements needed to earn a Master of Arts in Educational Leadership degree or Graduate Certificate. Please read the entire document for a better understanding. It has been developed to provide general information about the graduate programs and should be used only as a supplement to the standard Concordia University Irvine publications. The student is responsible for program completion and should read this document and consult with a Concordia University Graduate Academic Advisor with any questions.

### Graduate Learning Outcomes

The following outcomes guide the Master of Arts programs in the School of Education of Concordia University.

CUI graduates will be able to demonstrate the following:

- **Scholarly Research (SR):** Generate scholarly research on problems and issues in their field of study.
- **Integrated Learning (IL):** Integrate knowledge and skills from current research, scholarship, and/or techniques in their field with other disciplines.
- **Ethical Leadership (EL):** Apply standards of ethics informed by Christian teachings as they fulfill their vocations as leaders within society.
- **Effective Communication (EC):** Elucidate disciplinary knowledge and findings in professional and academic contexts through written, oral, and digital media.
- **Reflective Practice (RP):** Balance evidence-based decision-making, logical thinking, and consideration of human potential to take appropriate actions that advance their field.
- **Community Engagement (CE):** Assess and develop cogent positions on significant issues in their field to respond to diverse needs in their respective communities.

## Admission Criteria

### Requirements for MAEL Programs

- Bachelor's degree or higher from a regionally accredited institution.
- Submit an application for admission to the Graduate Admissions Office with a non-refundable application fee of \$50.00.
- Official copy of a transcript from a regionally accredited college or university that shows a confirmed bachelor's or master's degree. Note: All transcripts must be received in an official sealed envelope or as an official electronic transcript.
- Transcript evidence must show a cumulative GPA of 2.75 or better\* (4.0 scale).  
\*Undergraduate and/or graduate work.
- International students may apply to the MAEL program. International applicants whose first language is other than English must submit a passing TOEFL score of 98 (Reading 24, Listening 24, Speaking 26, and Writing 24). Official test scores must be mailed to Concordia directly from the test company.

### Admission with Conditional Status (MAEL)

MAEL students admitted with conditional status must **submit any remaining official documents to their admissions coordinator prior to the end of the term they were admitted into to achieve full admittance and continue their program.** Students not achieving full admittance by the end of the first term will be removed from the program. Only a student with full admission may matriculate toward a degree. Full admission is defined as all admissions criteria being met and the student having received written confirmation of full acceptance into the program.

## Accreditation

The Accrediting Commission for WASC Senior College and University Commission (WSCUC). 985 Atlantic Avenue, Suite 100, Alameda, CA 94501. Phone: (510) 748-9001 Fax: (510) 748-9797. Students and other interested parties may review accreditation documents by making a request to the Office of the Provost. The California Commission on Teacher Credentialing approves Concordia University's credential programs for teacher and administrative services and pupil personnel services.



# MAEL Programs

The Master of Arts in Educational Leadership (MAEL) program will equip educators with effective servant leadership skills that help create positive learning environments to maximize student's opportunities for success. The MAEL program is a 30-unit program composed of 15 units of core courses plus 15 units of specialization courses in Social-Emotional Learning (SEL), Character, and Ethics.

## Program Learning Outcomes

Click [here](#) to view the MAEL Program Learning Outcomes

## Social Emotional Learning, Character, and Ethics

### Coursework

For complete course descriptions, visit [catalog.cui.edu](http://catalog.cui.edu).

30 units

Courses		24 Units
EDEL 510	Servant Leadership	3
EDEL 540	School Law and Public Policy	3
EDEL 550	Contemporary Cultural and Political Issues in Education	3
EDCE 533	SEL Core Competencies	3
EDCE 541	Mental Health Issues in Today's Schools	3
EDCE 543	Managing Classroom and School Wide Behavior	3
EDCE 553	Building Character and Ethics in Today's Schools	3
EDCE 561	Trauma-Informed Practice	3

Capstone Experience		6 Units
EDR 580	Educational Research	3
EDR 605	Capstone Project (Prerequisites: EDU 580 and approval of program director.)	3

*Note: Courses are not necessarily listed in the order in which they are taken.*

## Cognition, Motivation, and Development

### Coursework

Courses		24 Units
EDEL 510	Servant Leadership	3
EDEL 540	School Law and Public Policy	3
EDEL 550	Contemporary Cultural and Political Issues in Education	3
EDU 547	Brain Based Teaching and Learning	3
EDCM 503	Principles of Educational Psychology	3
EDCM 549	Theories and Applications of Cognition	3
EDCM 565	Character Development and Instruction	3
EDCM 577	Motivation and Emotions	3

Capstone Experience		6 Units
EDR 580	Educational Research	3
EDR 605	Capstone Project (Prerequisites: EDU 580 and approval of program director.)	3

## Tuition

Obtaining a quality education today represents not only an investment of time and energy but a growing financial commitment as well. Concordia University participates in financial aid programs to university students that have developed nationally, within the State of California, and within the church. Financial aid is distributed according to university policies. Counselors will assist students in the completion of the appropriate forms. For information on how to apply for financial aid and the forms needed to apply, visit [cui.edu/studentlife/financial-aid](http://cui.edu/studentlife/financial-aid).

### Tuition Rate

**Tuition Rate for the 2024-2025 Academic Year is \$685.00 per unit.** The 2024-2025 rate includes Summer 2024, Fall 2024, and Spring 2025.

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**Tuition rates are subject to annual review.**  
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### Payment Policies and Procedures

All tuition and fees are due and payable as stated on the bill for each semester (prior to the start date of each semester). Tuition and fees may be paid at the Bursar's Office located on the first floor of Grimm Hall North (103/104) or online at [cui.edu/onlinepayments](http://cui.edu/onlinepayments). Failure to make payment before the first day of classes will result in a financial hold and a late fee. This will prevent registration for succeeding semesters, access to any grades, official and unofficial transcripts, and any correspondence of verification of education from Concordia University. Students should not assume that the University will drop them for non-payment of fees or non-attendance. In addition, students must drop/withdraw from classes by the published deadlines to avoid charges or to be eligible for a full or prorated refund. Please visit [cui.edu/bursar](http://cui.edu/bursar) for more information about our refund policy.

Advising appointments with your school of education academic advisor are available for course enrollment prior to the beginning of each semester and summer session.

Students who enroll after the tuition due date must meet with the Bursar's office to pay for the enrolled units. Students not able to meet this requirement may arrange a payment plan on the day they enroll for courses.

Financial aid is not awarded until you are accepted and enrolled in courses. After completing all criteria, financial aid may be awarded to you.

**Enrolling for courses before the tuition due date  
allocates time for the processing of financial aid in a timelier manner.**

## Refund Policy

**Refunds prior to the beginning of courses:** Enrolled students may cancel enrollment and receive a refund of all monies paid (except the Tuition Deposit) before the first day of classes for the semester in which they are enrolled.

**Refunds after classes begin:** Students who formally withdraw from school after classes begin may apply in the Student Account Office for refunds (i.e., tuition, room, and board). Concordia University's refund policy is determined by a weekly percentage until 60 percent or greater in the semester is reached. **The student is responsible for paying any outstanding charges to the University.**

**Return of Title IV Federal Financial Aid Policy** effective Fall 2000 semester: This policy is in effect as a result of the Higher Education Amendments of 1998 (HEA 98). The Federal Title IV programs covered under this policy include Federal Pell Grant, Federal SEOG, Federal Stafford Loan, and Federal PLUS Parent Loan. A student withdrawing from Concordia University during a semester must file an *Official Withdrawal Form* with the Registrar's Office located in Grimm Hall, Room 105. If a student is not able to visit the office, he/she may contact a staff person in the respective office regarding the withdrawal date. The student's official withdrawal date will be determined by the University as 1) the date the student began the university's withdrawal process; 2) the midpoint of the semester if the student withdraws without notifying the university; or 3) the student's last date of attendance at an academically related activity as documented by the University.

If the student begins the withdrawal process and then later decides to continue attendance at Concordia University, the student must indicate this **in writing** to the Registrar's Office and indicate that he/she intends to complete the semester.

If a student withdraws during a semester, the portion of the federal grants and loans a student is entitled to receive is calculated on a percentage basis by comparing the total number of days in the semester to the number of days that the student completed before he/she withdrew. If the percentage earned is 60 percent or greater, the student is considered to have earned 100 percent of eligibility. This policy does not affect the student's charges. The University's withdrawal policy will be used to determine the reduction, if any, in the student's tuition, student service fee, room and board charges. If it is determined that a portion of the financial aid received on the

student's behalf is unearned, the university shares with the student the responsibility of returning those funds. Any grants and loans that a student is required to return to the federal programs are considered an overpayment.

The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount.

**If the student fails to repay or make payment arrangements to repay an overpayment, the student will lose his/her eligibility to receive future federal financial aid at any institution.**

# Financial Aid

Please visit the [CUI Financial Aid website](#) for current information or contact:

Financial Aid Office

949-214-3066

[grad.finaid@cui.edu](mailto:grad.finaid@cui.edu)

[cui.edu/studentlife/financial-aid](http://cui.edu/studentlife/financial-aid)

Bursar's Office

949-214-3075

[bursar@cui.edu](mailto:bursar@cui.edu)

[cui.edu/studentlife/bursar](http://cui.edu/studentlife/bursar)

# University Services

## Academic Advising

Planning for a credential or degree program must be done in consultation with a graduate academic advisor. This ensures that the candidate is aware of the current program requirements and has scheduled his/her program to be completed within these requirements. Concordia University Irvine is not responsible for decisions candidates implement without consultation or approval.

## Canvas Learning Management System

All programs utilize the Canvas learning management system. Students receive a username and password to Canvas upon acceptance. To access Canvas visit [cui.instructure.com](http://cui.instructure.com). A tutorial on how to use Canvas is available on our website. Each program varies in the use of Canvas. Instructors for each course will provide additional information on how it will be used.

## Bookstore

The campus bookstore serves students, faculty, and staff of Concordia University Irvine with pride. The Bookstore provides textbooks and many other items to support students' academic careers and school spirit. Please browse the website or stop by our store anytime! [cuibookstore.com](http://cuibookstore.com) or (949) 214-2454 or [bookstore@cui.edu](mailto:bookstore@cui.edu).

## The Cafeteria & Eagles' Landing

The cafeteria (main dining hall) is open during regular meal hours for the fall and spring semesters and features a variety of entrees, including a salad bar and made-to-order choices. Eagles' Landing, located next to the cafeteria, features Starbucks, grab-and-go snacks, and a made-to-order grill.

## MyCUI

Students may access numerous resources under the [MyCUI](#) website. Here you will find access to tutorials and help on MyRecords, Library Resources, Writing Studio, Canvas, Microsoft Office, Eagles email, and more.

## Degree Completion Requirements

Students have seven (7) years to complete all requirements for the Master of Arts degree.

## Eagles Email Account

This is the official email of the university. You will receive notification of financial aid awards, deadlines, and other official university communication through this account, so you need to check it regularly. Visit [MyCUI](#) to access your email. The email account, username, and password are issued upon acceptance. If you do not have your password, contact [ITS@cui.edu](mailto:ITS@cui.edu) and include a contact phone number or you can call them at 949-214-3175. The system works in a very similar manner to all web-based email programs.

## Health Services

Good physical and mental health is the foundation of satisfactory academic achievement. "The Wellness Center ([cui.edu/studentlife/wellness-center/grad-student-virtual-services](http://cui.edu/studentlife/wellness-center/grad-student-virtual-services)) provides several physical and mental health resources for post-baccalaureate and graduate students."

"Concordia University Irvine students have FREE, 24/7 access to virtual care services with TimelyCare — the virtual health and well-being platform from TimelyCare, designed for college students. Students do not need insurance to access TimelyCare services."

[cui.edu/studentlife/wellness-center/grad-student-virtual-services](http://cui.edu/studentlife/wellness-center/grad-student-virtual-services)

Visit the [Wellness Center](#) website for more information.

## Library

Electronic Databases are available to registered students through any internet connection. Please visit [library.cui.edu](http://library.cui.edu) for more information about resources available through Concordia's library. Students must have a username and password to access these databases. Usernames and passwords are distributed to students upon registration for classes.

## Microsoft Office

Microsoft provides a free, full-featured version of their Office Suite to anyone with an EDU email. To download your copy, visit [microsoft.com/en-us/education/products/office](http://microsoft.com/en-us/education/products/office).



## Parking Facilities

The Student and Visitor Parking Lots, located on the west side of the campus close to the Library Arts Building, have adequate parking for students. Parking permits are required and may be obtained at no charge from the Security Office.

## Spiritual Life

Recognizing that worship is an integral part of developing the total person, Concordia University holds Chapel services on Monday, Tuesday, Thursday, and Friday mornings at 10:30 a.m. All students are invited to join the campus community in this worship experience. View [chapel services online](#).

## Student Activities

All students are invited to participate in the rich array of activities on Concordia University's campus. The CUI website posts activities such as athletic events, concerts, theater performances, convocations, and other cultural and fun events.

## Technical Support

Help requests for Information Technology Services (including passwords) may be sent to [ITS@cui.edu](mailto:ITS@cui.edu). You may also leave a message at 949-214-3175. The IT support webpage is [cui.edu/it](http://cui.edu/it).

## Online Writing Lab (OWL)

The *Online Writing Lab (OWL)* supports students by giving them feedback on rough drafts of paper assignments. OWL consultants are trained to work with every kind of paper -- from short response essays to research papers to capstone projects and thesis chapters.

Students will find directions for submitting a paper when they visit the website at [cui.edu/studentlife/writing-studio](http://cui.edu/studentlife/writing-studio) and click *Make an Appointment*. This will allow writers to send their papers electronically to a writing consultant for feedback. They are not actually making a face-to-face appointment -- they will attach their draft and receive written feedback.

Students who have not used the OWL before need to register and log in using their eagles.cui.edu email and create a password.

# Policies

## Academic Honesty

The University expects all members of its community to act with responsibility and integrity. As an accredited institution of higher learning dedicated to the free inquiry after truth, goodness, and beauty, and to the development of “wise, honorable, and cultivated citizens,” Concordia University Irvine strives to maintain the highest standards of academic honesty and seeks to heed the commands for honesty found in the Scriptures.

All courses and academic work at Concordia seek to empower students for independent learning, resourcefulness, clear thinking, and perception. All submitted work and activities should be genuine reflections of individual achievement from which the student can derive personal satisfaction and a sense of accomplishment. Academic dishonesty, in all its forms, subverts these goals.

The University’s definition of academic dishonesty and disciplinary procedures may be found [here](#).

## Academic Performance

### Maintaining Good Standing

A student must maintain a 3.00 to remain in academic good standing in the MAEL program. A student is placed on Academic Probation if they drop below the cumulative GPA of 3.00 at the end of any two consecutive eight-week terms (semester).

### Academic Probation

A student having a semester GPA below 3.00.

The first step in academic dismissal is placing a student on probationary status. Students who do not remedy the stipulations of the probationary status and return to “good standing” within two eight-week terms will be dismissed from their program.

### Academic Disqualification

A student whose GPA falls below 3.00 for two consecutive semesters will be academically disqualified as a degree student.

Any student whose institutional GPA is less than 2.00 in a single semester (two eight-week terms) will be academically disqualified as a degree student.

Upon dismissal, the student has the right to appeal in writing to the Dean. A student can only appeal once during their participation in a graduate program at Concordia University Irvine. If the appeal is granted, students may only complete one course each term (does not include practicum/fieldwork) until degree completion.

## Capstone Experience

Students in the 30-unit Master of Arts in Educational Leadership program are required to complete and participate in an individual capstone project. The project will be completed over two terms, during 580 and 605. Students in the following programs are required to complete the capstone project: Social Emotional Learning, Character, Ethics and Cognition, Motivation, and Development.

In the 580 Educational Research course, students will have one eight-week term to write their proposal. During the Capstone Project course (605), students will have one eight-week term to complete all components of the Capstone Project Rubric requirements. Students are encouraged to be diligent in completing the project.

Please see the Capstone Handbook or contact your Graduate Academic Advisor for more information and requirements for the Capstone Project.

## Class Attendance

To complete all readings, videos, and assignments by the due date, and should be active and involved in discussion boards (when applicable). **Failure to log into classes does not constitute withdrawal.**

No one may participate in any class unless fully enrolled in that class. Instructors may not give permission to attend a class to anyone not enrolled in the course.

## Courses-Add/Drop/Withdrawal

Course registration revisions/changes are the student's responsibility. Students may add/drop a course online in [My Records](#) up until the end of the open registration window. When registration is closed, students make course changes by contacting their academic advisor or the [registrar's office](#). All forms must be signed by the student and require the approval of the academic advisor, the instructor involved, and the [Office of the Registrar](#).

Courses may be added or dropped during the first week of the term without any record of enrollment. Courses dropped during the second (2<sup>nd</sup>) week through the fifth (5<sup>th</sup>) week will be recorded on your academic record as a withdrawal “W.” A student may have no more than three withdrawals on the transcript.

## Dropping Courses

A student must formally withdraw from a course; **failure to attend or log into the class does not constitute a withdrawal.** If a course is not dropped using the above procedures, the instructor will assign an A/B/C/F grade.

A student will not receive a full refund for any courses dropped after the first week of classes for the term in which they are enrolled. Contact the bursar’s office for the current refund policy.

**A course must be dropped no later than week 5 of the term.**

**Failure to follow the official procedures outlined above will result in credit not being granted for a course not officially added or the assigning of the grade of “F” for courses not officially dropped. All published add or drop dates are strictly enforced.**

## Culture of Respect

Concordia University strives to create and maintain a “culture of respect” for all students, staff, and professors. It is the expectation that all students, staff, and faculty will communicate with each other with a high level of esteem and honor for each other in all nonverbal, written, and oral communication.

## Dress Code

When working in education settings, professional attire is required. This means when you are making a presentation, or in practicum or fieldwork experiences, you should dress in a professionally appropriate manner. Business or business casual attire, representative of your professional career, is expected and should be clean, neat, and fit you properly.

## Grading System (Registrar)

The grade point average (GPA) at Concordia University is computed on a 4.0 point scale and determined on the basis of the scale below. Specific grading requirements for each course will vary greatly, and the letter grades cannot be defined here other than in a general manner. **Only**

**grades of C or better may be applied for the fulfillment of Masters or Credential requirements.**

The following grade points are applied by the Registrar to the Grade Point Average for each course's final grade submitted by the instructor.

Letter Grade	Grade Points	Letter Grade	Grade Points	Letter Grade	Grade Points
A	4.0	B	3.0	C	2.0
A-	3.7	B-	2.7	F	0.0
B+	3.3	C+	2.3		

It is the student's responsibility to bring any error in grades to the attention of the instructor within 30 days following the day the grade is posted in MyRecords. Grade changes are made only because of computation or recording errors and must be corrected no later than the last day of classes of the next full term. Submission of extra work after a term is completed will be permitted only when a grade of "Incomplete" was approved and assigned.

### **Graduation Policies (Registrar)**

**All Master of Arts in Educational Leadership students must complete a Graduation Application to graduate.** Advisors will notify students when to apply for graduation. The graduation application, exact fee amounts, and deadlines for applying are found on the Registrar's webpage.

Graduating students are encouraged to celebrate the completion of their program by participating in the bi-annual commencement ceremony held each May and December. You must notify the university on your Graduation Application which ceremony you will attend.

**The Graduation Application must be completed and submitted even if you do not plan to participate in the commencement ceremony.** The application fee applies to all graduates as well, regardless of Commencement ceremony participation. Students who do not complete the requirements to graduate during the semester stated on their Graduation Application must complete the Re-Apply Application.

### **Inactive Status**

Any student who has not enrolled in courses for one semester will be considered an "Inactive Student." An inactive student wishing to return to his/her program must re-apply for admission.

Re-admission is not guaranteed. Students returning from inactive status may be required to take additional course work or repeat course work if the content of the new course(s) are deemed critical to the student's performance as a classroom teacher and/or state credential requirements and/or university degree requirements are impacted.

### **Repeating a Course (SOE Specific)**

An education course may be repeated only one time to improve the GPA necessary for continued enrollment in the program. The course must be repeated at Concordia, not transferred from elsewhere. No more than one course may be repeated. When a course is repeated, the higher grade takes precedence and is averaged into the GPA. The lower grade is still indicated on the transcript but is not averaged into the GPA; for instance, if a student earned an "F" the first time he/she took a course but earned a "B" upon retaking the course, his/her transcript would reflect both times the student took the course along with the respective grades. The "B" grade would be averaged into the GPA because it is the higher of the two. The "F" grade would no longer be averaged into the GPA; however, the transcript would still indicate that the student received an "F" the first time he/she took the course.

### **Satisfactory Academic Progress (SAP)**

Federal regulations require all schools participating in Title IV financial aid programs to have a Satisfactory Academic Progress (SAP) policy. Title IV financial aid programs include Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Federal Direct Subsidized Stafford Loan, Federal Direct Unsubsidized Stafford Loan, Federal Direct PLUS Loans, and Work-Study. The requirements of this policy apply to all students receiving federal and state aid, and institutional aid per University policy.

Please refer to the [Financial Aid SAP document](#) for more information.

### **Special Learning Needs of Students (DAS)**

Concordia University, in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, is committed to providing reasonable accommodations for qualified students with disabilities so that they can participate in the University's educational programs and activities.

It is the student's responsibility to make his/her needs known in a timely manner by providing the University with proper verification and documentation of the disability. Guidelines for proper verification can be obtained from the Learning Services Director. As procedures for documentation and accommodation review take time, the student is encouraged to request accommodations before the beginning of each semester.

Students desiring accommodations on the basis of physical, learning, or psychological disability for their class(es) are to contact the [Disability Access Services \(DAS\)](#). DAS is located in Suite 114 on the first floor of the Administration Building. You can reach DAS at (949) 214-3039.

## Stop Out

Students who have not enrolled for two or more semesters who wish to return to their program must reapply for admission, which is not guaranteed. Inactive students returning from inactive status will return at the tuition rate in effect upon their return and will follow the catalog requirements in effect for the semester they return. Inactive students returning from inactive status may be required to complete additional coursework if the degree requirements have changed or they may have to repeat coursework if the stop-out period exceeds the program's time limit policy for degree completion. If a student leaves Concordia University Irvine (CUI) on academic probation and is subsequently readmitted, or if the student is dismissed and readmitted, the student will return on academic probation, regardless of any courses the student may have taken and grades earned in the interim and transferred into CUI.

## Student Grievances

### Academic Grievance

Students, who believe they have been subject to clerical or procedural grading errors or to arbitrary or discriminatory academic evaluation, shall follow the recommended procedure.

### Procedures

**Clerical and Procedural Error:** It is the student's responsibility to bring any error in grades to the attention of the instructor, in writing, within one semester following the issued grade. Grade changes made because of computation or recording errors must be corrected no later than the last day of classes of the next full semester.

Submission of extra work after a semester is completed will be permitted only when a grade of "Incomplete" was approved and assigned.

### Arbitrary or Discriminatory Academic Evaluation

1. The grievant will first attempt to resolve an academic grievance directly, in writing, with the respondent.

2. If the matter is not resolved with the respondent, the grievant may choose to appeal, in writing, to the respondent's immediate academic superior (Director of Program) within thirty (30) days of the date of the academic grievance (the date that the written document was received by the respondent).

The immediate academic superior will have five (5) working days while classes are in session or fifteen (15) days when classes are not in session to schedule an appointment with the grievant to discuss the academic grievance.

3. If the matter is not resolved with that discussion, the grievant may choose to appeal, in writing, to the dean of the school. The dean of the school will have five (5) working days while classes are in session or fifteen (15) days when classes are not in session to schedule an appointment with the grievant to discuss the academic grievance.
4. If the matter is not resolved with that discussion, the grievant may choose to appeal, in writing, to the Office of the Provost. The Office of the Provost will have ten (10) working days while classes are in session or fifteen (15) days when classes are not in session to appoint and convene an ad hoc committee consisting of three (3) faculty members and two (2) students.
5. In matters of alleged discrimination, the Director of Equity and Inclusion will serve as one of the committee's faculty members. The Office of the Provost will chair the meeting as a non-voting member. Three days (72 hours) prior to the hearing, the student will be notified, in writing, regarding information on the hearing. Each party shall provide the other with relevant material, including one witness (consisting of students, staff, or faculty), which he or she intends to introduce at the hearing. (The Office of the Provost must approve additional witnesses.) To the extent feasible, this material should be provided for the respondent and grievant seventy-two (72) hours prior to the hearing.
6. Hearing Procedures: The grievant shall have the right to
  - be present until the time of the executive session
  - present his or her evidence including one witness
  - respond to all witnesses present

The respondent shall have the right to

- be present until the time of the executive session
- present his or her evidence including one witness
- respond to all witnesses present



7. All witnesses, but the respondent and the grievant, shall be excluded from the hearing except during their testimony.
8. Evidence may be verbal or written, but must be limited to issues raised in the written complaint submitted to the Provost. The ad hoc committee will exclude any irrelevant or repetitive evidence.
9. Grievance Redress - If the ad hoc committee concludes that the grievant's grade was inappropriate due to clerical or procedural grading error, discrimination, or arbitrary academic evaluation, then the committee members will inform the Office of the Provost of their decision. They may choose one of the following academic options: (1) no grade change; (2) allow the grievant to drop the course without penalty, or (3) determine an appropriate new grade. The Office of the Provost will then inform the grievant, the respondent, and the Office of the Registrar of the committee's decision.

If a student believes they have been discriminated against based on a protected class as identified in CUI's Non-Discrimination Statement – the student may report the allegation to the Office for Equity and Inclusion. The grievant will contact the Office for Equity and Inclusion by visiting the website at [www.cui.edu/diversity](http://www.cui.edu/diversity) and filing a complaint via the online form. The Office for Equity and Inclusion, or its designee, will conduct a thorough investigation into the allegation and make a determination of finding. If sanctions are assigned, the relevant stakeholders (i.e., Provost, Dean, Supervisor, Director) will be a part of that decision-making process for appropriate sanctions.

### Admission Grievance on GPA

Applicants who do not meet the minimum GPA requirement for the program to which the applicant is applying may appeal the denial. In order to appeal the denial, the candidate will receive a form from the Admissions Department where they will have the opportunity to provide an explanation to the Dean's Office addressing the following:

- Describe any significant experiences that have led to your personal development since acquiring your bachelor's degree that would foster academic success at the graduate level. (i.e., teaching experience, teacher aiding, classroom volunteering, etc.)
- In addition, it may prove helpful to provide two (2) letters of recommendation from an employer/supervisor attesting to your potential success as a graduate student.

The Dean may sustain the denial, reverse the denial, or refer the matter to an application review committee.

## General Grievances

For all issues, the following summarizes procedures for a grievance. Appeals are requested in writing and must first address those grievances with the person or office directly involved. If the student does not feel the issue is satisfactorily resolved, he/she may file a formal written appeal with the Dean of the School of Education. The appeal should contain a rationale as to why the decision in question should be reconsidered. The Dean will render a decision within seven days or call for an Appeal Committee. A student may appeal a Dean's decision and request a formal appeal hearing. **The Appeal Committee's decision is final.**

## Student Records

Under federal laws, all student records, including evaluations, transcripts, letters, and descriptions of individual students are open to review by the student to whom they pertain. Student records are the property of the University. Should any student believe records maintained in the University file to be inaccurate or unjust, that student is entitled to prepare a disclaimer or a reply to that student record. One copy of such a disclaimer will be stapled to each copy of the student record.

Officers of the federal and state government and representatives of accreditation agencies may have legal access to these files, as well as Concordia University officials who are required to perform duties, which necessitate having access to these files. No official is permitted to make any use of the information contained in personal files other than is required by that official's normal duties.

## Teach-Out Policy

From time to time, it may become necessary or advisable for Concordia University Irvine to discontinue an academic program. However, Concordia University Irvine accepts and enrolls students in all credential programs with a commitment to offer each program until each candidate:

- Completes the program
- Withdraws from the program
- Is dropped from the program based on criteria presented in the respective student handbook.
- Is admitted to another program to complete the requirements, with minimal disruption, to acquire authorization.

In the event a program closes, a “teach-out” plan will be developed for each student, which includes individual transition plans and will allow graduates to have standard access to their

student records. For students who have recently started the program, and who would be best served by transferring to another institution, CUI will help facilitate the students' transfer to an institution that offers a comparable program. If the cost of the transfer institution is greater than what it would have cost the student to complete the program at CUI, then CUI will pay the difference, plus other student costs as negotiated on a case-by-case basis. (See CUI Policy 416.00)

## **Transcripts**

A transcript order is defined as a request for a transcript to each separate destination/address; each separate destination/address constitutes a separate order. Students may obtain an official transcript of their academic record by filing a request with the [Office of the Registrar](#). A fee is charged for transcripts and must be paid in advance. Ten working days should be allowed for the processing and mailing of the transcript. Transcripts will not be released until all fees have been paid. Transcripts from other schools become the property of the University and will not be released or copied.

## **Transferring in Courses from an Outside Institution**

Transferring units vary by program and are not guaranteed. Transferred courses must be approved by the Dean of the School of Education and must closely match course descriptions in Concordia's program. A maximum of six units may be transferred into the Master of Arts in Educational Leadership program. Transfer units must have been completed within the past seven (7) years.

## **Transferring – Program to Program**

Any transfer requests from one program to another will require a student to submit a written request through the Graduate Academic Advisor. All transfer units must have been completed within the past seven (7) years.