

# Admission, Costs, Financial Aid, and Student Services

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## APPLICATION PROCESS

Applications are processed and reviewed as soon as they are complete, so that notification of a decision can reach the applicant at the earliest possible date. As part of the application procedure, candidates for the Johnson State College Graduate Program are advised to schedule an on-campus interview as a necessary step after a completed application is submitted. *Students applying for the JSC Graduate Counseling or Studio Arts programs should also see specific admission requirements outlined in those sections of this catalogue.*

## APPLICATION CREDENTIALS INCLUDE:

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- the Johnson State College Application for Graduate Admission, including a \$37 application fee;
- an official transcript of an undergraduate degree granted by a regionally or nationally accredited institution;
- three letters of recommendation; and
- a writing sample (Counseling applicants must respond to four specific questions; please see page 27).

## APPLICATION FORMS CAN BE OBTAINED BY WRITING TO:

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Office of Graduate Admissions, Johnson State College, 337 College Hill, Johnson, VT 05656, by calling (800) 635-2356, or by downloading the application from the JSC website at [www.jsc.edu](http://www.jsc.edu).

## INTERNATIONAL STUDENTS

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Students from other countries may apply for acceptance into graduate degree programs at the college. To be considered for admission, international students should complete the Johnson State College International Application for Graduate Admission.

**Foreign Academic Credentials:** Applicants with foreign academic credentials must provide academic records in the original language as well as a certified English translation. Applicants need to provide all official college/university transcripts. Students must have their college/university academic transcripts evaluated by an official foreign credential evaluation service. Students

are responsible for paying for the credential evaluation and translation fees. A list of credential evaluation services can be found at: [www.edupass.org](http://www.edupass.org)

### English Language Proficiency

All non-native English speakers must provide evidence that they have attained a proficiency in the English language satisfactory to our admissions requirements and to our ability to serve them through our current ESL support services. Non-native speakers seeking admission to Johnson State College may demonstrate their proficiency by taking the Test of English as a Foreign Language (TOEFL). Official TOEFL scores must be submitted to Johnson State College from the Educational Testing Service; a photocopy of TOEFL scores will not be accepted. Our institutional code for the TOEFL is 3766.

International students who score 79-80 (Internet-based test), 550 (paper-based test) or better on the TOEFL are generally accepted to Johnson State College. Exceptions to the TOEFL score requirement may be made for students who have had the opportunity to use spoken and written English for a sustained period of time either through life experiences, or through post secondary education. As part of the admissions process, the English proficiencies of non-native English speakers will be assessed. ESL (English as a Second Language) coursework and academic support will be prescribed for each student as needed. The ESL Skills Coordinator will review each student's credentials to determine whether to waive required ESL coursework and specialized academic support.

### Financial Documentation

All international students must demonstrate that funds exist at least for their first year of study and, barring unforeseen circumstances, that adequate funding

will be available from the same or equally dependable sources for subsequent years. Students may be supported by parents, relatives, business persons, or other benefactors.

In order to verify their financial resources, international applicants must complete the financial documentation form included in the International Application for Admission and supply official financial documents, on official letterhead or with an official seal, in support of the form.

Appropriate documents for financial verification include:

- Official proof of personal or family savings
- Bank-issued certified letters stating available funds
- Official bank statements
- Bank books
- Official tax documents

Students supported by their government or a sponsoring agency must submit an official copy of their sponsorship award letter. Students supported by private funds must complete the Foreign Student Certification of Finances form and submit supporting documents demonstrating that sufficient funds are available to cover expenses for their study in the United States. If support is to come from a sponsor within the United States, the sponsor should complete INS form I-134 (Affidavit of Support) available at [www.uscis.gov](http://www.uscis.gov)

**Outside Sources of Funding**

Johnson State College encourages international students to seek financial assistance through outside sources and sponsors. For more information about financial aid for foreign students, please visit the following websets: eduPASS – [www.edupass.org](http://www.edupass.org); International Education Financial Aid – [www.iefaf.org](http://www.iefaf.org); and NAFSA – [www.nafsa.org](http://www.nafsa.org)

While at JSC, international students interested in Curricular Practical Training (CPT) or Optional Practical Training (OPT) should plan in advance with their academic advisor and college officials.

**TRANSFER OF CREDITS**

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A maximum of 12 credits may be transferred to the JSC graduate programs from another accredited graduate program; provided that the credits were completed within five years of beginning graduate work at Johnson State College and that they are accepted as a part of the plan of study. This time limit may be extended by the Graduate Committee upon the recommendation of a degree program’s graduate coordinator.

In order to be eligible for the transfer of credits from other institutions, a student must be a matriculated student at Johnson State College. Matriculated (degree-seeking) students at Johnson State who wish to take courses at other institutions and have credits transferred to Johnson State must obtain prior written approval from the registrar. Transfer credits will not be accepted from non-matriculated students. Students desiring to take courses from other accredited institutions must obtain approval from their advisor prior to registering for these courses. The acceptance of transfer credits by the College does not diminish the students’ responsibility to know the material taught in the Johnson State College courses.

Transfer within the Vermont State Colleges system: Graduate-level credits earned at any VSC degree-granting institution are fully transferable to JSC. JSC will determine the extent to which transferred credits will satisfy specific program requirements.

**COSTS**

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Listed below are the tuition and fees for the 2008-2009 academic year. MFA students should reference the MFA section of this catalogue for specific costs relative to residency.

	<b>Vermont Resident</b>	<b>Non-Resident</b>	<b>NEBHE</b>
Full-time/ part-time graduate	\$390/credit	\$842/credit	\$584/credit
Independent Study Fee	\$30/credit	\$30/credit	\$30/credit

# ADMISSION, COSTS, FINANCIAL AID, AND STUDENT SERVICES

Students 65 years of age or over will have their tuition waived, if non-degree seeking. If more than 50 percent of their credits in a given semester are for independent study, they will also pay a flat fee for each three-credit study. They will also be charged any additional course fees.

Canadian citizens pay the tuition rate of 150% of the in-state graduate tuition rate.

Tuition adjustments are made on the basis of the courses on record after the second week of the semester. All costs are subject to change without notice.

## FEES

- **Application for a Degree Fee:** A fee of \$67 is assessed each degree candidate to offset the cost of commencement. This fee must be paid whether an individual attends commencement or not.
- **Independent Study Fee:** Students enrolled in independent studies are assessed a \$30/credit fee.
- **Course Fees:** Certain courses require fees to cover special materials or studio or instructional costs. Such fees will be billed after the add/drop period. Course fees are listed in each semester's course bulletin.
- **Deferment Processing Fee:** All students with a deferring payment of an outstanding balance not covered by financial aid are required to pay a processing fee each semester to cover administrative costs of deferment.
- **Student Identification Card Replacement Fee:** Each student is issued an identification card free of charge. However, a fee of \$25 is charged for replacement cards.
- **Late Payment Service Charge:** A penalty fee is assessed for late payments. Students who have not made payment arrangements to the Business Office by the stipulated due date will be assessed a \$100 late fee. Upon withdrawal or graduation, overdue balances may also be subject to collection charges.

## HEALTH AND ACCIDENT INSURANCE

Health Insurance is mandatory for all full-time undergraduate and graduate students not otherwise covered. A student (or his or her parents in the case of minors) must present written proof certifying that

he or she is covered by insurance to be exempted from the College insurance. The appropriate forms may be obtained from the Business Office and must be submitted one month before the first day of classes.

## AUTOMOBILE REGISTRATIONS

Any student operating a motor vehicle on college property must register the vehicle with the Office of Public Safety. A \$50 permit fee is required.

## IN-STATE RESIDENCY REQUIREMENTS FOR TUITION AND FEES

To qualify as a Vermont resident for purposes of tuition and other VSC charges, a student must meet criteria established by the Board of Trustees. The policy of the Board is as follows:

- 1) The applicant shall be domiciled in Vermont, said domicile having been continuous for one year immediately prior to the date of application unless the student has been in the Armed Services, Peace Corps, or other recognized national service organization, and has retained Vermont as his/her permanent address during the period of absence, and has returned to Vermont immediately following discharge from these services. Changes in residency status shall become effective for the semester following the date of reclassification.  
Domicile shall mean a person's true, fixed and permanent home, to which he or she intends to return when absent. A residence established for the purpose of attending an educational institution or qualifying for resident status for tuition purposes shall not of itself constitute domicile. Domicile shall not be dependent upon the applicant's marital status.
- 2) The applicant must demonstrate such attachment to the community as would be typical of a permanent resident of his or her age and education.
- 3) Receipt of significant financial support from the application's family will create a rebuttable presumption that the applicant's domicile is with his or her family.
- 4) An applicant becoming a student at an institution of higher learning in Vermont within one year of first moving to the state shall have created a rebuttable presumption of residence in Vermont for the purpose of attending an educational institution.

- 5) A student who is eligible for tuition purposes to enroll as a resident student in another state shall not be enrolled as a "Vermont resident."
- 6) The College's Director of Admissions shall classify a student enrolling at the Vermont State Colleges, as a resident or non-resident for tuition purposes. The decision by the director shall be based upon information furnished by the student and other relevant information. The director is authorized to require such written documents, affidavits, verifications or other evidence, as he or she deems necessary.
- 7) The burden of proof shall, in all cases, rest upon the student claiming to be a Vermont resident and shall be met upon a presentation of clear and concurring evidence.
- 8) A student with resident status will lose that status if he/she, at any time, fails to meet the above requirements. In this event, resident tuition and other charges shall continue in effect only until the end of the academic year.

A student wishing to declare a change in his or her residence of record must complete a residency application and submit it to the dean of administration for a decision. Appeal of residency decisions by the dean of administration may be made in writing to the Office of the Chancellor, Vermont State Colleges. The decision of the Office of the Chancellor shall be final.

## FINANCIAL AID

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Financial aid for graduate students at Johnson State College is awarded on the basis of demonstrated financial need, subject to the availability of funds. Financial need is the difference between the student's established educational expenses and the resources that the student should have available to meet these costs. Need is determined on the basis of information submitted on the Free Application for Federal Student Aid (FAFSA) or the Renewal FAFSA. Continued eligibility, once students are in attendance, depends upon students meeting the general criteria listed below, documenting need for each academic year and remaining in good academic standing.

### Financial Aid Eligibility

To be eligible to receive financial aid, a graduate student must:

- be enrolled at least halftime per semester, halftime enrollment is defined as 4.5 graduate level credits;
- be a U.S. citizen or permanent resident;
- generally be enrolled in a program leading to a degree or certificate;
- be in good standing and maintaining satisfactory academic progress;
- not owe a refund or repayment on any previously received Title IV financial aid funds;
- not be in default on previously received national direct/defense (Perkins) or guaranteed (Stafford) student loans, and
- be registered with Selective Service (for males 18 years of age or older and born after January 1, 1960, if not currently a member of the U.S. Armed Forces).

### Satisfactory Academic Progress

Johnson State College matriculated undergraduate and graduate students must progress at a rate that ensures completion of their degree programs within a reasonable time frame in order to maintain eligibility for financial aid. Beginning with the first semester of enrollment at JSC, a student is required to successfully complete credit hours totaling at least 67% of the credit hours attempted at Johnson State College. For financial aid eligibility, total credit hours attempted, including transfer credits, cannot exceed 150% of graduation requirements.

Graduate students must maintain a minimum 3.0 cumulative GPA. Each student's progress will be measured at the end of each academic year to ensure adherence to this policy.

Any student not meeting the time progression standard or the minimum GPA requirements described above will be placed on financial aid probation for a one-year period. During this probationary period, the student will maintain financial aid eligibility. In the event the student regains satisfactory academic progress as defined above within the student's probationary period, the student will be removed from financial aid probation. If, at the end of the probationary period, the student does not meet the required credit hour standard or cumulative grade point average standard, the student's eligibility for further financial aid will

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be withdrawn until the student has met the required standard(s).

Students whose aid has been withdrawn for not maintaining satisfactory academic progress according to the policy stated above may appeal their loss of aid in writing to the Financial Aid Office. Forms for this appeal are available from the Financial Aid Office.

## **Summary of the Financial Aid Satisfactory Academic Progress Standard:**

### **Time Progression Requirement:**

67% of all credit hours attempted at Johnson State College must be successfully completed/earned (B- or better)

### **Cumulative Grade Point Average (GPA)**

Graduate students must maintain a minimum cumulative GPA of 3.0

## **Application Deadlines**

Graduate students must be accepted to JSC before a financial aid award will be offered; students should not wait until they have applied for admission or have been admitted to apply for financial aid.

Recommended filing dates are:

- May 1 (fall)
- November 1 (spring)
- February 15 for MFA applicants

JSC may require that additional information such as tax returns, W-2's and proof of untaxed income be submitted prior to processing a financial aid application. To avoid delays in processing, respond promptly to all requests for additional information.

## **Financial Aid for Summer College**

Generally, a FAFSA must be received by the federal processor by April 1 for consideration of summer aid. Students must also complete a JSC Application for Summer Aid which is available in the Financial Aid Office. Refer to the summer course bulletin for further information on financial aid procedures or call the Financial Aid Office.

## **Graduate Aid Programs at Johnson State College**

Although some students may receive federal work-study funds or assistantships, the primary source of financial assistance for graduate students at Johnson State is in the form of loans for tuition (and living expenses, if necessary.)

### **• Federal Stafford Loans**

The Federal Family Education Loan programs provide low interest loans through the federal government. Subsidized Stafford Loans are those for which the government pays the interest while a student is enrolled at least half-time and the interest rate is 6.0%. Unsubsidized Stafford Loans are those which are not based on need, and the student is responsible for paying the interest which accrues during in-school and deferment periods the interest rate is 6.8%. Six months after graduating or falling below at-least half-time enrollment, the borrower begins repayment.

### **• Federal Work-Study (FWS)**

This program is designed to assist students who must earn part of their educational costs by working part-time. The amount a student can earn under FWS is determined on the basis of need and the amount of funds available. Generally, FWS funds are awarded to graduate students only if the needs of the undergraduates have been met and funds remain. The FWS program encourages community service work and work related to a student's course of study.

### **• Graduate Assistantships**

The college currently offers a number of graduate assistantships each academic year. Past assistantships have included coordinator of community services, and residence hall advisors. A stipend and partial tuition remission are provided. Information about these assistantships is available from the Dean of Student's Office and the Graduate Office.

### **• Additional Sources of Financial Assistance**

Graduate students are encouraged to explore other sources of financial assistance through private scholarships, Graduate Plus Loans, Vocational Rehabilitation (contact area Vocational Rehabilitation Offices) and Veterans Educational Benefits.

## VETERANS BENEFITS

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Students eligible to receive veterans education benefits must contact the Registrar's Office and arrange to have their enrollment certified with the Veterans Administration. The amount of monthly checks is determined by full- or part-time enrollment status. In order to receive maximum benefits, students must be enrolled full-time in at least 9 credits during a regular semester. Those enrolled in fewer than 9 credits receive proportionately smaller benefits.

Enrolling in independent study (research, field work, internship), music, or health and physical education courses may affect the amount of monthly checks. Students contemplating enrolling in these courses should call the VA to determine exactly how benefits will be affected. VA regulations exempt some internship experiences from reduction in benefits. Veterans enrolling in an internship should consult the Registrar's Office to determine whether their internships comply with these special regulations.

To be considered for maximum benefit payments, the internship must comply with these special VA criteria in addition to meeting regular Johnson State College requirements:

- Each approved field experience must have a college faculty member as an assigned instructor and must be supervised by the college.

- The planned program of activities must be controlled by the college.
- Meetings must be regularly scheduled on at least a weekly basis to provide for interaction between the instructor and the student. (Class attendance is defined as any regularly scheduled meeting with the instructor, regardless of location.)
- Appropriate assignments must be required.
- The grading system must be the same as that used for in-residence courses at the college.
- Required preparation and training time per credit hour must be at least as great as normally required for other courses offered at the college.
- The field experience approved by the College must be required for graduation.
- The field experience must be measured in the same unit (semester credits) as other courses.

The student veteran is responsible for seeing that the internship contract form explicitly indicates how each of these criteria is met.

### Questions?

Contact the JSC Financial Aid Office at 1-800-635-2356 or by email: [jscfinancialaid@jsc.edu](mailto:jscfinancialaid@jsc.edu)

## PAYMENT PROCEDURES

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### BUSINESS OFFICE CLEARANCE

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All students must obtain clearance from the Business Office. All students who have paid or have an approved payment deferral prior to the start of classes are considered to be cleared.

Clearance by the Business Office means that all semester charges and any previously due balances are:

- paid in full;
- covered by financial aid grants and loans,
- deferred for payment covering any unpaid

portion of the bill;

- covered by a Tuition Pay monthly payment plan for tuition and fees sufficient to cover semester charges; or
- covered by any combination of the above.

### MONTHLY PAYMENT PLAN

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A 10-month payment plan is available through Tuition Pay. Students using the Tuition Pay monthly payment plan will be issued clearance upon confirmation of plan participation. The plan enables the student

# *ADMISSION, COSTS, FINANCIAL AID, AND STUDENT SERVICES*

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or parent to pay all or part of the annual charges in ten equal installments, starting July 1. Participation in the plan may start after July 1, but a down payment will need to be made with payment completed in fewer installments. Call 1-800-635-0120 for more information.

## PAYMENT DEFERRAL

To receive a payment deferral, a student must complete a deferred payment contract. A remittance worksheet/deferred payment contract is included with each semester's bill and returned for processing to the Business Office prior to the payment due date. In order to defer part or all of the bill, a student needs to meet one of the following qualifications:

- be a veteran receiving veteran's benefits,
- be a Social Security recipient;
- have financial aid pending; or
- have any federal loans pending

## PAYMENT DUE DATES

Students are billed prior to the start of each semester. Payment is due as specified on the bill or in an accompanying brochure. A late fee is charged to all students if full payment has not been made or an approved deferred payment contract is not on file by the payment due date. Students owing money from prior semesters will not be permitted to clear the Business Office or register for class until the bill is paid. Current semester bills that are not paid in full by the end of the semester will result in withholding of academic credit and transcripts, and possible administrative dismissal until satisfactory settlement has been made.

Students can expect to receive supplemental billings during a semester for such items as residence hall charges or parking fines.

## APPLICATION OF FINANCIAL AID AWARDS

Financial aid that has been reported to the Business Office is credited as follows:

- Federal Stafford Loans will be credited to a student's account after promissory notes have been signed.
- Students who anticipate receiving financial assistance from sources other than the college are reminded that they should

make arrangements to have payments forwarded to the Business Office as early as possible. Confirmation of other sources of financial assistance should be included with the payment deferral form.

- Paychecks are issued to students for work study and other campus employment once a student obtains a job and begins submitting time sheets. Anticipated employment earnings cannot be used as a credit against a student's account.
- Students residing off campus and expecting a refund of financial aid funds for living expenses will not receive those refunds until after the end of the fourth week of the semester.

## REFUND POLICY

**Please note:** For the purpose of refunds, dropping all courses or not attending all courses will be considered an exit from the college.

**Tuition, Fees, Room and Board:** If a student exits or is dismissed during the first seven calendar days of the semester, the student will be credited 100% of the charges for tuition, student activity fee, and room and board. After the first seven days and before the end of the 60% point of the semester, students who are exiting will be credited tuition, student activity fee, room and board on a pro-rata basis. The pro-rata calculation will use the number of calendar days completed divided by the number of total calendar days included for the full semester. After the 60% point of the semester, there is no adjustment for tuition, fees, or room. Meal plans will continue to be pro-rated until the end of the semester.

## TUITION ADJUSTMENTS

Any adjustments in tuition charges will be based upon the courses on record at the end of the second week of the semester. No tuition refund will be given for any half-semester course dropped after the second week of the semester. There will be no refunds for drops made during the mid-semester add/drop period. There are no refunds for approved late withdrawals.

The student or parent may appeal the refund policy as applied if individual circumstances warrant exceptions to the policy. Appeals may be forwarded to the dean of administration.

**ADJUSTMENTS TO FINANCIAL AID AWARDS**

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Financial aid awards may need to be adjusted if a student exits the college during a semester. Federal regulations will be used for the return of Title IV funds for students eligible for federal financial aid. Federal regulations will also be used for the return of institutional aid. Other aid, such as state grants and outside scholarships will be returned as specified by the grantor. If a student stops attending all classes and does not complete an Exit Notification at that time, any Title IV funds received by that student may be adjusted or cancelled. The student may then be responsible for his or her bill. If Title IV money needs to be returned, it will be returned in the following sequence :

- Federal Unsubsidized Loan
- Federal Subsidized Loan
- Other Title IV Aid Programs

Employment through the Federal Work Study Program is terminated on the date the student withdraws. Awards from sources other than the College and Title IV funding are adjusted according to the source agency's own policy.

**ADMINISTRATIVE DISMISSAL**

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Students with outstanding overdue balances on their accounts and who have not responded to Business Office inquiries for payment, or who have indicated a refusal to pay that balance, are subject to administrative dismissal from the college. Dismissed students must cease attending all classes immediately, will not receive any credit for work done during that semester, and will still remain liable for the unpaid balance.

Students dismissed for academic or disciplinary reasons are liable for all tuition, room charges, and fees for that term.

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**STUDENT SERVICES**

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**Academic Computing Center**

The Academic Computing Center, located on the second floor of the Library and Learning Center, serves as the "hub" of academic computing at JSC. It is fully staffed and equipped with 40 Pentium workstations, all of which provide Internet and e-mail access. In addition, the college supports five other dedicated computer labs, two for science and mathematics, one for behavioral sciences and education, one for business and hospitality and tourism management, a MIDI lab for the fine and performing arts, as well as a digital imaging and video-editing systems for student use.

**Counseling Center**

The Counseling Center is a campus resource designed to facilitate the emotional and intellectual development of students. The Counseling Center offers JSC students a safe and confidential place for self-exploration and personal growth experiences. Counseling Center staff listen, provide support, and help students make the most of their educational experience while helping students form a personal connection to the learning community. Individual, couples, and group counseling are available. Services also include referrals to community resources, presentations/workshops,

campus-wide mental-health screenings, and mental health crisis assistance.

**Child Development Center (CDC)**

The CDC, a licensed pre-school/child care facility for children ages two through seven years, is an early childhood laboratory school for the college. The CDC is accredited through the National Association for the Education of Young children. It serves the families of the campus community and surrounding towns. College students from all departments can be involved with the CDC through volunteer programs and course work, as classroom aides through Federal Work-Study, internships, and as parents.

**CAMPUS LIFE**

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The college apartments, located at the north end of campus, provide one-, two-, and three-bedroom accommodations for qualified graduate students. Applications outlining eligibility criteria for the college apartments are available in the Business Office.

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## Meal Contracts

ARAMARK Food Service Corporation provides high-quality food service to the Johnson State College campus. Students are invited to take advantage of the numerous dining options, such as vegetarian and vegan options, soups, and salads, in addition to traditional meals.

## STUDENT ACTIVITIES

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### Center for Service Learning

Since 1987, the Center for Service Learning has been an integral part of engaging students in the JSC community and beyond. The Center, also known as the “SERVE Office,” offers numerous opportunities for organized service experiences, led by student leaders, that meet actual community needs.

Different social issues are selected by student leaders each year to focus on. Working in pairs, students plan direct service and educational events that benefit both the community and the understanding of the students involved in the service. Examples include:

*Hunger and Homelessness:* Groups worked to fund-raise for a local homeless shelter, collected and delivered Thanksgiving food baskets, held a hunger banquet on campus, worked at the local food bank, put up an art display on the meaning of “home” to Vermont children, hosted speakers on affordable housing, and led a Break Away trip to Maine to work in a homeless shelter.

*The Environment:* Prior to a Break Away trip to Biscayne Bay in Florida to work on restoration, these student leaders took students to the ECHO Museum in Burlington, attended an environmental slide show in Montpelier, did trail work in Lamoille County, and recruited volunteers for the ELF Program where college students teach elementary school children about the environment.

*Global Issues:* Every three years, a global issue is picked to focus on. During the school years of 2004-2007, students are working on raising their own and others’ understanding of the impact of landmines, particularly in Southeast Asia. In doing so, students have attended a landmine action conference at Smith College, created and presented a landmine awareness slide show for local colleges, high schools, and

elementary schools, and helped fundraise, support, and carry out a Break Away trip to Vietnam with our partner organization, Clear Path International in Dorset, Vermont.

*Break Away:* Our alternative break program is designed to promote service on the regional, nation, and international levels during scheduled school breaks. These trips are designed to have students leading other students in heightening social awareness and creating life long active citizens; where community becomes a priority in values and life choices.

*Mentoring:* Student volunteers are matched with local school children or youth. The goal is to form one-on-one relationships to give each child or young adult a friend and role model, as well as someone who can share recreational, cultural, and educational experiences.

*America Reads:* This is a national program designed to help children develop a love of reading. Reading partners receive a literacy training and then work with individual children or small groups (K-4) to provide opportunities for one-on-one practice and activities which inspire young kids to read well by sharing the joy and power of reading.

*SNAP:* This program, in partnership with Smuggler’s Notch, pairs student volunteers with special needs children and adults to ski or snowboard.

*Americorps Student Leadership Corps (Education Award Only):* JSC offers an Americorps Education Award program. Americorps members work with students, faculty, administration, and local communities to build volunteer and service learning programs on the campus. At the end of their service, members receive an education stipend according to numbers of hours served.

If eligible, student leaders and America Reads volunteers, can receive federal work study.

### Athletics and Recreation

The recreation facilities and opportunities on campus and in the local area are extensive. Our Student Health and Physical Education (SHAPE) complex includes a 25-yard, six-lane pool, a squash court, two racquetball courts, two gymnasiums, an extensive weight

room, an aerobic fitness area, a climbing wall, and an athletic training facility staffed by a professional and student trainer. The outdoor recreation facilities include three athletic fields, and 10 kilometers of trails used by skiers in the winter and hikers and joggers in the summer. JSC's scenic and rural location provides many opportunities for camping, hiking, fishing, kayaking and canoeing. The College is served by three major ski areas: Smugglers' Notch, Stowe, and Jay Peak.

## STUDENTS' RIGHTS

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### Nondiscrimination

Qualified students are recruited for, admitted to and participate in all college programs without discrimination on the basis of race, color, sex, sexual orientation, religion, creed, national origin, age, veteran status, or disability. Johnson State College will provide reasonable accommodations to create equal opportunity for students with known disabilities. Please contact the JSC Learning Specialist in Academic Support Services (802-635-1264) if auxiliary aid or service is needed to apply for admission. Additionally, Johnson State College is committed to creating and maintaining an environment for work and study in which all members of the college community are free from all forms of sexual harassment. Johnson State College complies with state and federal laws related to equal opportunity and non-discrimination. Any questions or complaints about potential or perceived discrimination in violation of any state or federal law should be directed to Jo Ann Lamore, Assistant Academic Dean, Martinetti Hall (802-635-1243); or the Vermont State Colleges Office of the Chancellor in Waterbury; or the Vermont Office of the Attorney General; or the Equal Opportunity Employment Commission in Washington D.C. Please contact Bonnie Fairbanks, Director of Human Resources, if accommodations are needed to apply for admission of employment.

### U.S. Department of Education Requirements

The United States Department of Education requires that annual statistics on campus crimes and students' continuation rates be made available to students and their families. Please contact the Admissions Office for this information.

### Notification of Rights Under FERPA for Post-Secondary Institutions

The Family Educational Rights and Privacy Act ("FERPA") affords students certain rights with respect to their education records. These rights include:

- 1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. The college will provide the student with copies of education records or otherwise make the record available to the student, if the student, for instance, lives outside of commuting distance of the school. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- 2) The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the college to amend records that they believe are inaccurate. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an at-

## ***ADMISSION, COSTS, FINANCIAL AID, AND STUDENT SERVICES***

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torney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The college shall disclose directory information, including but not limited to name, hometown, college mailing address and e-mail address, unless the student does not desire to have any or all of such directory information disclosed and notifies the dean of students to this effect in writing within 15 days of the commencement of the academic semester.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C., 20202-4605

E-mail: FERPA@ed.gov  
(include telephone and fax numbers in e-mail)  
Telephone: (202) 260-3887  
Fax: (202) 260-9001

## **CAMPUS FACILITIES**

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### **The Library and Learning Center**

The LLC houses the library, the Department of Humanities and the Department of Writing and Literature, an open-access computer lab, a math and science computer lab, a language laboratory and a multimedia classroom. The library holds 100,000 volumes in open stacks, including bound periodicals, pamphlets and other unbound materials, phonograph recordings and a large collection of microfilms. The library's collections of art books and children's literature are well known for their depth and range. The library is linked to the Online Computer Library Center, a national bibliographic service that provides cataloguing and interlibrary loan access to over 12 million bibliographic records for location and verification of books, serials and non-print materials. A student ID card is required for book borrowing.

The LLC also houses the Ellsworth International Rooms, which includes artifacts and memorabilia collected by Professor Emeritus Robert A. Ellsworth over the length of his career as a diplomat and scholar. The rooms also includes a collection of Professor Ellsworth's books dealing with history and political science and materials felt to be of significance to the study of history or political science, donated by friends of the Ellsworth Trust.

### **Carter Gymnasium/SHAPE Facility**

This facility houses the health and physical education faculty, two basketball courts, a squash court and two racquetball courts, an extensive weight room and athletic training room, a climbing wall, an aerobics center, classroom facilities, a human performance laboratory and a six-lane, 25-yard swimming pool.

### **Dewey Campus Center**

The Center houses the Office of the Dean of Students, the Advising and Career Center, Academic Support Services, Upward Bound, the JSC Bookstore, the Public Safety Office, and the Center for Service Learning (CSL). It also contains three classrooms and a small convenience store.

### **Dibden Center for the Arts**

The Dibden Center for the Arts contains a 450-seat theater with a proscenium stage, a removable dance floor, and choral and orchestra risers. The center houses the music and theater faculty, studios, practice rooms, classrooms and a piano laboratory, as well as the Julian Scott Memorial Art Gallery.

### **Martinetti Hall**

This building, the main administration building, houses the Offices of the President, Academic Dean,

Dean of Administration and Registrar, the Admissions, Financial Aid, Alumni and Development, and Business Offices, Marketing and Printing Services, the Graduate Office, and the External Degree Program, along with the department of Business/Economics and a Business/Hospitality/Tourism management computer laboratory.

#### **McClelland Hall**

The oldest building on campus, McClelland houses the Department of Education, the Department of Behavioral Sciences and the behavioral sciences computer lab, the dance studio, and the Child Development Center, which provides day care and pre-school activities for community children.

#### **Stearns Hall**

Stearns Hall houses the dining hall, the Women's Center, the JSC Radio Station, the Student Government Association, the Stearns Cinema, the Stage Space, a TV lounge, a game room, the Café, the campus post office, the Fireplace lounge, and a student conference room.

#### **Visual Arts Center**

The VAC houses the college's visual arts programs, with drawing, painting, printmaking, photography, sculpture, ceramics and woodworking studios, as well as a gallery for exhibiting works in progress and student projects, and faculty offices.

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## **ADMINISTRATIVE SERVICES**

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#### **Development and Alumni Relations**

This office, in coordination with the Alumni Council, plans and directs all of the activities relating to the alumni association, including class reunions and the Fall Alumni/Family Day, admissions recruiting and fund raising. They also publish Johnson Views, which is distributed to alumni, parents and friends of the college. This office also supports the work of the Fund for Johnson State College, an advisory board to the president on philanthropy and community and corporate relations. A major part of each year's fund appeal is dedicated to scholarships for undergraduates.

#### **Physical Plant Department**

The Physical Plant Department is responsible for providing maintenance, custodial, and janitorial services to all buildings and grounds of the campus. In addition, the department is responsible for establishing and maintaining all utilities, building systems, and grounds. This department is also responsible for initiating, planning and executing all construction and campus renovations, with the exception of IT services.

#### **Department of Public Safety**

The Office of Public Safety is here for the safety of all students, faculty, and staff at Johnson State College. All Public Safety officers are trained and experienced in providing outstanding support to the Johnson State College community. We are fortunate to be living in a rural setting with less crime than other colleges; however, we are not crime-free. It is the Public Safety

Office's role to provide a safe environment for the entire community. In order to achieve this goal, it is vital that the community work together to prevent crime through education, cooperation, and by using safe practices and reporting anything that is suspicious or unusual to the office of public safety. A wide variety of safety and security training programs are available through the residence life staff and the Counseling Center. Information on current JSC policies relevant to criminal actions, campus law enforcement, training programs, policies, and campus crime statistics can be found on the Johnson State College Web site.

#### **Automobile Registrations**

All students who operate a motor vehicle on college property must register that vehicle with the Public Safety Office. Students will need to bring a copy of their motor vehicle registration to obtain a permit. Permits are issued at \$50. For more information, please contact Public Safety at 802-635-1205, or visit the Johnson State College Web site.

#### **Student Identification Cards**

Each student is issued an identification card free of charge through the Public Safety Office. Replacement cost for lost or stolen IDs is \$25. Students need the ID card to borrow books from the Library, use the SHAPE facility, and attend entertainment events at the Dibden Center for the Arts. A student ID in a student's hometown or at local ski areas may also entitle students to discounts.

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# GRADUATE PROGRAM FACULTY

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**Brighton, Kenneth L.** *Professor*

Ph.D., Curriculum and Instruction, Indiana State University

Specializations: Middle level education, elementary mathematics and science methods, adolescent development, student teaching supervision & placement

**Calza, Susan.** *Professor, Graduate Coordinator*

M.F.A., Sculpture, University of Illinois, Champaign-Urbana

Specializations: sculpture, performance art, and video

**DiGiulio, Robert C.** *Professor*

Ph.D., Socio-education, University of Connecticut, D.Ed., University of South Africa

Specializations: Learning theory, classroom management, education

**Dolci, Elizabeth D.,** *Professor*

Post-doctoral, Cell Biology, Yale University

Ph.D. Environmental Health Sciences, The University of Michigan

M.S. Environmental Health Science, The University of Michigan

**Fink, David.** *Professor, Graduate Coordinator*

Ed.D., Counselor Education, University of Maine, Orono

**Haigh, Jean.** *Assistant Professor*

M.A., Education, Castleton State College

Licensed Special Education Administrator

Specializations: Special education and developmental disabilities

**Hutchinson, David R.** *Professor*

Ph.D., Counselor Education, State University of New York at Buffalo

**Leslie, Kenneth.** *Professor, Graduate Coordinator*

M.F.A., Painting and Printmaking, University of Pennsylvania

Specializations: Painting, drawing, and artist's books

**Martin, Mary.** *Assistant Professor*

M.A., Art History and Criticism, Webster University

Specializations: 20th century art, African art, legal issues in art

**Mireault, Gina C.** *Professor*

Ph.D., Developmental Psychology, University of Vermont

Specializations: Childhood bereavement, stress and coping processes in children and adolescents

**Pellerin, John.** *Associate Professor*

Ph.D., Purdue University

Specializations: Chemistry, physics

**Ritscher-Winters, Regina L.** *Assistant Professor, Ed.D.,*

Learning and Teaching, Harvard Graduate School of Education.

Specialization: The role hands-on activities play in thinking, knowing and meaning-making

**Webber, Eleanor M.** *Professor*

Ph.D., Counseling Psychology, State University of New York at Buffalo

Specialization: Personality theory, abnormal behavior, career counseling, interdisciplinary studies

**Witte-Townsend, Darlene L.** *Professor, Graduate Coordinator*

Ph.D., Elementary Education, University of Alberta

Specializations: Literacy, child development, and qualitative research methodologies

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