

POLICY STATEMENTS AND GUIDELINES
FOR THE MASTER OF EDUCATION
IN
CAREER AND TECHNICAL EDUCATION (CTE)



Department of Educational Specialties

Career and Technical Education (CTE)

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<http://www.nau.edu/cte>

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WELCOME TO THE MASTER OF EDUCATION IN CAREER AND TECHNICAL EDUCATION PROGRAM

We are happy you are here!

Please take some time to familiarize yourself with the information contained in this Student Handbook. The Handbook was developed to assist you in navigating the University system and policies and provide a comprehensive overview for the Master of Education in Career and Technical Education.

MASTER OF EDUCATION IN CAREER AND TECHNICAL EDUCATION PROGRAM

The following policy statements and guidelines are intended to serve as guidelines for Master of Education in Career and Technical Education students, program advisors, and master degree committee members in the discharge of their responsibilities essential to the oral examination and final written report/thesis process. The policies and guidelines apply to all students currently admitted to the Master of Education in Career and Technical Education degree program.

Although these policy statements and guidelines conform to current policies and desirable practice, they are subject to modification by appropriate action and additional experience. The section of the Graduate Catalog pertaining to regulations and requirements for graduate programs and degrees should be studied thoroughly. Any pertinent changes in university policies will be included on the Academic Policy website under *Graduate* section.

Students should refer to LOUIE <http://www.nau.edu/louie> for registration, course deadlines, tuition and fees, and textbook information.

1. Student Registration: LOUIE Student Center > (You can plan, enroll and drop courses within the “My Academics” section)
2. Course Deadlines: LOUIE Student Center > (Academic deadlines can also be found in the academics area of your LOUIE)
3. Tuition and Fees: LOUIE Student Center > (Financial questions such as tuition and fees can be found within the finances section of LOUIE - Questions regarding payments or fees will need to be directed to the student accounts department.)
4. Textbooks: LOUIE Student Center > (You need to search the exact course you are looking for and then open up the details of the course, there you will see a link to view required textbooks) An easier way to look at your required textbooks is to go to your MyNAU homepage. On your homepage you can see a link to view all of the required textbooks for all your courses.

PROGRAM HIGHLIGHTS:

- Personal contact: Faculty mentors are available to provide timely course selection assistance via telephone to students
- Flexible: Convenient on-line program allows you to take courses from ANY location. Ability to customize your emphasis courses to meet your personal career goals
- 30 Credit hour program enables students to finish the program in two years or less
- Streamlined admission: No GRE exam requirements, students are admitted into preplan status and can register for classes within 48 hours of application
- Affordable: No program fees and low out of state student tuition (pay only 150% of in-state tuition rates). Additionally, most classes do not require the purchase of textbooks. Payment plans and financial aid (to those who qualify) are available for part-time or full-time students
- Courses for the Master of Education in Career and Technical Education degree are scheduled year-round online in the Fall, Winter, Spring, and Summer semesters

ACCELERATED BSED CTE – MED CTE:

Earn your BSED CTE and MED CTE in as little as 5 years total! The accelerated MED at NAU is available for students currently enrolled as BSED CTE students at NAU. You can gain admission to the MED CTE program as an undergraduate student and work on completing your bachelor's and master's degrees simultaneously. This option allows students to:

- Use up to 12 units of their BSED CTE coursework (subject to restrictions) in the Concentration section of the MED program of study – this can reduce the additional units needed to complete the MED to as low as 18 units (instead of 30 units)
- Take additional graduate level courses towards the MED CTE program as an undergraduate student at the undergraduate tuition rate. Until Bachelor's requirements are completed, you are charged at the undergraduate tuition rate and retain eligibility for undergraduate scholarships (and financial aid). However, you cannot complete both degrees in the same semester; there will be at least one semester in which you will be a graduate student. Apply for graduation from the undergraduate degree when those requirements have been met.

ACCEPTANCE INTO THE MASTER OF EDUCATION IN CAREER AND TECHNICAL EDUCATION PROGRAM

ONLY ONLINE APPLICATIONS ARE ACCEPTED

All information and forms referenced are available from <http://www.nau.edu/GradCol/>

ADMISSION REQUIREMENTS:

- Obtain a Bachelor's degree from a regional accredited institution with a minimum 3.0 GPA*
- Complete the online application for Graduate Admission and meet all Institutional requirements for admission (see <http://nau.edu/gradcol/admissions/graduate-admissions-policy/>)
- Complete the CTE program application including the essay questions. The CTE application (and the essay questions) is part of the online graduate application. The essay questions are used to evaluate your writing level and ability. In the event of submitting a poor writing sample, you may not be admitted, may be admitted conditionally, or may be required to complete remedial coursework.
- If you have previously been admitted to another graduate degree program at NAU, you will need to reapply to the CTE program using the online application.

*If you have less than a 3.0 undergraduate GPA, or if any deficiencies are noted in your writing level or ability, you may be conditionally admitted and required to complete 9 hours of graduate credit with A's and B's before being granted regular admission.

ACCELERATED BSED CTE-MED CTE ADMISSION REQUIREMENTS:

- Be currently admitted to the BSED CTE degree (only currently admitted BSED students are eligible to apply for the accelerated program).
- Complete 60 semester hours of undergraduate coursework of which (a) a minimum of 12 semester hours must be completed at Northern Arizona University with a minimum NAU cumulative grade point average of 3.00, (b) at least 12 earned undergraduate credits in the major with a grade point average of 3.00 before beginning graduate coursework.
- Complete the online application for Graduate Admission (see <http://nau.edu/gradcol/admissions/graduate-admissions-policy/>) make sure to select Accelerated Program in the application.
- Admission to the MED CTE program is conditional. To maintain eligibility for the accelerated bachelor and master's degree, the student must maintain an undergraduate cumulative grade point average of a 3.0 and a major grade point

average of 3.0. Upon successful completion of your BSED CTE, you will be granted full admission to the MED CTE program.

PROGRAM OF STUDY

See <http://nau.edu/gradcol/degrees-and-programs/programs-of-study-page/> to download the Program of Study form.

The Master's in Education, Career and Technical Education degree program is designed to prepare you for a multitude of occupations in career and technical education. Our graduates are CTE administrators, educators, and training and development personnel in secondary, post-secondary, and business and industry settings. Your program of study will include 15 units in a concentration area from either CTE courses or College of Education courses that comprise a coherent area of study which may include up to 6 units of CTE 699, for the research, writing, and oral defense of an approved thesis. Concentration courses must be within the College of Education unless a petition for interdisciplinary courses is approved by a faculty member *prior* to taking the class. Concentration courses may be selected from any areas including general CTE, curriculum and instruction, higher education, educational technology, human resource development, and CTE Administration. All classes must be graduate level with the exception of a maximum of 6 units of approved 400-level coursework. Note that a concentration in CTE Administration does not lead to any type of administration certification. Consult with your plan advisor or faculty mentor for courses suggested in these areas of concentration. ***Please note that this is not a secondary education or administration certification degree program and does not lead to any type of institutional recommendation for certification purposes.***

The degree has two options - although students are required to pick one of these options the choice does not have to be made when admitted to the program. Many students wait to make their decision until after completing their required research class.

- Extended Coursework option: Students take 15 hours of courses in a concentration; at the completion of the program the student must take and pass a final oral exam administered by the faculty. This exam is referred to as the exit oral exam and will be completed at the end of your coursework. Passing of this exam is required for graduation.
- Thesis option: Students take 9 credit hours of courses in concentration and 6 credit hours of CTE 699 for the research, writing, and oral defense of an approved thesis. Students can only count 6 hours of thesis credit towards their degree; however students must register for CTE 699 each semester while working on their thesis and may accumulate more than 6 hours of CTE 699 credit. Thesis students will have an oral defense of their thesis in lieu of the exit oral exam.

DEGREE REQUIREMENTS:

Take the following 30 graduate level units:

- Core classes (12 units): CTE591, CTE691, CTE692, and CTE696
- Educational Foundations (3 units): Pick from EDF670, EDF671, EDF672, or EDF677
- Concentration (15 units) - 15 units in a concentration, from either CTE courses or courses within the College of Education that comprise a coherent area of study which may include up to 6 units of CTE 699, for the research, writing, and oral defense of an approved thesis. Appropriate CTE503 and CTE599 courses may be used towards your Concentration area (maximum of 6 units). In addition, a maximum of 6 units of approved 400-level coursework. may also be used towards your Concentration area, 400-level courses require a signed "out of career" form to be counted towards your degree. You may petition to take graduate courses outside of the College of Education, your petition must be approved prior to taking the course. No courses lower than 400 level may be used in a graduate program.
 - Thesis & oral defense option: Student will take 9 units of concentration courses plus a minimum of 6 units of thesis credit (CTE699).
 - Oral exam option: Student will take 15 units of concentration courses. At the end of the program, students will take an exit oral exam that will cover content in the "core" classes.

ADVISING PROCEDURES and POLICIES

Advising for the Master of Education in Career and Technical Education degree is completed through an advising team composed of an academic advisor and faculty mentors.

You will receive a recommendation of acceptance letter from the Career and Technical Education Coordinator with the name of your advisor, faculty mentors, a copy of your program of study, and this Master of Education in Career and Technical Education Handbook. You will also receive a letter from the Graduate College indicating your official acceptance into the program.

ADVISING PROCEDURES:

- Formal advising is required for accelerated students every semester until they graduate with their BSED degree and transition to a fully admitted MED CTE student. Students admitted to the accelerated program may be able to use up to 12 units of their BSED CTE coursework (subject to restrictions) in the Concentration section of the MED program of study. All coursework must have

approval of the CTE area coordinator and must be 400-level or graduate level however, note that only a maximum of 6 units of 400-level coursework can be used in any master's program. The courses that are counted towards both degrees are sometimes referred to as "double dip" credits. You will work with your BSED CTE advisor for course selection until your BSED degree is completed.

- Formal advising is not required for non-accelerated students except upon initial admission. An initial advising hold may be placed upon admission. Subsequent advising holds may be placed by the department or the Graduate College for various reasons. Some could be for low academic performance, not following policies, or other departmental reasons. Please note that if you register for any course outside of the College of Education it must be approved by your advisor **IN ADVANCE** of taking the class or the class may not be accepted towards graduation requirements. All classes must be graduate level with the exception of a maximum of 6 units of approved 400-level coursework. 400-level courses require a signed "out of career" form to be counted towards your degree.
- Graduate level (500 or higher) transfer courses from other institutions or other NAU programs are by petition only. This means that there is no expectation that credits will be transferred; each course is considered on a case by case basis. NAU course petitions require faculty mentor approval only. Courses from other institutions require faculty mentor, department chair, and Graduate College approval. See the Graduate Catalog <https://policy.nau.edu/policy/policy.aspx?num=100336> for transfer credit policy. Although courses similar to core classes will be considered for transfer into the concentration area of the degree, **core CTE courses cannot be substituted**.
- Students will choose three (thesis option) or five (exit oral exam option) classes to make up their concentration area. Areas from which you may select a concentration include, but are not restricted to, curriculum and instruction, higher education, educational technology, human resource development, and CTE Administration. Note that a concentration in CTE Administration does not lead to any type of administration certification. You should consult with your plan advisor and/or faculty mentor for the courses suggested in these areas of concentration. You can self-advise and customize your own concentration without advisor approval for any College of Education prefix course (including up to two 400 level courses). Any courses outside of the College of Education must have prior faculty mentor written approval for inclusion in the concentration. Common College of Education courses outside of the CTE prefix taken by students include Community College/Higher Education (CCHE), Educational Leadership (EDL), Educational Psychology (EPS), Educational Technology (ETC), and Educational Curriculum and Instruction (ECI). Note that some courses may have prerequisite courses required. Contact faculty and/or the Department Chair of the course for more information or exceptions. Typically only two courses outside the College of Education will be approved for inclusion in the concentration.

- CTE courses are only offered online. See the CTE Course Schedule for a listing of courses and semester offered: <http://nau.edu/COE/Ed-Specialties/Career-Technical-Education/CTE-Course-Schedule/> Please note that all efforts will be made to offer the courses in the semesters indicated but they are **not** guaranteed offerings. Other non CTE courses may be taken at any NAU Campus location or Online. Most courses are only available online.

INITIAL ADVISING HOLD:

Upon admission an initial advising hold may be placed. The hold will be removed when you submit the following:

1. Return your signed “CTE Program Agreement Contract” to your advisor (this contract is located in the appendix of this handbook. Initial, sign, and date the form. Scan and e-mail [in PDF format] to your advisor.
2. Return your initial Program of Study. Fill in your name, seven-digit NAU ID, NAU email address, phone number, and date at the top. Sign and date at the bottom of the second page, acknowledging you will complete the outlined classes in your program. Scan and e-mail [in PDF format] to your advisor.

COMPLETION OF COURSEWORK:

Your application for graduation completed online in your LOUIE Student Center must be ready no later than December 1 for Spring and Summer graduation and May 1 for Fall and Winter graduation. Applications will be processed after the deadlines, but if the deadline is missed, the student’s name may not appear in the commencement program and posting of the degree may be delayed. Your completed and signed program of study needs to be submitted to your advisor for signature and review. The advisor will record it and the department chair will sign, and then it will be returned to you. You will then upload the signed program of study to your LOUIE Student Center. Full instructions are here: <https://nau.edu/graduate-college/graduation/>.

If you elected to complete the thesis option, you need to ensure your thesis defense is scheduled for the semester you plan to graduate. See Thesis Procedures for more detailed information. All deadlines and procedures are listed each semester here: <https://nau.edu/graduate-college/thesis-and-dissertation/>.

- If you elected to complete the exit oral exam option, you need to submit the “INTENT TO COMPLETE MED CTE EXIT ORAL EXAMINATION” form to be scheduled for an oral exam. See Oral Exam Procedures for more detailed information.

Accelerated BSED CTE – MED CTE students: The undergraduate degree should be completed no later than one semester before the student is eligible to have the master’s degree awarded.

THESIS PROCEDURES

If the student elects the Thesis Option in the Master of Education in Career and Technical Education program, the student will be required to defend his or her thesis. The student and faculty mentor are responsible for establishing the date, time, and location of the thesis defense, and for notifying all members of the thesis committee. Deadlines for a thesis defense are here: <https://nau.edu/graduate-college/thesis-and-dissertation/>

A copy of the complete thesis document must be provided to each member of the committee two weeks before the exam. While slight changes and corrections may be suggested at the oral defense, the document must be complete and must represent the completed study or research. If any member of the committee feels that the thesis is incomplete or seriously flawed, it is his or her responsibility to bring the problems to the attention of the chair of the committee. The chair, at that point, may wish to reschedule the oral defense for a later date and have the student's committee convene to discuss major problems.

The thesis must be formatted according to the Graduate College formatting guidelines (<https://nau.edu/graduate-college/thesis-and-dissertation/>; scroll down to Graduate College formatting guidelines). A thesis must be submitted for a format check to the ETD Coordinator at least 10 business days prior to the defense. Use the Checklist before submitting the formatted thesis: <https://nau.edu/wp-content/uploads/sites/14/Format-Checklist.pdf>, and be sure to include your 7 digit NAU ID in the email for the format check.

The thesis defense is open to all faculty. Graduate students may attend the presentation component by invitation of the committee. At the discretion of the committee chair, questions may be received from the audience during the public presentation. The questioning of the candidate will be done by the committee. The committee chair must ask that all visitors leave when the exam portion of the defense begins. The vote on whether or not the student passes the defense and on the acceptability of the defense exam will be taken by the chair of the committee by secret ballot.

It is quite normal for the committee to find minor corrections in the thesis or to recommend the rewriting of a few paragraphs. Under such circumstances, and if the committee feels that the performance in the oral defense was satisfactory, the committee may vote to pass the student and accept the thesis subject to completion of required changes. The committee members will sign the oral defense sheet but delay signing the thesis until each member is satisfied that the corrections have been completed.

If the student does not perform satisfactorily on the oral defense or if there are major problems with the thesis (rewrite of a chapter, a reanalysis of the data, flaws in the study which must be corrected, etc.), the student should be advised of the deficiencies.

The oral defense may then be rescheduled after the student has corrected the deficiencies that the committee identified.

If there are serious problems with the thesis agreed upon at the end of the oral defense, the committee may decide not to take a formal vote on the exam but require the student to make the corrections and then have the student reappear before the committee at some later date. Whether or not a formal vote is taken, this will be considered a first defense. Students are allowed only two opportunities to defend the thesis. Students who do not pass the second oral exam will not earn the MED in CTE.

The thesis form, on which the vote is recorded and which the committee members sign, will be returned to the department with a record copied to the Graduate College. The student will be informed verbally by one of the Career and Technical Education faculty of the faculty vote at the completion of the oral defense. Master's candidates must successfully defend their thesis and upload the final and approved thesis to ProQuest by the end-of-term deadline in order to graduate from the program:

<https://nau.edu/graduate-college/thesis-and-dissertation/>. For more information about thesis requirements, please visit the following link:

<https://www5.nau.edu/policies/Client/Details/625?wholsLooking=Students&pertainsTo=Graduate%20students&sortDirection=Ascending&page=1>

INSTITUTIONAL REVIEW BOARD (IRB):

Any study involving observation of or interaction with human subjects that originates at NAU—including a course project, report, or research paper—must be reviewed and approved by the Institutional Review Board (IRB) for the protection of human subjects in research and research related activities. The IRB meets monthly. Proposals must be submitted for review at least fifteen working days before the monthly meeting. You should consult with your course instructor early in the course to ascertain if your project needs to be reviewed by the IRB and/or to secure information or appropriate forms and procedures for the IRB review. Your instructor and department chair or college dean must sign the application for approval by the IRB. The IRB categorizes projects into three levels depending on the nature of the project: exempt from further review, expedited review, or full board review. If the IRB certifies that a project is exempt from further review, you need not resubmit the project for continuing IRB review as long as there are no modifications in the exempted procedures. For more information on IRB guidelines, see <https://nau.edu/nau-research/research-safety-and-compliance/human-research-protection-program/guidance/>. If you have questions, contact the IRB Coordinator in the Office of the Vice President for Research at 928-523-8288 or 523-4340. President for Research at: 928-523-8288 or 523-4340.

ORAL EXAM PROCEDURES

If the student elects the oral exam option in the Master of Education in Career and Technical Education program, the student will be required to complete an oral

examination with the Career and Technical Education Faculty. The oral examination will include, but not be limited to, questions on courses completed in the Program of Study Core classes, current definitions of Career and Technical Education, and current critical issues in CTE. **Students must retain all course notes and syllabi for review and study for the Final Oral Examination. Faculty are not obligated to provide this information for the student.**

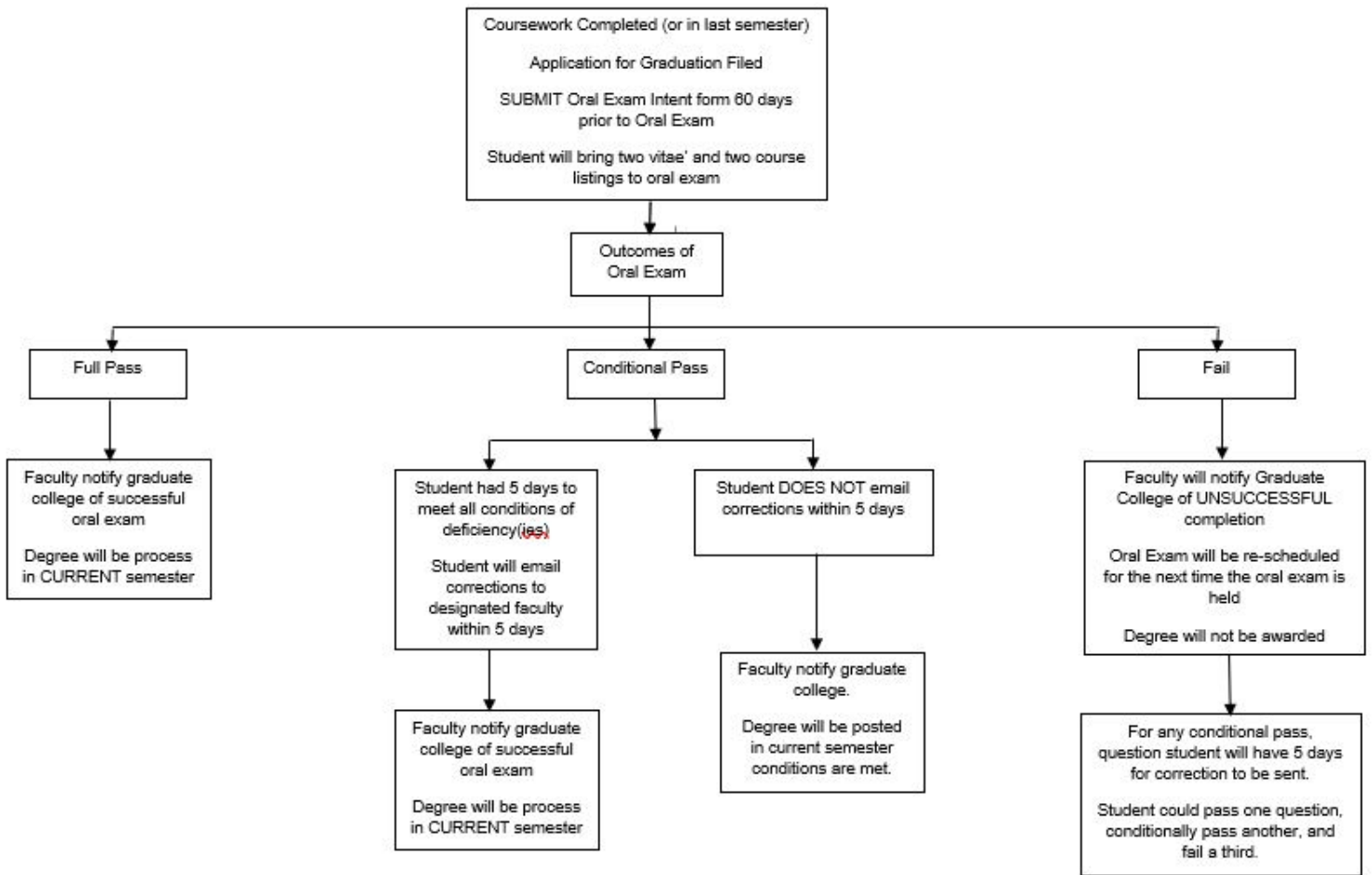
Exams are held 3 times per year in May, July or August, and December. Typically, the May and December exams are held in the Phoenix area and the July or August exam in Tucson in conjunction with the ACTEAZ conference. Students are expected to attend the exam in person. The student must submit the “Intent to take Oral Exam” form by the deadline (March 1 for the spring test date, May 1 for the summer test date, or October 1 for the fall test date). Students may petition to take the CTE Oral Exam via teleconference if the driving distance exceeds 350 miles from the location of the oral exam location or have other extenuating circumstances. If the petition is approved, the exam will be completed using teleconferencing technology that includes both video and audio. A proctor approved by NAU faculty must be present during the exam at the student’s location.

To take the exit oral exam, the student must have completed or be in the last semester of completion of all coursework. Prior to the exit oral exam date, the student must have successfully completed all of the Program of Study Core Classes (CTE591, CTE691, CTE692, CTE696). If a student is concurrently enrolled in any of the core classes at the time of the exit oral exam, the student must be current in the submission of all assignments up to the date of the exam and must have completed any final exam prior to the oral exam test date. Student may not have an unresolved *Incomplete* in any course prior to the oral exam test date. All work for classes in which a student has an *Incomplete* must be submitted to the appropriate instructor no less than 14 days prior to the oral exam test date. The exit oral exam does not need to be taken in the last semester of coursework; it can be taken in a later semester to allow additional time for study.

If a student passes one or more questions with a conditional pass, he/she must address the concerns within 5 days of the date/time of the oral exam or by the end of the term (whichever is sooner) to convert the conditional pass to a full pass and qualify for graduation. A conditional pass is where the questions may not be fully answered or is not exactly correct according to the question rubric. The conditional pass question response must be emailed to the specific faculty member for review. If a student does not respond within 5 days from the date/time of the oral exam or by the end of the term (whichever is sooner), but responds on day 6 or beyond during the follow semester with a passing response, the Graduate College will be notified of the success, however, posting of the degree will not occur until that following semester (December, May or August).

If a student does not pass one or more questions, the committee will discuss how the candidate might best study for the problem area(s) so the student may retake the failed question(s) the following semester. A student may repeat the oral defense two additional times for a total of three attempts. If a student does not pass the oral exam a second time, it may be required for the student to work with Career and Technical Education faculty to retake coursework in the M.Ed. in CTE program. If a student does not pass a third time, the M.Ed. in CTE will not be awarded. He/she may work with CTE faculty to consider transfer coursework to a different master's degree. A student may have to take additional coursework for completion of a different master's degree. The complete procedure is depicted in the following graphic:

Oral Exam Procedures



Upon completion of the oral exam, the student will be verbally informed of the outcome by one of the Career and Technical Education faculty. A departmental form, on which the vote is recorded and is signed by the CTE faculty members in attendance, will be located in the Career and Technical Education files. The Graduate College will receive an email with the results of the oral examination within one week of the outcome of the oral exam with one of the following:

STUDENT FULLY PASSES ORAL EXAMINATION:

No further action is requested of the student.

STUDENT CONDITIONALLY PASSES ORAL EXAMINATION:

Student will be required to address deficiencies by providing responses to written questions provided by the Career and Technical Education faculty. All writing is expected to be graduate-level work e.g. demonstrate advanced analysis, synthesis, evaluation, differentiation, be mechanically skillful, and apply proper APA formatting. Student must use clear writing, proper grammar, and correct spelling. Clear writing would indicate that the submission should have an introduction, body, and conclusion and be organized in a coherent way. Work turned in that has not been spell checked and proofread could result in a “fail” depending on severity of spelling/grammar infractions. If the student receives a “fail” he/she would have to come back and redo the failed part(s) of the exit oral exam. APA formatting guidelines from its latest edition should be followed and work must not be plagiarized from any source; any cited information must use APA formatting style and be included in a properly formatted reference list.

A student’s response to the written questions must be submitted within FIVE DAYS of the oral exam (or the end of term, whichever is sooner) for the degree to be posted during the semester in which the oral exam is conducted. If the submitted work is satisfactory, an email will be sent to the Graduate College with the outcome. If a student fails to submit the oral exam’s questions within five days of the scheduled oral exam, the degree posting will be delayed until the end of the term in which all work is successfully completed.

If the student’s work is not satisfactory, the conditional pass would convert to a fail for the question(s) and the student would have to come back the following semester to retake the exit oral exam. See section below “student fails one or more questions” for additional information.

STUDENT FAILS ONE OR MORE QUESTIONS:

If the student does not pass one or more questions, he/she will be required to return the following semester to retake all or part of the exam as determined by the Career and Technical Education Faculty and documented on the departmental form. If the student additionally received a conditional pass on one or more questions, response(s) to the written questions must be submitted within five days of the rescheduled oral exam for faculty review. If the student does not submit the response within five days, the student

will have to retake those questions on the following oral exam. See above for the conditional pass criteria. If the work submitted for the conditional pass questions is not satisfactory, the student will have to retake conditional pass questions as well as failed questions.

If a student is retaking the Exit Oral Exam and still does not pass one or more questions, he/she will be asked to contact the Career and Technical Education Coordinator and may be required to retake the selected course(s) in which the deficiency(ies) has/have been documented. Once the designated class(es) is/are complete or in progress, the student should contact the Career and Technical Education Coordinator to reschedule the oral exam. The student must earn a grade of A or B in that class.

Note that a conditional pass will only be given once for any given question. If a student had a conditional pass and then had to retake the question because the written response was not satisfactory, second conditional pass will not be given. The question would be considered a fail and the student may have to retake the selected course(s) before taking the exit oral exam a third time.

If the student does not pass the exit oral exam (third attempt), the student will not be allowed another opportunity to pass the required oral exam for the Master of Education in Career and Technical Education degree. The student may elect to apply for admission to the program or apply for a different master's degree.

GRADUATION

Commencement ceremonies are conducted in December and May. There is no ceremony during the summer sessions. Students completing requirements in December who submit their application for graduation on time will have their name printed in the December program. Students completing requirements in May who submit their application for graduation on time will have their name printed in the May program.

Students completing requirements in August will by default be listed in the December program. However, students are eligible to have their name printed in the May program with notification prior to February 1st. Students are encouraged to attend commencement as a recognition of their accomplishments. Representatives of the Arizona Board of Regents, all major university administrators, and members of the faculty will be in attendance to honor the graduates. The M.Ed. CTE program is part of the College of Education ceremony (not NAU Online). Ceremony information can be found at <https://nau.edu/Commencement/>

Remember that the student completes and files the Application for Graduation the semester prior to which he or she expects to receive the Master's degree: <https://nau.edu/graduate-college/graduation/>. Once your name has been placed on the mailing list of potential graduates, you will receive information about the commencement ceremony format and traditions. You can attend the commencement ceremony even if

your name is not listed in the program. As you walk across the stage, your name is called from an index card which you complete on the day of the ceremony.

A professional photographic company will take a picture of each graduate participating in commencement activities. Several weeks following commencement, each graduate receives a proof of the pictures from which photographs may be purchased. In order to expedite smooth functioning of the ceremony, the taking of individual photographs near the platform by family members or friends is discouraged. Retainable cap, gown, hood, and tassel regalia may be purchased at the NAU Bookstore. Personalized or generic graduation announcements which include date, time, and place may also be purchased. For more information see <https://nau.edu/Commencement/>

Diplomas are prepared and mailed to all graduates by mid-August (for a May degree), October (for an August degree) or March (for a December degree).

ALUMNI ASSOCIATION:

As a graduate of NAU, you are eligible to join the Alumni Association! **ALL alumni are automatically lifetime members of the association when they graduate - for free!** The University recognizes that you serve as a key ambassador wherever you go and that your professional skills are a direct reflection of the quality of its educational programs. Upon graduation please take advantage of your alumni status <https://nau.edu/alumni/>.

IMPORTANT POLICIES

You should be familiar with the Graduate College policies and the Academic Catalog policies that apply to graduate students. The Graduate college policies and handbooks can be found at <http://www.nau.edu/gradcol/policies-and-forms/policies/>. The academic catalog policies can be found at <https://policy.nau.edu/policy/>. Please note that the current policy posted online is the prevailing policy.

INCOMPLETE GRADE POLICY:

The MED CTE program requires the “CTE Petition for an Incomplete” be completed and submitted to an instructor prior to the last day of the course as noted in the LOUIE course schedule. To submit a petition for an incomplete, the student must be passing the course and must have completed a majority of the course. Non-attendance, poor performance, or intentions to repeat the course do not justify issuance of an Incomplete. It is at the instructor’s discretion to approve an incomplete petition. This means that there is no expectation that an incomplete petition will be approved; each petition is considered on a case by case basis. A copy of the petition (with approval or denial noted) will be kept in the student’s MED file in the department.

If the instructor approves the petition to give an “Incomplete”, the instructor will initiate the “Incomplete Contract Form”, located on the Registrar’s Office website: <https://nau.edu/registrar/forms-and-policies>. The incomplete contract must specify all work to be completed with due dates. It is the instructor’s discretion to determine

reasonable due dates, but due dates cannot extend beyond 12 months from the end of course. The student will sign acceptance of the agreement (or negotiate modifications) within 48 hours and the finalized “Incomplete Contract Form” will be filed in the student’s file in the department. Once the specified due date in the contract has passed, the instructor will grade the work submitted by the student (any work not received will be graded as a zero) and submit a grade change to the Registrar’s Office. It is the instructor’s discretion to extend the due dates on the “Incomplete Contract Form” - but not beyond the 12 month window - if requested and approved in writing; otherwise, a grade change form will be submitted to reflect the grade earned with the work submitted to that point.

GRADE APPEAL PROCESS:

The program follows the university policy which can be found at:
<https://policy.nau.edu/policy/policy.aspx?num=100105>

CLASSROOM DISRUPTION POLICY (IN PERSON OR VIRTUAL CLASSROOMS):

In the distance learning environment this policy applies to all electronic communication including email, discussion postings, chat rooms, etc. Membership in the academic community places a special obligation on all members to preserve an atmosphere conducive to a safe and positive learning environment. Part of that obligation implies the responsibility of each member of the NAU community to maintain an environment in which the behavior of any individual is not disruptive. It is the responsibility of each student to behave in a manner that does not interrupt nor disrupt the delivery of education by faculty members or receipt of education by students, within and/or outside the classroom. The determination of whether such interruption and/or disruption has occurred must be made by the faculty member at the time the behavior occurs. It becomes the responsibility of the individual faculty member to maintain and enforce the standards of behavior acceptable to preserving an atmosphere for teaching and learning in accordance with University regulations and the course syllabus. At a minimum, a student will be warned if his/her behavior is considered by the faculty member to be disruptive. Serious disruptions, as determined by the faculty member, may result in immediate removal of the student from the instructional environment. Significant and/or continued violations of this policy may result in an administrative withdrawal of the student from the class. Additional responses by the faculty member to disruptive behavior may include a range of actions from discussing the disruptive behavior with the student to referral to the appropriate academic unit and/or the Office of Student Life for administrative review, in an effort to implement corrective action up to and including suspension or expulsion.

NONDISCRIMINATION AND ANTI-HARASSMENT:

NAU prohibits discrimination and harassment based on sex, gender, gender identity, race, color, age, national origin, religion, sexual orientation, disability, or veteran status. Due to potentially unethical consequences, certain consensual amorous or sexual relationships between faculty and students are also prohibited. The Equity and Access Office (EAO) responds to complaints regarding discrimination and harassment that fall under NAU’s Safe Working and Learning Environment (SWALE) policy. EAO also assists with religious accommodations. For additional information about SWALE or to

file a complaint, contact EAO located in Old Main (building 10), Room 113, PO Box 4083, Flagstaff, AZ 86011, or by phone at 928-523-3312 (TTY: 928 523-1006), fax at 928-523-9977, email at equityandaccess@nau.edu, or via the EAO website at <https://nau.edu/equity-and-access>

ACADEMIC INTEGRITY:

The full academic integrity policy should be reviewed carefully (<https://policy.nau.edu/policy/policy.aspx?num=100601>). The Career and Technical Education faculty take violations of academic integrity very seriously. Violations of the Academic Integrity policy include: Cheating, Collusion, Fabrication/fraud, Obtaining an unfair advantage, and Plagiarism.

Cheating is the intentional use of, or attempted use of, unauthorized materials, information, study aids, or previously prepared solutions in any academic exercise, exam, paper or other assignment. This includes but is not limited to copying another student's work, sharing answers with another student unless specifically and explicitly allowed, and having another person complete work or submit exams.

Plagiarism means representing the words, expressions, productions or creative works of another as one's own in any academic undertaking. It includes, but is not limited to, **plagiarism, improper paraphrasing, insufficient citation and self-plagiarism**. Plagiarism occurs when a student uses the words of another person or entity without proper citation or permission. It also includes improper paraphrasing or making a small change to a passage or paper without appropriate citation. Self-plagiarism involves using one's own words from prior work without proper citation and permission of the instructor. Please ensure you get permission from your instructor before using your own work from a previous assignment, even if in a different course or subject matter.

Faculty imposed penalties for violations of Academic Dishonesty may include reducing the grade or awarding a grade of zero or "F" on the assignment or examination, reducing the grade in the course by one letter grade, or awarding a failing grade in the course.

NAU has an online course Academic Integrity @ NAU. In this self-paced tutorial, presented as a standalone Bb Learn course, students learn about and check their understanding of the NAU academic integrity policy and can receive a Certificate of Completion. It is highly recommended that you complete the tutorial http://bit.ly/AcademicIntegrity_NAU

ACCESSIBILITY:

Professional disability specialists are available at Disability Resources to facilitate a range of academic support services and accommodations for students with disabilities. If you have a documented disability, you can request assistance by contacting Disability Resources at 928-523-8773 (voice), 928-523-6906 (TTY), 928-523-8747 (fax), or dr@nau.edu (e-mail). Once eligibility has been determined, students register with Disability Resources every semester to activate their approved accommodations. Although a student may request an accommodation at any time, it is best to initiate the application process at least four weeks before a student wishes to receive an accommodation. Students may begin the accommodation process by submitting a self-identification form online at <https://nau.edu/disability-resources/student-eligibility-process> or by contacting Disability Resources.

If you are eligible with DR, please remember you must register with DR for each semester and send the approved accommodation notification to receive accommodation for that semester. Once the notification is received, accommodations can be put into place. Please be aware that (a) accommodations are not retroactive, so they will be in place from the date of notification; (b) Faculty **cannot** provide accommodations for students unless they receive the documentation from DR.

CONTINUOUS ENROLLMENT POLICY:

Graduate students are expected to pursue graduate degrees with a minimum of interruption and maintain continuous enrollment. The program follows the university policy which can be found at: <https://policy.nau.edu/policy/policy.aspx?num=100326>

EXTENTION OF TIME POLICY:

Students are expected to complete their program of study within a specified time period. To exceed this time period, a petition for extension of time is required; submission of a petition is not a guarantee that it will be approved. The program follows the university policy which can be found at: <https://policy.nau.edu/policy/policy.aspx?num=100811>

ACADEMIC CONTINUATION AND DISMISSAL POLICY OVERVIEW:

Academic Continuation relates to graduate students' eligibility to continue attending the university by meeting pre-established standards of performance and to remain in a particular program or to maintain the same status, e.g., graduate degree-seeking student. The program follows the university policy which can be found at: <https://policy.nau.edu/policy/policy.aspx?num=100319>

SENSITIVE COURSE MATERIALS:

If an instructor believes it is appropriate, the syllabus should communicate to students that some course content may be considered sensitive by some students. University education aims to expand student understanding and awareness. Thus, it necessarily involves engagement with a wide range of information, ideas, and creative

representations. In the course of college studies, students can expect to encounter—and critically appraise—materials that may differ from and perhaps challenge familiar understandings, ideas, and beliefs. Students are encouraged to discuss these matters with faculty.

STUDENT GRIEVANCE PROCEDURES:

While the university endeavors to maintain a congenial and responsive atmosphere for its students that is conducive with the educational purposes of the university, it recognizes that, from time to time, misunderstandings and disagreements may arise during the course of a student's enrollment. In response to this situation, Northern Arizona University has established several boards, committees, and procedures to resolve problems and ensure fair adjudication of student's rights.

Students with a grievance should contact the faculty member or advisor directly to see if the situation can be brought to resolution. If the student is not satisfied with the results, he/she has the option of taking the grievance to the Chair of the Educational Specialties Department. Finally, the student may have the option to appeal to the University Graduate Committee UGCHP. The UGCHP may hear appeals involving (but not limited to) to dismissal from a program for academic reasons; procedural matters related to admissions, academic progress, thesis and dissertation, and/or comprehensive exams; and any academic issues not addressed by other university policies or procedures. The UGCHP will not hear appeals related to grievances and violations in which a separate university-wide process exists. These situations include Grade appeals; Violations of NAU's Student Code of Conduct; Violations of NAU's Academic Integrity policies; Discipline-specific ethical standards; or Issues of Research Misconduct.

<https://policy.nau.edu/policy/policy.aspx?num=100103>

APPENDICES



College of Education

Educational Specialties 928.523.5342
928.523.1929 fax

nau.edu/ed-specialties PO Box 5774
EdSpecialties@nau.edu Flagstaff, AZ 86011

CTE PROGRAM AGREEMENT CONTRACT

Name: _____ (print or type name)

Program: Master's in Education, Career and Technical Education

Intended Option (check one): Thesis or Extended Coursework with Exit Oral Exam

I have reviewed the POLICY STATEMENTS AND GUIDELINES FOR THE MASTER'S IN EDUCATION IN CAREER AND TECHNICAL EDUCATION (CTE). Revised _____
(insert revision date here).

_____ (initial) I understand the policies and procedures as stated in the Handbook. I agree to fulfill the requirements as stated, and to abide by the policies set forth herein.

_____ (initial) I have reviewed the Program of Study and understand that formal advising is not required for the master's degree. Only graduate level courses (i.e., those numbered 500 and above) and up to 6 units of 400 level courses can be used toward graduation.

_____ (initial) I understand that any courses taken outside of the College of Education must have prior approval by faculty in the CTE area.

_____ (initial) I further agree that the Faculty in the Career and Technical Education area at Northern Arizona University have the right and responsibility to monitor my academic progress, approve coursework outside the College of Education, and approve any petitioned transfer credit.

_____ (initial) I am aware that it is recommended that I complete the Academic Integrity @ NAU tutorial to ensure I am familiar with the University academic integrity policy <https://www5.nau.edu/policies/Client/Details/307>.

Student Signature

Date

Forward signed document to your advisor. Advising holds are placed until this form and your initial program of study are received.



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INTENT TO COMPLETE MED CTE EXIT ORAL EXAMINATION

I plan to take the MED CTE Exit Oral Examination during the semester/year indicated below. I will have completed the necessary coursework as indicated below

Student Name: Student ID:		Email: Phone:	
<input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall	Year:	<input type="checkbox"/> 1 st attempt <input type="checkbox"/> 2 nd attempt <input type="checkbox"/> 3 rd attempt	
I will have completed the necessary coursework and preparation for the exam	<input type="checkbox"/> CTE591 (Sem/Yr)	<input type="checkbox"/> CTE691 (Sem/Yr)	
	<input type="checkbox"/> CTE692 (Sem/Yr)	<input type="checkbox"/> CTE696 (Sem/Yr)	
<input type="checkbox"/> I will take the exam in person <input type="checkbox"/> I am petitioning to take the examination via distance technologies with an approved proctor Students with Arizona residency are expected to take the oral exam in person unless there are extenuating circumstances. If you are petitioning a distance exam you need to provide justification and attach supporting documentation. Petitions without documentation will be denied.			
_____ Student Signature		_____ Date	
Approved by: _____ Signature		_____ Date	

Note: Examinations are typically held in May, July, and December. This signed form must be turned into the Educational Specialties Department Office by March 1 (for the May exam), May 1 (for the July exam), and October 1 (for the December exam). Forms will not be accepted late unless an exception has been approved by the Department Chair in writing and such approval accompanies the form.



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EdSpecialties@nau.edu Flagstaff, AZ 86011

CTE PETITION FOR AN INCOMPLETE

Petitions for an incomplete in a CTE course are accepted for review when a student has extenuating circumstances that prevent them from completing a course by the end of term. To submit a petition the student must be passing the course and must have completed a majority of the course. Non-attendance, poor performance, or intentions to repeat the course do not justify issuance of an "Incomplete". It is the instructor's discretion to approve an "Incomplete" petition. This means that there is no expectation that an "Incomplete" will be approved; each petition is considered on a case by case basis. The CTE program requires the "CTE Petition for an Incomplete" be completed and submitted to an instructor prior to the last day of the course as noted in the LOUIE course schedule. Once the student signs/dates this form, the instructor will approve or deny the petition within 2 business days.

Student Name: Student ID: <input type="checkbox"/> U/G <input type="checkbox"/> Grad		Email: Phone:	
Course for "I" request: <i>(example: CTE 500)</i>	Class #: <i>(example: 1523)</i>	Semester: <i>(example: Spring 2014)</i>	
Instructor Name:	Last day of Course:	Date of Petition:	
Justification for incomplete (attach supporting documentation). Petitions without documentation will be denied:			
_____		_____	
Student Signature		Date	

If the instructor approves the petition to give an "Incomplete", the instructor will initiate the "Incomplete Contract Form", located on the Registrar's Office website: <https://nau.edu/registrar/forms-and-policies>. The incomplete contract must specify all work to be completed with due dates. It is the instructor's discretion to determine reasonable due dates, but due dates cannot extend beyond 12 months from the end of the course. The student will sign acceptance of the agreement (or negotiate modifications) within 48 hours and the finalized "Incomplete Contract Form" will be filed in the student's file in the department. Once the specified due date in the contract has passed, the instructor will grade the work submitted by the student (any work not received will be graded as a zero) and submit a grade change form to the Registrar's Office. It is the instructor's discretion to extend the due dates on the "Incomplete Contract Form" - but not beyond the 12 month window - if requested and approved in writing, otherwise a grade change form can be submitted to reflect the grade earned with the work submitted at that point.

<input type="checkbox"/> Approved	Instructor's Name (PRINT)	Date
<input type="checkbox"/> Denied	Instructor's Signature	
Current Grade		