

**MASBO/WSU Post-Baccalaureate School Business Administrator Leadership Program
2018-2019**

**Application Fee, Tuition, and Financial Policies
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Application Fee, Tuition, and Financial Policies

Application Fee

A \$50.00 non-refundable application fee is due at the time of application and may be paid by bank check, money order, personal check (made out to the Massachusetts Association of School Business Officials or “MASBO”) or credit card (by calling MASBO at 978-452-7044). Upon acceptance, the fee will be applied to program tuition.

Tuition Information

The package price for the program is \$6250, including courses, practicum, and MASBO dues. Tuition by course is \$1175 and may be made using the methods noted above.

Payment Terms and Conditions

There are two payment options:

- payment in full prior to program start;
- payment on an as-you-go basis (received prior to the start of each course with the dues and practicum considered to begin on the start date of the first course) according to a set schedule. First payment is \$2725, and includes dues (discounted from regular member rate of \$335 to \$200), tuition for *Leadership, Ethics, and Communication* and *Human Resources Management* (\$2350), the \$175 package practicum fee, less the \$50 application fee. Subsequent payments are \$1175 prior to the start of the remaining courses. *Note: if a course or more is waived, the practicum is billed at the full course price of \$1175.*

Withdrawal Refund Policy

Refunds for withdrawal from courses will be made based on the following schedule if the Program Coordinator has received official notice of withdrawal in writing prior to the start of a course:

- Prior to the first day of classes or within two business days following the first class: full refund of all tuitions and fees paid;
- After two days following the first class: no refund of any tuitions or fees paid.

Class Dates and Locations (ALL DATES TENTATIVE)

Orientation: Morning of *September 8, 2018* at MASBO office.

Leadership, Ethics, and Communication: *September 26, 2018 (Milford DoubleTree); October 31, 2018 (Milford DoubleTree); December 11, 2018 (Milford DoubleTree); February 5, 2019 (Milford DoubleTree); March 20th (TBD); April 10, 2019 (Milford DoubleTree); June 1, 2019 (Millbury Jr./Sr. High School).*

Human Resources Management (Millbury Jr./Sr. High School): *September 15, 2018; September 29, 2018; October 13, 2018; October 27, 2018; November 17, 2018.*

Financial Accounting (Millbury Jr./Sr. High School): *December 1, 2018; December 15, 2018; January 5, 2019; January 26, 2019; February 23, 2019.*

Managing Financial Resources (Millbury Jr./Sr. High School): *March 9, 2019; March 23, 2019; April 6, 2019; April 27, 2019; May 11, 2019.*

Information Based Management (Millbury Jr./Sr. High School): *September 14, 2019; September 28, 2019; October 19, 2019; November 2, 2019, November 16, 2019.*

Note: Millbury Junior/Senior High School is located at 12 Martin Street, Millbury, MA 01527

Academic Policies and Procedures

Academic Honesty

Candidates are expected to maintain standards of honesty and integrity in all aspects of the Program coursework and practicum. Academic dishonesty violates MASBO's Code of Ethics and the candidate's obligation to the public who will ultimately be served by the candidate's employment in the field. Violations include plagiarism and cheating (e.g. attempts to represent one's work as that of someone other than the candidate); submitting others' written or oral work without appropriate citation; collaboration on an assignment or project without acknowledgement; and/or copying assessment responses from another candidate. Instructors may fail a candidate or enforce another appropriate penalty concerning academic dishonesty aligned with its severity.

Academic Standing

Candidates will be dismissed from the Program if they do not maintain a cumulative GPA of 3.0, or if they receive two grades of C+ or lower. In addition, grades below a B- are not acceptable for degree credit.

Admissions

No applicant will be excluded from or discriminated against in admission to the MASBO/WSU Post-Baccalaureate School Business Administrator Leadership Program or in obtaining the advantages, privileges, and courses of study in the program on account of age, race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

Advising

The goal of advising is to support each candidate's success in, and completion of, the program. The Program Coordinator will be accessible to each candidate, instructor, and advisor throughout the candidate's enrollment in the program.

Prior to enrollment, a face-to-face or phone meeting is held between the Program Coordinator and candidate in order to review the candidate's professional goals and ensure that the program is a good fit. It also allows for discussion around program requirements, requirements for licensure in the Commonwealth, and post-endorsement placement support.

Attendance

Because each class meeting constitutes a substantial portion of the work required to successfully complete a course, candidates are expected to attend all scheduled class meetings and to participate in them fully. If absent for any valid reason, the candidate must inform the instructor in advance or within 24 hours of its start. If a candidate misses more than one full class session, the course must be re-started and no refund will be provided.

Field-Based Experiences

Field-based experiences address all Subject Matter Knowledge areas, and are tailored to the needs of each candidate based on a self-assessment that is reviewed with the mentor (using an aligned observer assessment). FBE's include exposure to financial projects that encompass the needs of diverse learners in multiple settings across a range of time in the school year.

Grade Appeal

Prior to invoking the use of the appeal procedure, candidates should exhaust all informal means available to resolve questions concerning specific grades. The procedure is designed to resolve questions regarding candidate grades when one or more of the following is at issue:

- There is reason to believe that a mechanical error in calculating a grade has occurred.
- There is a reason to believe that a grade has been calculated in a manner that is inconsistent with the stated grading policy.

The appeal procedure may not be used to challenge a grade that results from an instructor exercising usual and customary professional judgment in the evaluation of candidate work.

Step 1

Within five working days of the availability of the grade in question, the candidate will request in writing a conversation with the instructor. In the case of an end-of-course grade, the candidate will request such a conversation no later than twelve working days after the end of the course. The instructor will arrange to speak with the candidate within ten working days of the receipt of the request.

Step 2

If the matter is not resolved to the satisfaction of the candidate at Step 1, within five working days of the conversation in Step 1, the candidate will file a written request to review the matter with the Program Coordinator.

The appeal process ends at this point.

Grade Change

Once a grade has been posted to a candidate's transcript, that grade may be changed if, and only if, an error has been made in the calculation or transcription of the original grade. Under no circumstances will a change in grade for a candidate be allowed because of the submission of additional work after the course has ended. No grade change may be made after the conclusion of the course following the course in which the grade was originally submitted.

Grading System

The grading system employs the letter grades A, A-, B+, B, B-, C+, C, I (Incomplete), U (Unsatisfactory, no credit awarded), and W (Withdraw). Grades below B- are not accepted for degree credit.

Incompletes

When circumstances prevent a candidate from completing a course on time (e.g., illness), the candidate is responsible for requesting an "incomplete." The instructor may grant an incomplete provided the candidate has completed a substantial portion of the course requirements. The candidate must make arrangements with the instructor to complete the course within three weeks after the start of the next course. If the requirements are not met within the appropriate period, the incomplete will automatically become a "U," and is so recorded on the candidate's permanent record. An extension of an incomplete for one semester may be granted if circumstances still prevent the candidate from completing the course. In such cases, the candidate is responsible for obtaining the approval of the instructor who must notify the Program Coordinator in writing of his/her approval prior to the end of the initial three-week period. With regard to the extension of an incomplete, the required course work must be completed by the candidate prior to the last class of the course immediately following the one in which the incomplete was originally issued. The instructor will then have five working days within which to submit a final grade.

Independent Study

The Program does not include options for Independent Study as a replacement for any of the five required courses.

Termination

At any time during the candidate's program enrollment, instructors and/or advisors may refer candidates at risk for not meeting the program standards as evidenced by frequent absenteeism, failure to progress in the practicum, or failure to satisfactorily complete class assignments. The Program Coordinator will then convene a meeting with the candidate to discuss corrective

actions, and subsequently monitor them. Should the candidate fail to satisfactorily complete the corrective actions in a timely manner, the candidate will be terminated from the program.

Transcripts

Official transcripts of coursework may be obtained by candidates from Worcester State University's Office of the Registrar with the completion of a form available for that purpose (<http://www.worcester.edu/Transcript-Request/>), or by writing the request. Details are available on the WSU website.

Term Limit

Candidates commit to completing the Program within its 15 month window.

Waivers

The waiver process is based on DESE's assessment of each candidate's application for initial licensure as a school business administrator. In this regard, candidates who enroll in the program are instructed to apply to DESE for an Initial School Business Administrator license. If the DESE response to the candidate, which is based primarily on a review of the candidate's resume of experiences and academic qualifications, indicates that the candidate needs only the 300 hour practicum, then the five academic courses will be waived (although we strongly encourage enrollment for content knowledge). His/her program will then be adapted such that MASBO will provide a professionally licensed active or retired school business administrator as an advisor. The enrollment fee will be discounted to account for this waiver.

Similarly, should a DESE review of a candidate's application state the need for enrollment and completion of a specific course(s), a waiver(s) will be granted with appropriate discounts applied for those courses not deemed necessary for licensure.

If a candidate has completed a course of equal or greater instructional time at the Master's level or above that addresses all content knowledge as reflected by comparing syllabi, the course would be waived. Appeals must be made in writing to the instructor, copying the Program Coordinator, by the date of that Program year's Orientation. The request must be accompanied by the syllabus of the course taken as well as evidence of successful completion of the course (meeting the standards set forth in the Academic Standard portion of this document). The instructor will respond to the candidate within ten business days. Any appeal would follow the process as noted in the Grade Appeal portion of this document.

Candidates are not waived from practicum experiences or hours.

Withdrawal from Courses

Official notice of withdrawal from a course must be made in writing to the instructor and Program Coordinator. The official date of withdrawal is that on which the notification is sent to those parties. The deadline for withdrawal from a course is within two working days following the first class of a course. A grade of "W" will be recorded in each case of a withdrawal from a course. Failure to attend class meetings does not constitute official withdrawal from a course, and a candidate who merely ceases attending will receive the grade of "U."

