

# Wilkes University



## 2018-2019

### GRADUATE BULLETIN

84 W. South Street  
Wilkes-Barre, Pennsylvania 18766  
(570) 408-4235  
1-800-WILKES U, ext. 4235  
(1-800-945-5378)  
[www.wilkes.edu](http://www.wilkes.edu)

### STATEMENT OF DISCLAIMER

*The statements in this bulletin are for the purposes of information. The University reserves the right to change any provisions or requirements, including tuition and fees, any time within the student's term of residence. No contract is created or implied. Students must fulfill all prevailing degree or program requirements.*

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# **Wilkes University**

## **Graduate Bulletin | 2018-2019**

84 W. South Street  
Wilkes-Barre, Pennsylvania 18766

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# ACADEMIC CALENDAR 2018 - 2019

Wilkes University  
Wilkes-Barre, PA 18766  
1-800-WILKES-U  
[www.wilkes.edu](http://www.wilkes.edu)

## Summer 2018

Pre-Session		
Classes Commence	Monday, May 21, 2018	8:00 a.m.
Classes End	Friday, June 8, 2018 (Including Final Examinations)	12:00 noon
First Day Session		
Classes Commence	Monday, June 11, 2018	8:00 a.m.
Classes End	Friday, July 13, 2018 (Including Final Examinations)	12:00 noon
Nine-Week Evening Session		
Classes Commence	Monday, June 11, 2018 (No class July 4)	6:00 p.m.
Classes End	Tuesday, August 14, 2018 (Including Final Examinations)	10:00 p.m.
Second Day Session		
Classes Commence	Monday, July 16, 2018	8:00 a.m.
Classes End	Friday, August 17, 2018 (Including Final Examinations)	12:00 noon

## Fall Semester 2018

Classes Commence	Monday, August 27, 2018	8:00 a.m.
Labor Day Recess Begins	Saturday, September 1, 2018	8:00 a.m.
Classes Resume	Tuesday, September 4, 2018	8:00 a.m.
<b>Summer Commencement</b>	Sunday, September 9, 2018	1:00 p.m.
Fall Recess Begins	Thursday, October 11, 2018	8:00 a.m.
Classes Resume	Monday, October 15, 2018	8:00 a.m.
Follow Thursday Class Schedule	Tuesday, November 20, 2018	.
Thanksgiving Recess Begins	Wednesday, November 21, 2018	8:00 a.m.
Classes Resume	Monday, November 26, 2018	8:00 a.m.
Follow Friday Class Schedule	Monday, December 10, 2018	
Classes End	Monday, December 10, 2018	5:00 p.m.
Final Examinations Begin	Monday, December 10, 2018	6:30 p.m.
Final Examinations End	Wednesday, December 19, 2018	4:30 p.m.
Intersession 2018-2019	Wednesday, December 26, 2018 to Friday January 11, 2019	
M.A.Creative Writing Residency on Wilkes Campus	Friday, January 4, 2019 Saturday, January 12, 2019	

## Spring Semester 2019

Classes Commence	Monday, January 14, 2019	8:00 a.m.
Martin Luther King Day Recess Begins	Saturday, January 19, 2019	8:00 a.m.
<b>Winter Commencement</b>	Sunday, January 20, 2019	1:00 p.m.

## Academic Calendar 2018 - 2019

Classes Resume	Tuesday, January 22, 2019	8:00 a.m.
Spring Recess Begins	Saturday, March 2, 2019	8:00 a.m.
Classes Resume	Monday, March 11, 2019	8:00 a.m.
Holiday Recess Begins	Thursday, April 18, 2019	8:00 a.m.
Classes Resume	Monday, April 22, 2019	8:00 a.m.
Follow Thursday Class Schedule	Tuesday, April 30, 2019	
Follow Friday Class Schedule	Wednesday, May 1, 2019	
Classes End	Wednesday, May 14, 2019	5:00 p.m.
Final Examinations Begin	Thursday, May 2, 2019	6:30 p.m.
Final Examinations End	Saturday, May 11, 2019	12:30 p.m.
Commencement	Saturday, May 18, 2019	TBA

## Creative Writing Calendars and Schedules

<b>CREATIVE WRITING ACADEMIC CALENDAR</b>	<b>2018-2019</b>
<b>On Campus Residencies</b>	June 15-23, 2018, January 4-12, 2019
<b>Weekender in Wilkes Barre, PA</b>	<b>2018:</b> Jan. 5 to 7; Feb. 23 to 25; April 13 to 15; May 18 to 20; June 15 to 17; Aug. 17 to 19; Oct. 12 to 14; Nov. 30 to Dec. 2
	<b>2019:</b> Jan. 4 to 6; Feb. 22 to 24; April 12 to 14; May 17 to 19; June 14 to 16; Aug. 9 to 11; Oct. 4 to 6; Nov. 22 to 24
<b>Online Project Terms (all groups)</b>	<b>2018:</b> Jan. 29 to May 28, July 30 to Nov. 26
	<b>2019:</b> Jan. 28 to May 27, July 29 to Nov. 25

## Doctoral Nursing Programs Distance Education Calendars and Schedules

<b>2018-2019 Academic Year</b>		
<b>D.N.P. and Ph.D.</b>		
D.N.P. (Students entering before fall 18 semester)	START DATE	END DATE
	July 2, 2018	August 26, 2018
	August 27, 2018	October 21, 2018
	October 22, 2018	December 16, 2018
	December 21, 2018	February 24, 2019
	April 22, 2019	June 16, 2019
D.N.P. (Students entering fall 18 semester)	August 27, 2018 (208 week courses)	December 16, 2018
	January 22, 2019 (2-8 week courses)	May 12, 2019
	May 20, 2019 (1-8 week course)	July 15, 2019
Ph.D. (Students entering fall 18 semester)	START DATE	END DATE
	September 17, 2018 (Residency September 14, 15, 16)	December 9, 2018
	January 22, 2019	April 14, 2019
	May 20, 2019	August 11, 2019

Ph.D. (Students entering before fall 18 semester)	September 17, 2018	December 9, 2018
	January 14, 2019	April 7, 2019
	May 20, 2019	August 11, 2019

## Education Calendars and Schedules

<b>SUMMER SEMESTER – 2018</b>	
Doctoral Qualifying Examination (DQE)	May 5 (Saturday) 9:00 am - 9:00 pm
Summer Semester (7 weeks)	April 30 – June 17
Weekend classes begin	May 5 (Saturday) & May 6 (Sunday)
Summer Semester (12 weeks)	May 14 - August 5
Summer Semester (9 weeks)	June 4 – August 5
Summer Semester (7 weeks)	June 18 – August 5
Weekend classes end	August 5 (Saturday) & August 6 (Sunday)
<b>Dissertation Proposal Defense Deadline</b>	<b>August 3 (to make September IRB meeting)</b> <b>NOTE: No proposal defenses are scheduled in July</b>
<b>Dissertation Defense Deadline</b>	<b>August 5 (to defend for September graduation) NOTE: July defenses will be held July 24-31.</b>
ED 615 – Professional Seminar in Educational Leadership Residency – Fall Course	August 7 – 10 (Tuesday – Friday)
ED 629 – Strategic Thinking and Planning (Residency 2 – Summer Course)	August 7 – 10 (Tuesday – Friday)
ED 697 – Dissertation Proposal Seminar	August 7 – 10 (Tuesday – Friday)
Doctoral Qualifying Examination (DQE) (Residency 3 – Summer Course)	August 12 (Saturday) 9:00 am - 9:00 pm
Doctoral Qualifying Examination (DQE)	August 18 (Saturday) 9:00 am - 9:00 pm
Summer Commencement	Sunday, September 9th - 1:00pm
<b>FALL SEMESTER – 2018</b>	
Fall Semester (9 weeks)	August 13 – October 14
Fall Semester (7 weeks)	September 4 - October 21
Fall Semester (14 weeks)	September 10 – December 9
Weekend Classes Begin	September 8 (Saturday) & September 9 (Sunday)
Weekday Classes Begin	September 10 (Monday)
Fall Semester (9 weeks)	October 8 – December 9
Fall Recess	October 11 – October 14 (Thursday-Sunday)
Fall Semester (7 weeks)	October 22 – December 9
Thanksgiving Recess – no classes	November 21 – November 25 (Wednesday-Sunday)
Weekend Classes End	December 9 (Saturday) & December 10 (Sunday)
Weekday Classes End	December 6 (Thursday)
Online Classes End	December 9 (Sunday)
<b>Dissertation Proposal Defense Deadline</b>	<b>December 7 (Friday)</b>
<b>Dissertation Defense Deadline</b>	<b>December 7 (Friday)</b>
Doctoral Qualifying Examination (DQE)	Dec 8 (Saturday) 9:00 am - 9:00 pm
Winter Commencement	Sunday, January 20th - 1:00 pm
<b>SPRING SEMESTER – 2019</b>	
Spring Semester (9 weeks)	January 1 – March 3
Weekend Classes Begin	January 12 (Saturday) & January 13 (Sunday)
Weekday Classes Begin	January 22 (Tuesday)
Spring Semester (7 weeks)	January 14 – March 4

## Academic Calendar 2018 - 2019

Spring Semester (13 weeks)	January 22 – April 14
Spring Semester (9 weeks)	February 18 – April 19
Spring Break – no classes	March 2 - March 10
Spring Semester (7 weeks)	March 4 – April 19
<b>Dissertation Defense Deadline</b>	<b>April 12 (Friday) No dissertation defenses are scheduled over spring break</b>
<b>Dissertation Proposal Defense Deadline</b>	<b>April 12 (Friday) No proposal defenses are scheduled over spring break</b>
Weekday Classes End	April 11 (Thursday)
Weekend Classes End	April 13 (Saturday) & April 14 (Sunday)
Doctoral Qualifying Examination (DQE)	May 4 (Saturday) 9:00 am - 9:00 pm
Spring Commencement	May 18 (Saturday) TBA

**Defense Scheduling:** Defenses are scheduled from the beginning of each semester through the deadlines noted above. Defenses are not scheduled in July, between semesters, or during breaks. Appropriate scheduling forms and the complete, final defensible document must be received with the form to defend at least two weeks prior to the requested defense dates.

**IRB Meetings:** Occur monthly: January-May & September-December.

**Calendar Changes:** The Dept. reserves the right to change this calendar without notice. Refer to the final semester schedule for actual course dates.

**Grade Information:** Grades are due from instructors within 72 hours of the class's completion date. When grades are "rolled" or processed, they become available for viewing on the Student Services tab of the MyWilkes portal.

## Master's Degree Nursing Distance Education Calendars and Schedules

<b>2018-2019 Academic Year</b>		
<b>Nurse Practitioner, Nursing Education, Nurse Executive, and Nursing Informatics Programs</b>		
<b>RN to M.S.N.</b>		
<b>M.S.N.</b>		
<b>Post-Graduate/APRN Certificate</b>		
<b>12 week courses</b>		
	<b>START DATE</b>	<b>END DATE</b>
<b>Summer 2018</b>	May 21, 2018	August 12, 2018
<b>Fall 2018</b>	August 27, 2018	November 18, 2018
<b>Spring 2019</b>	January 22, 2019	April 14, 2019
<b>Summer 2019</b>	May 20, 2019	August 11, 2019
<b>Nursing Education, Nurse Executive, Nursing Informatics</b>		
<b>RN to BSN</b>		
<b>RN to M.S.N.</b>		
<b>M.S.N. Post -Graduate/APRN Certificate</b>		
<b>8 week courses</b>		
<b>(Students entering before fall 18 semester)</b>		
	<b>START DATE</b>	<b>END DATE</b>
	July 2, 2018	August 26, 2018
	August 27, 2018	October 21, 2018
	October 22, 2018	December 16, 2018
	December 31, 2018	February 24, 2019
	February 25, 2018	April 21, 2019
	April 22, 2019	June 16, 2019



# **Administrative Support Offices**

## **Center for Continued Learning**

(570) 408-4236  
Second Floor, Weckesser Annex  
169 South Franklin Street  
FAX: (570) 408-7912

## **Master's/Doctoral Department of Education**

(570) 408-4671  
Lower Level, Breiseth Hall  
139 South Franklin Street  
FAX: (570) 408-4905

## **Graduate Admissions**

(570) 408-4235 - Janel Oshinski  
(570) 408-5535 - Dr. Stephanie Wasmanski, Director  
(570) 408-3338 - Kristin Donati, Associate Director  
(570) 408-4404 - Jessica DiBernardo  
(570) 408-4311 - Tori Harrison  
(570) 408-4411 - Janet Oshinski  
Lower Level, Breiseth Hall  
139 South Franklin Street  
FAX: (570) 408-7846

## **International Student Graduate Admissions**

(570) 408-4235  
Lower Level, Breiseth Hall  
FAX: (570) 408-7846

## **International Student Services**

(570) 408-7854  
Second Floor, Max Roth Center  
FAX: (570) 408-3626

## **School of Pharmacy**

(570) 408-4298  
First Floor, Stark Learning Center  
160 South River Street  
FAX: (570) 408-7828

## **Registrar's Office**

(Registration and Transcripts)  
(570) 408-4961  
Capin Hall – 1<sup>st</sup> Floor  
165 South Franklin Street

## **Financial Aid Office**

(570) 408-4512  
165 South Franklin Street

## **Bursar's Office**

(Student Accounts)  
(570) 408-4960  
32 West South Street

## **Graduate Admissions**

Dr. Stephanie Wasmanski, Director

(570) 408-5535

1-800-WILKES U, ext. 5535

(1-800-945-5378)

[www.wilkes.edu](http://www.wilkes.edu)

# **Graduate Program Contacts**

## **Business Administration (M.B.A.)**

- Dr. Shaokang (Ken) Wang - (570) 408-4338
- Ms. Karen Alessi - (570) 408-3204

## **Creative Writing (M.A. & M.F.A.)**

- Dr. Bonnie Culver - (570) 408-4527

## **Bioengineering (M.S.)**

- Dr. Prahlad Murthy - (570) 408-4617

## **Electrical Engineering (M.S.E.E.)**

- Dr. Prahlad Murthy - (570) 408-4617

## **Engineering Management (E.G.M.)**

- Dr. Prahlad Murthy - (570) 408-4617

## **Mechanical Engineering (M.S.M.E.)**

- Dr. Prahlad Murthy - (570) 408-4617

## **Art and Science of Teaching (M.S.)**

- Ms. Vicki Jones - (570) 408-6814

## **Early Childhood Literacy (M.S.)**

- Ms. Vicki Jones - (570) 408-6814

## **Educational Development & Strategies (M.S.)**

- Ms. Renee Sipple - (570) 408-4674

## **Educational Leadership (Ed. D.)**

- Dr. Karim Medico Letwinsky - (570) 408-5512

## **Educational Leadership (M.S.)**

- Dr. Charles Smargassi - (570) 408-4244

## **Effective Teaching (M.S.)**

- Dr. Karim Medico Letwinsky - (570) 408-5512

## **Gifted Letter of Endorsement**

- Ms. Vicki Jones - (570) 408-6814

## **Instructional Media (M.S. & Endorsement)**

- Dr. Grace Surdovel - (570) 408-3102

## **Instructional Technology (M.S.)**

- Dr. Grace Surdovel - (570) 408-3102

## **International School Leadership (M.S.)**

- Dr. Karim Medico Letwinsky - (570) 408-5512

## **International Teaching and Learning (M.S.)**

- Dr. Karim Medico Letwinsky - (570) 408-5512

## **Literacy Specialist**

- Ms. Vicki Jones - (570) 408-6814

**Middle Level Programs (M.S.)**

- Ms. Vicki Jones - (570) 408-6814

**Reading Specialist Certification (M.S.)**

- Ms. Vicki Jones - (570) 408-6814

**School Business Leadership (M.S.)**

- Dr. Charles Smargassi - (570) 408-4244

**Secondary Education / Biology (M.S.)**

- Dr. Michael A. Steele - (570) 408-4763

**Secondary Education /Chemistry (M.S.)**

- Dr. Hernando Trujillo - (570) 408-4637

**Secondary Education / English**

- Dr. Lawrence T. Kuhar - (570) 408-4532

**Secondary Education / Mathematics (M.S.)**

- Dr. V. Ming Lew - (570) 408-4844

**Special Education (M.S.)/Autism**

- Ms. Vicki Jones - (570) 408-6814

**21st Century Teaching & Learning (M.S.)**

- Ms. Vicki Jones - (570) 408-6814

**Teaching English as a Second Language (M.S.)**

- Dr. Kimberly Niezgoda - (570) 408-4170

**Mathematics (M.S.)**

- Dr. Prahlad Murthy - (570) 408-4617

**Nursing (M.S.N, D.N.P, Ph.D.)**

- Dr. Kathleen Hirthler - (570) 408-5027

**Pharmacy (Pharm. D.)**

- Dr. Julie Olenak - (570) 408-4288

# INTRODUCTION

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- [Center for Continued Learning](#)
- [Center for Global Education and Diversity](#)
- [Accreditation](#)
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## Wilkes University

- [Our Mission](#)
- [Our Vision](#)
- [Our Values](#)
- [Institutional Student Learning Outcomes](#)

### Our Mission

To continue the Wilkes tradition of liberally educating our students for lifelong learning and success in a constantly evolving and multicultural world through a commitment to individualized attention, exceptional teaching, scholarship and academic excellence, while continuing the university's commitment to community engagement.

### Our Vision

To be a nationally recognized independent university where intense personal engagement in exceptional academic and professional programs cultivates a lifelong commitment to learning, ethics, civic responsibility, and openness to cultural diversity.

### Our Values

- Mentorship: Nurturing individuals to understand and act on their abilities while challenging them to achieve great things;
- Scholarship: Advancing knowledge through discovery and research to better educate our constituents;
- Diversity: Embracing differences and uniqueness through sincerity, awareness, inclusion and sensitivity;
- Innovation: Promoting creative scholarly activities, programs, ideas, and sustainable practices; and
- Community: Appreciating and collaborating with mutual respect to foster a sense of belonging.

### Institutional Student Learning Outcomes

Students will:

- Demonstrate a comprehensive understanding of appropriate theories, methods and standards specific to the field of study;
- Demonstrate appropriate application of the methods, skills and techniques specific to the field of study;
- Demonstrate the ability to engage in the process of systematic inquiry appropriate to the field of study;
- Demonstrate effective written communication skills in the field of study;
- Demonstrate effective oral communication skills in the field of study; and
- Demonstrate understanding of integrity and ethical practice.

### Graduate Academic Calendars and Schedules

<b>ACADEMIC CALENDAR 2018--2019</b>	Approved 8-30-2017	
PRE-SESSION		
Classes Commence	Monday, May 21, 2018	8:00 a.m.

## Introduction

Classes End	Friday, June 8, 2018 (INCLUDING FINAL EXAMINATIONS)	12:00 p.m.
FIRST DAY SESSION		
Classes Commence	Monday, June 11, 2018 (No class July 4th)	8:00 a.m.
Classes End	Friday, July 13, 2018 (INCLUDING FINAL EXAMINATIONS)	12:00 p.m.
NINE-WEEK EVENING SESSION		
Classes Commence	Monday, June 13, 2018 (No class July 4th)	6:00 p.m.
Classes End	Tuesday, August 14, 2018 (INCLUDING FINAL EXAMINATIONS)	10:00 p.m.
SECOND DAY SESSION		
Classes Commence	Monday, July 16, 2018	8:00 a.m.
Classes End	Friday, August 17, 2018 (INCLUDING FINAL EXAMINATIONS)	12:00 p.m.
<b>FALL SEMESTER - 2018</b>		
Classes Commence	Monday, August 27, 2018	8:00 a.m.
Labor Day Recess Begins	Saturday, September 1, 2018	8:00 a.m.
Classes Resume	Tuesday, September 4, 2018	8:00 a.m.
Summer Commencement	Sunday, September 9, 2018	1:00 p.m.
Fall Recess Begins	Thursday, October 11, 2018	8:00 a.m.
Classes Resume	Monday, October 15, 2018	8:00 a.m.
FOLLOW THURSDAY CLASS SCHEDULE	Tuesday, November 20, 2018	
Thanksgiving Recess Begins	Wednesday, November 21, 2018	8:00 a.m.
Classes Resume	Monday, November 26, 2018	8:00 a.m.
FOLLOW FRIDAY CLASS SCHEDULE	Monday, December 10, 2018	
Classes End	Monday, December 10, 2018	5:00 p.m.
Final Examinations Begin	Monday, December 10, 2018	6:30 p.m.
Final Examinations End	Wednesday, December 19, 2018	4:30 p.m.
<b>INTERSESSION 2019</b> Wednesday, December 26, 2018 to Friday, January 11, 2019		
<b>SPRING SEMESTER - 2019</b>		
Classes Commence	Tuesday, January 14, 2019	8:00 a.m.
Martin Luther King Day Recess Begins	Saturday, January 19, 2019	8:00 a.m.
Winter Commencement	Sunday, January 20, 2019	1:00 p.m.
Classes Resume	Tuesday, January 22, 2019	8:00 a.m.
Spring Recess Begins	Saturday, March 2, 2019	8:00 a.m.
Classes Resume	Monday, March 11, 2019	8:00 a.m.
Holiday Recess Begins	Thursday, April 18, 2019	8:00 a.m.
Classes Resume	Monday, April 22, 2019	8:00 a.m.
FOLLOW THURSDAY CLASS SCHEDULE	Tuesday, April 30, 2019	
Classes End	Wednesday, May 1, 2019 (FOLLOW FRIDAY CLASS SCHEDULE)	5:00 p.m.
Final Examinations Begin	Thursday, May 2, 2019	6:30 p.m.
Final Examinations End	Saturday, May 11, 2019	12:30 p.m.

<b>COMMENCEMENT</b>	Saturday, May 18, 2019	TBA
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## Academic Information

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- [The Family Educational Rights and Privacy Act of 1974](#)

## Transfer Credits

(Please see individual department information for program-specific considerations.)

A maximum of six credits toward a master's degree or 12-18 credits of post-master's graduate work for terminal degrees, completed at another U.S. regionally accredited university or college may be applied toward the requirements for the program specific degree. Acceptance into a graduate program is necessary before credits can be considered for transfer to the program of study. Students seeking to transfer courses from another institution may be requested to produce a course syllabus and coursework so that a final determination can be made. Academic officers who are agents of Wilkes University may review the syllabus to determine if the course contains graduate-level learning objectives, a sufficient number of contact hours (40-45 for a three-credit course), and an appropriate content outline containing assessments and assignments that clearly delineate student performance.

Wilkes University does not transfer credits for 1) courses titled as workshops; 2) other courses that are determined not to meet academically rigorous standards; 3) courses that do not align with the goals and objectives of existing Wilkes University courses; or 4) courses taken as Pass-Fail, unless the "Pass" can be substantiated by the former institution as being equivalent to a grade of B (3.0) or better.

A transfer credit form must be submitted and an official transcript provided in order for credits to be transferred. Approval for any transferred credits toward a degree program must be granted by the respective program. Transferred academic work must have been completed within six years prior to the date of admission to the graduate program at Wilkes University with a grade of B (3.0) or better. Grades earned in transferred courses are not included in the computation of the cumulative grade point average at the University.

Current Wilkes graduate students who seek to take a graduate course at another accredited university or college, in order to transfer the credits into their respective program at the University, must complete a "Pre-Approval Form" prior to registering for the course. All completed forms for transfer of credits should be submitted to the respective department. An official transcript must be requested from the other institution as soon as it is available and should be sent to the Student Services Office.

A student cannot be approved for graduation until all transfer credits are approved by the respective program, an official transcript has been received at Wilkes University from the institution granting the credit, and the approved transfer credits are posted to the Wilkes University transcript. All paperwork must be received prior to each semester's Wilkes graduation clearance deadline.

## Appeal of Grade Policy

Communication necessary in the appeal process may be in person for on-campus students or via digital or video-conferencing technology for off-campus students.

Grades themselves are not generally grievable. More often students challenge grades based on a deviation from course policy or grading practices outlined in the course syllabus. Students who have a clear and justifiable grievance with reference to a grade should first seek resolution with the instructor and subsequently with the Department Chairperson/Director. It is expected that they will consult with the faculty member in an effort to resolve the dispute. The Chairperson/Director may also exercise the option to involve others in the discussions with the faculty member.

If satisfaction cannot be obtained, the student has the right to appeal to the Dean of the respective college or school. The appeal must be made by the end of the fourth week of the ensuing fall or spring semester. The Dean will consult with the Department Chairperson/Director and will establish an Appeal Committee

## Introduction

of three faculty members - at least two of whom shall be from the department of the faculty member concerned, if possible. A Committee Chairperson will be appointed by the Dean. The Committee Chairperson will notify the faculty member of the appeal and the composition of the Committee.

The Appeal Committee will review the student's complaint, interview the faculty member, and study the evidence presented by both parties. If necessary, the Committee may interview the student, other students or faculty in its efforts to determine the facts.

The Committee will make a report to the Dean in which it reviews the issues and recommends a solution. In most cases this will be a recommendation to uphold the grade awarded by the instructor or to alter the grade that the student received. In some cases the recommendation may be to present the student with other alternatives such as the completion of additional work before a final grade is determined.

The Dean, after consultation with the Provost, will inform the faculty member and the student of the recommendations of the Appeal Committee and will take the steps that are necessary to implement the recommendations.

## Auditing

A person desiring to audit a course does not need to meet normal admission requirements, but must obtain approval to audit from the course professor and indicate "audit" on the registration form. Auditors must file the appropriate Application and pay the non-refundable application fee. The student receives no credit for courses taken as an auditor.

A student enrolled in a course may apply to become an auditor by contacting the Graduate Admissions office, and must obtain approvals from the course professor. This change of status must be completed before the end of the second week of the class.

## Challenge Examinations

Students who desire to remove undergraduate deficiencies may do so by formal course work or by challenge examination. Challenge examinations may not be used to earn credits toward the graduate degree. Arrangements are made by the student directly with the respective Graduate Program head.

## Course Numbering

Courses are designated by three-digit numbers. The first digit denotes the level of the course as follows:

- 400-499 Courses for graduate students and advanced undergraduates
- 500-599 Courses for graduate students only (except with special permission)
- 600-699 Courses for doctoral and M.F.A. students only (except with special permission)

## Degree Requirements

Students may be awarded the master's degree upon satisfactory completion of all graduate degree requirements and the following specific requirements:

1. A completed file (application, application fee, official transcripts, copy of teaching certificate, letters of recommendation, any required testing, and any other individual program requirements for admission).
2. Regular admission into a graduate program;
3. Satisfactory completion of all requirements for the degree to be completed within six calendar years following admission into the program of study. A student may request an extension to complete the degree beyond the six year limit. That request should be submitted in writing to the program director/department chair no later than the semester before the six year limit. The respective college or school Dean will review the request and consult with appropriate parties (graduate program director, chairperson, or advisor) and will notify the student and the appropriate administrative offices of the final decision.
4. A minimum average of 3.0 for all graduate work (see Grade Regulations);
5. If a thesis is required, the candidate should:
  - a. Be accepted by a thesis advisor and an Advisory Committee before completion of nine hours of graduate study;
  - b. Submit an acceptable thesis in the required format and quantity of copies no later than three weeks prior to the commencement at which the degree is to be conferred;
  - c. Arrange for publication of the thesis. (see Thesis Policy);

Specific requirements for graduate degrees will be found within each of the degree programs described in the following sections.

Students CANNOT substitute other courses for any of the required core courses in any program without the express written consent of the program.

## General Notes On Academic Standing and Dismissal

**NOTE BEFORE READING THIS SECTION:**



There may be more stringent programmatic requirements regarding this policy. Students should be sure to review the appropriate section of this bulletin pertaining to their respective program.

In order for a student to maintain good academic standing in graduate programs, the student must maintain a GPA of 3.0 or higher at and after the point of completing 9 credits in his/her respective program. The 9 credit probationary allowance provides a student the opportunity to demonstrate his/her academic ability. After completing 9 credits, a graduate student whose GPA drops below a 3.0 will be dismissed from his/her respective program. Students who are dismissed may retake a course or courses as a non-degree student, which provides for the opportunity to replace one or more of their deficient grades. If the student is successful in moving his/her GPA above the 3.0 level, he/she may re-apply for acceptance into his/her program.

Only courses with grades below a 3.0 may be taken for grade replacement. If a student elects to take a course for grade replacement, the higher grade earned will be counted in the calculation of the GPA. For example, if a student earns a 2.0 and replaces the grade and earns a 2.5, the higher grade (2.5) would be used in the GPA calculation. Courses may be repeated for grade replacement only one time. Note: Students must also meet all degree requirements in addition to maintaining an acceptable GPA.

Individual programs/departments may have more stringent academic progression requirements than those prescribed by the general policies. Students are urged to review program-specific academic progression requirements that may be described in the section of this bulletin pertaining to their respective program.

A student who is dismissed from the graduate program may request a review of the case by the Graduate Studies Committee. The request should be submitted in written form to the Dean of the appropriate college or school, who will coordinate with the Graduate Studies Committee.

## Grading

Numerical grades are given for graduate work. Letter grade equivalents appear in the conversion table below:

4.0 = A	Academic achievement of superior quality
3.5 = B+	Academic achievement of good quality
3.0 = B	Academic achievement of acceptable quality in meeting graduation requirements
2.5 = C+	Academic achievement of adequate quality but below the average required for graduation
2.0 = C	Academic achievement below the average required for graduation
0.0 = F	Failure. No graduate course credit

A grade of "X" indicates assigned work yet to be completed in a given course. Except in thesis work, grades of "X" will be given only in exceptional circumstances. **Grades of "X" must be removed through satisfactory completion of all course work no later than four weeks after the end of the final examination period of the semester in which the "X" grade was recorded.** Failure to complete required work within this time period will result in the conversion of the grade to 0. An extension of the time allowed for the completion of work must be endorsed by the instructor in the form of a written statement and submitted to the Registrar. There may be financial aid implications with a grade of "X" and with the conversion of the "X" to a 0.

## Master's Thesis Policy

1. Upon approval of the thesis topic, the student and the advisor will identify the objectives, develop a timetable, and plan the distribution of credits in that timetable. This written plan will be placed in the student's files in the department office.
2. The student shall be continuously registered for a minimum of one thesis credit up to and including the semester that he/she defends the thesis and submits the final copies of the thesis.
3. The thesis objectives should be completed within the allocated number of credits and within the timetable developed. Thesis requirements vary from program to program. Students should consult with their thesis advisor and understand all thesis requirements for their individual program.
4. Students registered for thesis credits will be awarded a grade reflecting the level and the quality of work conducted for that semester. Incomplete and audit designations are explicitly excluded as thesis grades.
5. The satisfactory completion of the thesis is indicated by passing the oral examination and obtaining the necessary approvals from the Thesis advisor, the thesis committee (if required), the Department Chairperson/program director, and the Dean of the respective college or school.
6. Student appeals to any provisions in this policy shall be to the Thesis Advisor, the Department, and finally to the Graduate Studies Committee.

Subsequently the accepted theses and dissertations will be archived, either in bound or in digital format. See the individual program requirements and fees for binding. For thesis binding fees, see section on Fees and Expenses

# Regulations for Withdrawal

A student may withdraw from a course during the first week of the semester by informing the instructor, completing a withdrawal form that is co-signed by the student and the student's advisor, and submitting the signed form to the program and the Registrar's Office within the first week of the semester. For withdrawal after the first week, see program specific processes for withdrawal. A student may withdraw from a course only for serious circumstances, as determined by the Department Chairperson or the Director/Coordinator of the appropriate graduate program in consultation with the instructor. A mark of "W" indicates an authorized withdrawal from the course. Students are advised that withdrawing from a course(s) may have financial implications; see sections on "Refunds" and "Withdrawal-Return of Financial Aid Funds" in this bulletin for more information.

It is the student's responsibility to initiate withdrawal from a course by obtaining the withdrawal form from the Student Services Center, having it signed by the appropriate personnel, and returning it to the Student Services Center (or in Mesa, to a representative of the Student Services office) within the tenth-week period. A grade of "0" is assigned by the instructor and recorded for all courses in which no official withdrawal, as specified above, has been completed by the student.

"W" is not a grade; it does not constitute a reflection of academic performance within a course. The appropriate grade for academic performance below the minimum standard for course credit is "0."

A "W" granted after the first week of the semester reflects a decision on the part of the student, after consultation with the instructor and advisor, not to be enrolled in a course. A "W" granted after the tenth week of the course constitutes recognition and agreement by the student, instructor, and advisor, that, due to some extraordinary circumstances beyond the student's control, enrollment in that course is not possible or feasible.

# Regulations on Thesis Research

Each graduate student shall select a major advisor under whose direction he/she wishes to pursue thesis research, if a thesis is required. Following acceptance of the candidate, the advisor will ensure that a committee, if required, is appointed. Students should refer to the program specific requirements on thesis, dissertation or scholarly projects.

# Student Conduct

Graduate students are obligated to observe the regulations governing all Wilkes University students relative to:

1. Academic honesty and integrity;
2. Respect for the rights of others relative to their safety, welfare and educational commitments;
3. The safety and security of the entire community.

Any disciplinary cases arising from a lack of observance of these regulations will be adjudicated by the Dean of the appropriate college or school and the Office of Student Affairs. Appeals from the decisions of this Committee may be made in written form to the Provost.

Policies regarding student conduct and additional grievance procedures are published in the Wilkes University Graduate Student Handbook, which is available on the web site at [www.wilkes.edu](http://www.wilkes.edu). Students enrolled at the Mesa Center for Higher Education must reference the Handbook for the Mesa site for information specific to Arizona.

# Anti-Hazing Policy

Wilkes University does not condone hazing of any kind. Hazing, is defined as follows:

any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

This policy applies to all University organizations, groups and individuals and is equally applicable on and off campus.

Any alleged act of hazing brought to the attention of University officials will be fully investigated and those individuals and/or groups accused will be brought before the University's Student Affairs Cabinet for adjudication.

Anyone found in violation of the Hazing Policy will be subject to disciplinary action.

The severity of the sanctions will depend on the circumstances surrounding the violation. Disciplinary action by the University will be in addition to any penalties imposed by civil authorities for violations of state law.

## Graduate Disciplinary Process Flowchart

- Incident/Alleged policy violation takes place.
- Report submitted to Student Affairs for investigation.
- No policy violation or suspect found. End of process.
- Investigation finds policy violation and alleged suspect.
- Conference held with alleged violator
- Charges and sanctions agreed upon by Assoc. Dean of Student Affairs (or designee for off-campus locations) and alleged violator. End of process.
- Assoc. Dean of Student Affairs (or designee for off-campus locations) and alleged violator do not agree upon charges and sanctions.
- Process is determined
- Administrative hearing held by the Assoc. Dean of Student Affairs (or designee for off-campus locations), if the policy violation does not appear to warrant dismissal or suspension from the University.
- Graduate Studies Committee, if the policy violation could result in dismissal or suspension from the University.
- Decision is made regarding the violation/sanction.
- Student is determined not to be in violation of a University policy. End of process.
- Student is found guilty of violation and accepts the sanction imposed. End of process.
- Student is found guilty of violation and does not accept sanctions.
- Student requests an appeal of the decision through the Office of the Provost
- The appeal is denied. The process ends.
- The appeal request is approved.
- The Office of the Provost reviews the case.
- The original decision is upheld. End of Process.
- It is discovered that there was :
  - Procedural error;
  - New evidence;
  - Inappropriate sanction.
- The case returns to the original Graduate Studies Committee group or another group, as determined by the Dean of the respective school or college, based on findings.

## Grievance Policy/Internal Complaint Procedure

The purpose of this policy is to serve as a guide for students who wish to file a complaint about any aspect of Wilkes University's operations/policies/procedures or about the actions of any student, visitor, or employee of Wilkes University. This policy is to be implemented only when dealing with circumstances not covered by existing academic or student conduct procedures.

### Procedures and Guidelines

1. Complaints, other than those being filed against persons, should be directed, in writing, to the appropriate Administrator (Director/Dean)/Department Chair/Faculty Member). It is the responsibility of that person to address the situation and, if possible, see that it is corrected. This must be done within a reasonable amount of time which will of course, depend upon what must be done to rectify the situation. The Administrator (Director/Dean)/Department Chair/Faculty Member should inform the student in writing of the measures that were taken or are being taken to address the issue. If a student does not receive a response from the Administrator, Department Chair, Faculty Member within two weeks from the date of originally filing the complaint, the student may then bring the complaint to the appropriate Vice President or the Provost.
2. Complaints being filed against a person, should be directed, in writing, to that person's immediate supervisor. If it is a sexual discrimination (including sexual harassment and sexual violence) complaint, the procedures outlined in the Sexual Misconduct Policy and Procedures should be followed. Information regarding these procedures can be found at: <https://www.wilkes.edu/sexualmisconduct>. If the complaint is not one of sexual harassment, then it is the responsibility of the supervisor to address the issue with the respondent. The supervisor must inform the student, in writing, of the measures that were taken or are being taken to address the issue. If the student does not receive a response from the supervisor within two weeks from the date of originally filing the complaint, the student may then bring the complaint to the appropriate Vice President or Provost.
3. In all instances of a student filing a complaint, the student must be assured in writing that no adverse action will be taken against the student for filing a complaint.
4. All documentation regarding a complaint, as well as its disposition, must be securely stored in the office of the person who received the complaint and acted upon it. These records must be maintained for a period of six (6) years from the date final action was taken on said complaint.
5. If a student feels that a response to a complaint is unacceptable and/or unreasonable, the student may bring the complaint to the immediate supervisor of the person who initially acted in response to the matter. If a student does not receive a response from that supervisor within two weeks from the date of originally filing the complaint with that person, the student may then bring the complaint to the appropriate Vice President or Provost.

Additional Notice to Arizona residents enrolled at Wilkes University

## Introduction

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, phone # 602-542-5709, website address: [www.azppse.gov](http://www.azppse.gov)

## The Family Educational Rights and Privacy Act of 1974

Wilkes University, in full compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), shall make educational records available to students upon request. Likewise, in accordance with the law, individually identifiable educational records will not be released to other than authorized individuals without written consent of the student.

Wilkes University has established a policy on access to and release of student information for compliance with provisions of this Act. This policy is published on the Office of the Registrar/Recorder page of the web site at [www.wilkes.edu](http://www.wilkes.edu).

## Transcripts

Transcripts are provided by the Registrar's Office (1-800-WILKESU). They are issued only upon request by the student in either written or electronic form. The electronic request form is available via the Wilkes portal under the Student tab (Student Services- Registrar-Transcripts).

A student requesting a transcript in person at the Registrar's Office, located at Capin Hall, 1st floor must present valid photo identification.

Transcripts given directly or mailed to students do not carry the University seal and are not official. The seal is attached only when the transcript is mailed directly from the University to another academic institution or authorized agency.

A transcript of work completed at any college or university other than Wilkes University must be obtained directly from that institution.

## Accreditation

Wilkes University is an accredited member of the Middle States Association of Colleges and Schools and its graduate and professional programs are approved by the Department of Education of the Commonwealth of Pennsylvania. In addition to total program accreditation, certain special areas are recognized by professional organizations. The Master's Degree in Business Administration (MBA) program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), and the graduate programs leading to the Master of Science Degree in Nursing and the Doctor of Nursing Practice (D.N.P.) are accredited by the Commission on Collegiate Nursing Education (CCNE). The American Council on Pharmaceutical Education (ACPE) has granted full accreditation to the Doctor of Pharmacy (Pharm. D.) program.

The baccalaureate degree in nursing/master's degree in nursing/Doctor of Nursing Practice/, and post graduate APRN certificate programs at Wilkes University are accredited by the Commission on Collegiate Nursing Education ([www.ccnaccreditation.org](http://www.ccnaccreditation.org)).

Wilkes University is also licensed by the Arizona State Board for Private Postsecondary Education to operate in the state of Arizona.

NOTE: When programs must meet curricular requirements set by external agencies, such as accrediting associations, curricular changes may be made without prior notice, and students will be required to conform to such changes when they become effective.

## Assistantships and Counselorships

The University awards a limited number of graduate assistantships. Positions are posted by department on the Wilkes web site. Applications for these assistantships must be filed with the Department Chairperson/Manager based on the application deadline listed in the posting. The department then reviews the graduate assistantship applications and a recommendation for awarding assistantships is made to the Dean of the respective college or school. Award letters are then sent to the individual or individuals who have been named as graduate assistants.

## Criteria for Selecting Graduate Assistants

1. Candidates must have regular admission to a program or be a current student with good academic standing (3.0 GPA or higher).
2. Students admitted under Conditional Classification may apply for an assistantship after completion of nine semester hours of graduate credit with a cumulative average of 3.0 or higher.
3. Candidates must complete the Graduate Assistant on-line application process.
4. Candidates must demonstrate the ability and willingness to perform the duties outlined in the job posting and those assigned by the Director/Department Chair of the respective program.

## Center for Continued Learning

Margaret Petty, Director

The Center for Life-Long Learning is your partner as you consider and explore non-credit training, and graduate and post-baccalaureate options. Assistance is available to help guide you through the details and prerequisites of established programs at Wilkes University. In addition, we are committed to helping our local and regional community as it strives to search for the newest approaches, technologies and skills needed to build and sustain a thriving economy and a rich social and cultural environment.

Information regarding the services of the center can be obtained by calling the College of Graduate and Professional Studies at 800-WILKESU Ext. 5615.

## Center for Global Education and Diversity

**The Center for Global Education and Diversity fosters Wilkes' mission of educating students "in a constantly evolving and multicultural world." The Center has the Office of Diversity Initiatives, the Office of International Student Services, and the Intensive English Program**

The Center advises, supports, and advocates for students from underrepresented groups, international students who have come to the US to study at Wilkes and non-native speakers of English. The Center brings diversity and a global perspective to the Wilkes community by sponsoring campus- wide programs to develop a broader understanding of the world and providing support in matters of diversity, internationalization, and inclusion. The Center is an important resource and support for all areas of the University.

### Services provided include:

- support for students from underrepresented groups such as women, ethnic and religious minorities, and gay/lesbian/transsexual/transgender
- support for international students, faculty, and staff
- the Intensive English Program (IEP) for non native English speakers who need to improve their English language skills
- multicultural programming
- reserving the Savitz Multicultural Lounge in the Henry Student Center

### Staffing for the Center:

- Georgia Costalas, Executive Director of International Student Services
- Kimberly Niezgoda, Director for ESL Services
- Erica Acosta, Associate Director for Diversity Initiatives
- Jonathan Summers, Associate Director for International Student Services
- Crystal Cools, Assistant Director of International Student Services

The Center is located in the Max Roth Center at the corner of S. Franklin and W. South Streets. The Center's staff may be reached at (570) 408-7854. Off campus students may access the services of the Center by calling or e-mailing Georgia Costalas at [georgia.costalas@wilkes.edu](mailto:georgia.costalas@wilkes.edu).

## Financial Aid

- [Institutional and Financial Assistance Information](#)
- [Renewal of Financial Aid](#)
- [Loans](#)
- [Important Terms](#)
- [Federal Direct Stafford Loans](#)
- [Federal Direct Graduate Plus Loans](#)
- [Withdrawal - Return of Financial Aid Funds](#)

## Loans

Financial assistance for which the recipient assumes the obligation to repay the amount of the funds received. Most educational loans provide for payment of principal and interest to begin sometime after the student graduates or stops attending an approved institution on at least a half-time basis.

# Federal Direct Graduate Plus Loans

A Graduate Plus Loan is a low-interest education loan provided to graduate and professional students through the Federal Family Education Loan Program. This program supplements the Federal Stafford Loan Program and should only be used after a student's Stafford eligibility is exhausted.

# Federal Direct Stafford Loans

The Federal Direct Stafford Loan is a federal program that enables students to borrow money from the Department of Education. It is available to graduate students who are enrolled on at least a half-time basis. Graduate students may apply for \$20,500 per academic year.

Repayment of principal and interest begins six months after the student ceases to be enrolled on at least a half-time basis.

The borrower is expected to make quarterly interest payments while the student is enrolled in graduate school or have the interest capitalized. The loan carries a fixed interest rate.

Repayment of the principal begins six months after the student is no longer enrolled on at least a half-time basis.

## Important Terms

**Academic Grade Level:** Graduate programs are divided into two grade levels; the first 15 graduate credits are grade level 6 and the remainder of the program is grade level 7.

**Academic Progress:** For continued participation in the loan programs, students must meet specific academic progress requirements, which include the successful completion of a specific number of credits based on their enrollment status and the maintenance of a 3.0 cumulative grade point average.

**Enrollment Status:** Full-time is 9 graduate credits per semester; half-time is 6 graduate credits per semester.

**Graduate Student:** A student who has been officially accepted as a candidate in a graduate degree program. A completed file has been reviewed and an acceptance letter has been issued.

## Institutional and Financial Assistance Information

Wilkes University subscribes to the belief that the primary responsibility for financing the cost of higher education rests with the student and his or her family, but Wilkes remains committed to providing resources to make the cost of earning a degree affordable. Toward that end, the University maintains an extensive program of loans.

Financial assistance for qualified students is awarded in the form of financial aid packages, which consist of loans. All students are encouraged to apply for financial assistance.

Students with questions about financial aid or students seeking applications for financial aid should contact the Student Services Center or Admissions Office representative at the nearest Wilkes office. More detailed information regarding the financial aid programs and requirements is included in the Consumer's Guide to Financial Aid, Costs, and Charges at Wilkes University, which is also available at the Financial Aid Office and on the Wilkes University Web Site.

## Financial Aid Application Procedures

**NOTE:** Students must be regularly accepted for admission at the University before their application for financial aid will be considered.

1. Complete the Free Application for Federal Student Aid (FAFSA).
2. Students who wish to participate in the Federal Direct Stafford Loan or the Federal Direct Grad PLUS Program or both must also complete the appropriate promissory note application.
3. Send an email to [onestop@wilkes.edu](mailto:onestop@wilkes.edu) indicating the following:
  - that you are registered for 6 or more credits and the start dates for your classes.
  - that you have successfully completed the FAFSA
  - the amount of financial aid you are applying for.

Financial Assistance Programs - Summary\*

<b>Federal Direct Stafford Loan</b>	<ul style="list-style-type: none"><li>• Contact a Wilkes University Student Service Center representative at the office nearest you.</li><li>• FAFSA - Free Application for Federal Student Aid</li><li>• First time borrowers must complete Federal Student Loan Master Promissory Note (MPN) and Student Loan Entrance Counseling: <a href="https://studentloans.gov/myDirectLoan/index.action">https://studentloans.gov/myDirectLoan/index.action</a></li></ul>
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## Renewal of Financial Aid

Financial aid is awarded on an annual basis. The renewal of financial aid is not automatic and failure to submit renewal applications may result in the loss of financial aid. Students must, therefore, reapply for financial assistance each year, and renewal of awards is based on the timely completion of all required documents and on the student's continued eligibility for assistance.

The deadline for requests for renewal of financial aid is May 1. In addition to demonstrating continued financial need, students must also meet specific academic progress requirements to qualify for renewal. These requirements are explained in detail in the Consumer's Guide to Financial Aid.

## Withdrawal - Return of Financial Aid Funds

In accordance with federal regulations, those students who receive federal financial aid and who withdraw from the University during the first 60% of a semester will have their federal financial aid (Stafford Loan and Grad PLUS Loans) adjusted based on the percentage of the semester completed prior to the withdrawal. That is, students will be entitled to retain the same percentage of the federal financial aid received as the percentage of the semester completed. This percentage is calculated by dividing the number of days in the semester (excluding breaks of five days or longer) into the number of days completed prior to the withdrawal (excluding breaks of five days or longer). The date of withdrawal will be the date the student begins the withdrawal process at the Registrar's Office unless attendance in class is documented after that date; in that case, the last date of documented attendance will be the official date of withdrawal. (See section on Withdrawals in this Bulletin.)

Students who do not follow the official withdrawal procedure but who stop attending classes for all of their courses will be considered to have withdrawn at the 50% point of the semester unless attendance is documented after that time. There will be no adjustment to federal financial aid after the completion of at least 60% of the semester.

Once the amount of the federal fund to be returned has been calculated, the funds will be returned in the following order:

1. Federal Direct Unsubsidized Stafford Loans
2. Federal Direct Grad PLUS Loans.

Please note that students who receive a refund of financial aid prior to withdrawing from the University may owe a repayment of federal financial aid funds received. Students will be contacted by a Student Services Center representative in such situations and will be given 30 days to repay the funds to the University. Students who fail to return the unearned portion of federal financial aid funds given to them will become ineligible for continued receipt of financial aid until such time as the repayment is made.

## Financial Information

- [Tuition and Fees](#)
- [Graduate and Professional Program Tuition and Program-Specific Fees](#)
- [Payment of Charges](#)
- [Fall and Spring Full-Time Tuition](#)
- [Monthly Payments](#)
- [Refunds](#)
- [Refund Schedule\\*](#)

## Fall and Spring Full-Time Tuition

The unfunded cost of full-time tuition and fees will be paid or satisfactory arrangements made with the Bursar's Office two weeks before the day on which classes begin. Unfunded costs are defined as the total of all appropriate charges for tuition, fees, room and board, etc., less the total of all approved financial aid awarded or credited to the student account for each semester or other instructional period. Satisfactory arrangements are defined as:

1. enrollment in the Monthly Payment Option plan
2. participation in the deferred employer Reimbursement plan; and
3. enrollment in one of the third-party, sponsored tuition coverage plans (ROTC Scholarship, Bureau of Vocational Rehabilitation, Office of the Blind, etc.).

If the payments in full or satisfactory arrangements are not made two weeks before the first day of class each semester, the registration for that semester will be cancelled and the student will not be allowed to attend classes. Students whose accounts are two payments late will be cancelled from the Monthly Payment Option plan and the full unpaid amount will immediately become due and payable.

# Graduate and Professional Program Tuition and Program-Specific Fees

- [Doctoral and Professional School \(Pharmacy\) Tuition and Fees](#)
- [Master's Programs Tuition and Fees](#)

## Master's Programs Tuition and Fees

M.A. in Creative Writing And M.F.A. in Creative Writing	\$684 per credit hour
Application Fee	\$35
Acceptance Deposit	\$250 (one-time fee)
General University Fee Creative Writing	\$72 per credit hour
Thesis Reader Fee	\$300 (one-time fee)
M.B.A.	\$930 per credit hour
M.S. in Education*	\$490 per credit hour
M.S. In Bioengineering	\$1,006 per credit hour
M.S. in Engineering Management	\$930 per credit hour
M.S.E.E.	\$1,006 per credit hour
M.S.M.E.	\$1,006 per credit hour
M.S. (Mathematics, Mathematics Education)	\$1,006 per credit hour
M.S.N. (Nursing)	\$700 per credit hour

### GENERAL FEES:

Application Fee	\$45 (one-time fee)
Audit Fee	One-half of tuition cost
Challenge Examination Fee	\$90 per credit hour
IEP - Intensive English Program Fee	\$6,264 per semester
Bioengineering Program Fee	\$83 per credit hour
Engineering Lab Fee	\$115 per class
General Fee	\$76 per credit hour
Graduation Fee	\$165 (charged to all graduating students in their last semester)
Thesis Binding Fee	\$20 per copy
Transcript Fee	The first transcript is free of charge; the fee for the second and subsequent transcripts is \$15 per copy.

Individual departments have the right to charge laboratory and breakage fees as appropriate.

Third-Party Billing and Deferred Payment forms are available on the Wilkes web site. These forms must be submitted each semester.

Note: The Bursar's Office is prohibited from signing graduation clearance forms until any outstanding balance is paid in full. Graduates who have requested the deferred payment option must pay the final semester balances personally before clearance forms are signed (or have a written guarantee from their employer that the amount will be paid to Wilkes regardless of course completion or final grade). Those prospective graduates not complying with the above policy will not be cleared until actual payment is received from their employer.

## Doctoral and Professional School (Pharmacy) Tuition and Fees

### EDUCATION (Ed.D)

Ed.D.*	\$672
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	(2018-19 Academic Year)
Application Fee	\$45
International Residency Fee	\$500
US Residency Fee	\$200

**NURSING (D.N.P.)**

Tuition	\$985 per credit hour
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**NURSING (Ph.D.)**

Tuition	\$985 per credit hour
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**PHARMACY (Pharm.D.)**

Full-time Tuition (12-18 credits)	\$18,309 per semester
General University Fee	\$870 per semester

Professional fees: \$1000.00/semester for P1s and P2s, \$900.00/semester for P3s, \$800.00/semester for P4s.

**Monthly Payments**

Wilkes has developed an interest-free online, Installment Payment Plan. Upon receipt of invoice you may enroll online by selecting enroll in Installment Payment Plan under the Student tab on the Wilkes portal.

**Payment of Charges/Tuition and Fees**

Prior to the beginning of each semester, invoices listing all current semester charges and approved financial aid are available online to all registered students. All payments can be mailed directly to Wilkes University - Student / P.O. Box 824696 / Philadelphia, PA 19182-4696. Electronic check, Discover, Master Card, Visa and American Express payments can be made on the Wilkes University web site. A 2.85% convenience fee will be added to all credit card payments. Beginning May 1, 2018 a 2.85% convenience fee will be added to all credit card payments. This fee will appear as a Vendor Service Fee Charge on your statement. Credit Card payments are not accepted by phone. Any questions concerning charges and payments should be directed to (570) 408-4960 or you can email [billing@wilkes.edu](mailto:billing@wilkes.edu). Payments can be made by check or cash in person at the Bursar's Office located at 32 W South Street in Wilkes-Barre.

Students who fail to pay all indebtedness to the University shall not be permitted to receive any degree, certificate, or transcript of grades.

To make online payments, follow these simple steps.

- Log on to [portal.wilkes.edu](http://portal.wilkes.edu)
- Enter your Wilkes username and password
- Click on the 'Student' tab
- Click on 'My Account'
- Click on 'Pay on Account' and follow the steps to make a payment.
- Be sure to print your receipt before you log out of the system.

Students who do not know their Wilkes username and password should contact the Help Desk at 570-408-4357 or 11-800-WILKES-U ext. 4357.

Students may consult with the Financial Aid Director, (or at off campus sites, with the financial aid representative) for information regarding scholarships and loan programs.

Subject to the regulations concerning refunds, the total tuition is considered fully earned by the University upon completion of registration by the student.

Students are referred to the course descriptions in this Bulletin for laboratory and other fees associated with particular courses. Inquiries about particular charges should be addressed to the Bursar's Office. Note that graduate and professional school tuition and some fees are program specific.

### Refund Schedule\*

Withdrawal or Drop Date Based on Percentage of Course Completion	Tuition Adjustment (Less Fees*)
0-13% course completion (includes first class session for all courses)	100%
14-20% course completion	75%
21-27% course completion	50%
28% course completion- end of term	0%

*\*All fees charged by the university are non-refundable*

## Refunds

### Tuition Refund Policy

1. Non- participation students who are dropped from a course for not satisfying the requirement for initial course participation are refunded 100 percent of the course tuition.
2. The following schedule applies to learners in all credit bearing programs for all terms that follow traditional, accelerated and online formats.
3. Students who request an exception to the tuition refund policy due to extenuating circumstances should submit a request in writing to the Tuition Refund Appeals Committee for review

### Refund Schedule\*

Withdrawal or Drop Date Based on Percentage of Course Completion	Tuition Adjustment (Less Fees*)
0-13% course completion (includes first class session for all courses)	100%
14-20% course completion	75%
21-27% course completion	50%
28% course completion- end of term	0%

*\*All fees charged by the university are non-refundable*

## Tuition and Fees

MESA - In addition to the above mailing address, students in Mesa, may make payments by check at 245 W. 2nd Street, Mesa, AZ 85201. Electronic Check, Discover, MasterCard, Visa and American Express payments can be made on the Wilkes University web site ([www.wilkes.edu](http://www.wilkes.edu)). Any questions concerning charges or payments should be directed to 1-800-WILKESU extension 6372.

## General Information

- [Full-Time Student Status](#)
- [University Identification Cards](#)
- [Library Services](#)
- [Housing and Dining](#)
- [Parking On Campus](#)
- [Bookstore](#)
- [Health Service](#)
- [Career Services](#)

## Housing and Dining

There are no housing facilities exclusively for graduate students on the Wilkes campus. Nor does the University provide accommodations for married couples or families. Graduate students are housed in University residence halls only on a space-available basis. Graduate students who are interested in living on campus should contact the Office of Residence Life to determine space availability.

The University Dining Hall, located on the third floor of the Henry Student Center, is open to all members of the Wilkes community.

For casual dining, the Rifkin Cafe is located on the first floor of the Henry Student Center, and Colonel Gambini's Cafe is also located on the first floor of UCOM. For information on meal plans, graduate students should contact the University Service Center on the first floor, 148 S. Main Street (UCOM Parkade).

## Bookstore

Wilkes University and King's College, through Barnes & Noble College Booksellers, Inc., operate a joint bookstore facility on South Main Street, adjacent to Public Square. The "academic superstore" is designed to meet the needs of students as well as the community at large. The store features full textbook services -- both new and used; a full selection of general trade books; a local authors section, a full-service Starbucks Café and lounge chairs and tables. It also houses a "spirit" shop featuring logo merchandise for Wilkes University. For off-campus and on-line students, including Mesa, AZ, a full selection of textbooks, supplies, and logo merchandise is available for purchase on the [Barnes & Noble web site](#).

## Career Services

The Office of Career Services is the liaison between the University and potential employers in business, industry, government, and educational institutions. Various services are offered to assist students at all stages of their career development. Students are encouraged to participate in this service by registering at Conyngham Hall at 130 South River Street or contact them by e-mail at [carol.bosack@wilkes.edu](mailto:carol.bosack@wilkes.edu).

## Department of Public Safety

### About the Department of Public Safety:

The Department of Public Safety at Wilkes University is committed to providing a safe environment for students, faculty, staff and campus visitors. Maintaining a safe and secure campus takes commitment from both our office and the campus community, working together. Be aware of your surroundings. Watch out for yourself, and for others. Be alert for anything that may be suspicious. Trust your instincts, and never hesitate to call Public Safety for assistance. Our dedicated staff of patrol officers traverse the campus and its perimeter 24 hours a day, 7 days a week.

All Wilkes University community members are encouraged to report all crimes and safety-related issues to Public Safety in a timely manner. Our non-emergency number is 570-408-4377 and the emergency number is 570-408-4999. You may also contact us by using our Wilkes Shield app, available in the App Store and Google Play (search Wilkes Shield).

The Department of Public Safety prepares the Annual Security & Fire Safety Report (ASFSR), to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with local law enforcement agencies surrounding the campus and the Department of Public Safety. The report is also made available on the University website at <https://www.wilkes.edu/annualsafetyreport>.

### Parking on Campus:

All Wilkes parking lots are regulated by specific locations designated for faculty/staff, commuters, residents, visitor, and disabled parking. All vehicles must be registered with the university to park on any campus lot. Parking permit regulations are in effect throughout the year during normal hours of business (7:30 a.m. to 4:30 p.m.), to include semester breaks.

Parking permit are not required Monday through Friday, from 4:30 p.m. to 7:30 a.m. and on weekends.

The Wilkes University parking system is a self-supporting service receiving no funds from the university budget or student fees. It is, therefore, necessary to apply a system of user service charges to all vehicles operated on university property. Income derived from the sale of parking permits and from the collection of monetary penalties assessed under the parking regulations is used for the administration, maintenance and improvement of parking facilities.

Public Safety Officers will be sensitive to the special needs of disabled persons and will make every effort to provide for parking and assistance. For more information on disabled parking, please call 570-408-7275.

Repeated violation(s) of University parking policy may result in revocation of the privilege to park on campus and referral to the appropriate university authorities for disciplinary action.

# Full-Time Student Status

A graduate student's status as full- or part-time is determined by the number of graduate credits the student carries in a semester. Nine graduate credits per semester is the minimum number of credits a graduate student may carry to be considered a full-time graduate student. A graduate student registered for at least six credits, but fewer than nine credits, is considered a half-time student. A graduate student registered for fewer than nine graduate credits in a semester is considered a part-time student.

# Health Service

The Office of University Health Service maintains regular hours while the University is in session for the fall and spring semesters. A Nurse Practitioner and a Registered Nurse are available while Health Service is open, and a physician is available at specified hours during the week. Appropriate referrals are made as necessary to community physicians and hospitals. The Office of University Health Service does not provide clinic hours during the summer months. In times of escalating health care costs it is essential for students to have health insurance coverage.

Students enrolled at the Mesa Center for Higher Education should contact the Student Service Desk for details on how to access local health services. Services are rendered through relationship with local health care providers and students will be referred as needed, however it is important for students to have insurance coverage.

# Library Services

Contact: [John Stachacz](#), Dean of the Library and Information Technology

*Eugene S. Farley Library*

The Eugene S. Farley Library, named in honor of the first president of Wilkes University, is located on the corner of South Franklin and West South Streets. It is one of the largest resource libraries in the region, with more than 200,000 volumes of books and bound journals, 11,000 electronic books, over 60 journals and newspaper subscriptions, 60,000 full text online journals, microforms, instructional audio-video materials, and a growing collection of classic films on DVD. The library has fine collections in English and American literature, history, the sciences, and mathematics, and sizable collections in other academic disciplines reflected in the University curriculum.

Also housed in the library are the University Archives, four special collections, rooms, and a SMART classroom. Students have access to 68 desktop computers, fourteen wireless laptops and forty iPads that can be used anywhere within the libraries wireless environment. Farley Library is home to the Alden Learning Commons, a technology rich learning environment that has four enclosed group study rooms, twenty open group study areas that can accommodate groups of one to six students, the University Writing Center, and the Information Technology Computer Clinic and Help Desk.

Library hours during the academic year are from 8:00 am to 12:00 midnight, Monday through Thursday, 8:00 am to 5:00 pm on Friday, 11:00 am – 6:00 pm on Saturday, and 11:00 am to 12:00 midnight on Sunday. The Alden Learning Commons is opened on a 24/7 basis and is accessible to faculty and students via an University ID swipe card system. Patrons can get research help via SMS text message from any mobile phone via the library's Text A Librarian reference service. Summer sessions and holiday hours, as well as any changes to the regular library schedule, are posted at the library entrance and on the library Web site. Library services are available online 24/7 at [www.wilkes.edu/library](http://www.wilkes.edu/library).

Telephone: (570) 408-4250.

# Farley Library Regulations

1. Use your valid Wilkes University I.D. card to obtain library privileges.
2. You are responsible for all materials charged out on your identification card. A valid Wilkes I.D. enables Wilkes University students to borrow books year-round at Misericordia University, Keystone College, King's College, Luzerne County Community College, Marywood University, and the University of Scranton.
3. Books circulate for one month. Renewals may be made in person, by telephone, or online from the patron access area of the Farley Library catalog – Sierra. A book may be renewed once. DVDs circulate for three days (no renewal). Charges are levied for all overdue and damaged materials. Failure to pay fines or to return borrowed materials will result in denial of transcripts until fines are paid and materials returned.
4. Periodicals, journals, reference materials, and microform materials do not circulate. Reference materials, periodicals, and journal articles in print and microfilm format may be photocopied in accordance with the provisions of the U.S. copyright law.
5. To provide an optimum environment for study, all cellular phones and pagers must be kept on silent alert (vibration or visible flash) while in the library.
6. The University reserves the right to refer for disciplinary action patrons who have violated Library policy.

# Farley Library Services

1. Reference Assistance: Professional staff is available for assisting students in their research endeavors.

2. Library Orientation: Group library orientation can be arranged for students upon request.
3. Bibliographic Instruction: Specific instruction in the use of library collections and reference tools is available for students upon request of the instructor.
4. Interlibrary Loan: This service is provided for students, faculty, and staff to supplement research needs. Inquire at the Reference Department for details.
5. Media Services: Media staff will have audiovisual equipment needed for classroom usage delivered to sites on campus. At least a 24-hour notice is required. Videos and DVDs may be reserved one week in advance of the expected need. The Library Media Room (Room 002) is also available, on a first-come, first-served basis, for classes or events.
6. Reserve Materials: Collateral course reading materials placed on reserve by faculty are maintained at the Circulation Desk.
7. Photocopying facilities for printed materials and micro materials are available in the library. A color copier is located on the first floor. Users are reminded to observe the restrictions placed on photocopying by the U.S. copyright law. The law and interpretive documents are available at the Circulation Desk.
8. Online searching of auxiliary databases is available by appointment through the Reference Department to support faculty research.

## Music Collection

Darte Hall, on the corner of South River and West South Streets, houses a separate collection of music scores and recordings. For information about accessing materials housed in the music collection, call (570) 408-4420 or 1-800-WILKESU Ext 4420.

## Pharmacy Information Center (Pharmacy Library)

The Pharmacy Information Center provides resources and services for student and faculty of the Nesbitt School of Pharmacy. It houses a small collection of basic medical texts, but most books are about drug information or are related to the practice of pharmacy. A large part of the Nesbitt School of Pharmacy collection is housed in the Eugene S. Farley Library (university library). Records of all pharmacy holdings, regardless of location, are maintained in the Farley Library online catalog. Online and print journals include some standard medical titles and others on the pharmaceutical sciences, therapeutics, and the practice of pharmacy. All print School of Pharmacy journals are housed in the Pharmacy Information Center. Online journals can be accessed through the Farley Library Journal List. Students have access to a number of pharmacy-related online resources, both on and off campus.

During the academic year, the PIC is staffed Monday – Thursday from 8:00 am to 5:30 pm and Friday from 8:00 am – 4:00 pm. The PIC follows the University holiday and inclement weather schedules. The librarian is available 8:00 a.m. to 4:00 pm. After attending a short orientation, students may request 24-hour access to the PIC using their Wilkes ID badge.

Telephone: (570) 408-4959.

## PIC Regulations

1. Books, journals, and reserve materials may not be taken from the center.
2. Food and beverages are permitted, but students must clean up after themselves and deposit all trash in the appropriate receptacles.
3. Students will respect others' need for quiet and refrain from behavior that can be regarded as disruptive or a detriment to a positive learning environment.
4. Cell phones must be turned off or set to vibrate while in the PIC. Calls must be answered outside.
5. From time to time, faculty or the librarian may reserve the use of team rooms and/or the entire PIC for teaching, testing, and other events. Students may not remain in the reserved rooms and/or PIC during these times unless they are participating in the scheduled activity for that space.

## PIC Services

1. Reference Assistance: The librarian will assist students in locating materials and using library resources.
2. Bibliographic Instruction: The librarian will give individual or group instruction related to research and publication.
3. Interlibrary Loan: Needed books or journal articles that are not owned by Wilkes University may be obtained through Interlibrary Loan at no charge. Most article requests are filled within a few days. Students must submit their requests through the University ILLIAD Interlibrary Loan system.

## University Identification Cards

Wilkes University provides a photo identification card (University ID card) to all of its eligible employees and students; additionally, University approved contracted personnel will be issued a University ID card. The University ID card will be used to identify all persons affiliated and employed by the University in order to facilitate safety and security; allow the cardholder access to specific areas, services and resources; and provide other privileges as designated by the University and/or its departments. All persons affiliated with and employed by the University are required to carry their University ID card at all times.

The University ID card is intended to serve as proof of an individual's status with the University. Depending on one's status with the University, access and privileges are restricted based on specific requirements. All eligible employees, students and University-approved contracted personnel who have been issued a University ID card are required to provide the card when properly requested by an agent of the University.

If the person refuses to furnish the University ID card he/she will be removed from the building/premises and/or subject to disciplinary action. Each University ID card is the property of the University; anyone who alters or intentionally mutilates the University ID card, who uses the University ID card of another, or who allows his/her University ID card to be used by another is subject to disciplinary action.

If a card is lost or stolen it can be replaced at the University Service Center (UCOM Parkade) during regular hours of operation. A fee of \$30 will be charged to the student's account.

Wilkes University's ID Card distribution point is located at the University Service Center, 1st Floor, 148 S. Main Street (UCOM Parkade).

# Graduate Admission

## Graduate Admissions

Graduate admission requirements vary based upon program of study. For all programs, an applicant must have received a baccalaureate degree from a regionally accredited institution and must have satisfactorily completed a minimum of coursework in designated areas, specific prerequisite courses dependent upon the field of advanced study. For specific information, students should review the specific program of interest found in detailed sections of this bulletin.

It is expected that candidates for admission shall have maintained average or above-average performance during their undergraduate years and thus demonstrate a capacity for successfully completing graduate work. Certain programs require a specific undergraduate grade point average for admission.

A student whose background is judged to be deficient in any specific area of the proposed field of study or whose undergraduate grades are below standard may be asked to remedy the deficiency by taking one or more courses at the undergraduate level, without graduate credit.

## Application

Those interested in graduate programs offered at Wilkes University may apply on-line at [www.wilkes.edu/applyonline](http://www.wilkes.edu/applyonline). On campus, graduate admissions is located in the lower level of Breiseth Hall, Suite 002. You may contact the office by calling 800-WILKESU Extension 4235.

All students, whether degree-seeking or not, must complete an application for graduate admission form and pay the one-time application fee. For degree-seeking students, official transcripts (signed, sealed and sent directly from higher education institutions) of all previous college and/or university work must be submitted. Depending on the program of study and the opportunity to seek financial aid, a high school transcript may also be required. Students applying for Graduate Education programs must submit a copy of their teaching certificate for most, but not all, programs. (See specific program requirements.) Some degree-seeking programs require letters of recommendation, and some require test scores for admission. (See specific program requirements.) For information on testing, contact the Educational Testing Service, Box 955, Princeton, NJ 08540, or other appropriate organization. Additional admission requirements vary based upon program. Refer to specific degree--program sections for more information on the admissions criteria for each graduate program.

Students, other than international students, who are unable to complete the application process prior to the beginning of their first semester may be allowed special admission to the program pending processing of their application. This policy does not imply acceptance of the student into the degree program. Students failing to complete the application process by the beginning of the second semester after their initial application may be denied the right to register for courses. Arizona Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment/disclosure agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school share provide the 100% refund.

## Categories of Admission

A graduate student may be admitted either as a degree or a special non-degree student, depending upon the student's objectives. After admission to one of these categories, request for a change of status must be officially acted upon by Graduate Admissions and the program director.

Wilkes undergraduate students may be permitted to enroll in certain graduate courses with the approval of their advisors and the Chairperson of the department offering the course. Credit for such courses will be at the undergraduate level.

## Degree-Seeking Students

**Regular admission** is granted to students who have completed all requirements of the application process and who have demonstrated an acceptable level of academic work in their undergraduate degree program, including meeting program-specific, minimum GPA requirements and demonstrating preparedness for work at the graduate level in their field of specialization.

**Provisional admission** is granted to students who have not satisfied general or academic admissions requirements including missing documentation or insufficient prerequisite coursework for regular admission. Some graduate programs may allow a provisionally admitted student to begin graduate work before or simultaneously with completion of admissions deficiencies. Individual programs will determine the maximum number of graduate credits a provisional student may complete. Upon completion of the designated, maximum number of graduate credits, a provisionally admitted student will either be granted regular admission or denied admission into a graduate program. Under extraordinary circumstances a student may petition the Program Director or Chair of the Department, as applicable, for an extension to the number of allowable credits.

**Conditional admission** is granted to students who have demonstrated inadequate scores or academic performance, including failure to meet the minimum GPA requirement. To change to regular status, the conditionally admitted student must maintain a satisfactory GPA, as determined by the specific department of study, during the first X credit hours (typically six credits.)

**Rejection** will be used in cases when a student fails to meet the general or academic admissions requirements of the individual program of study.

**Cancellation.** Applicants who have not fully completed the admission process, and who have not yet started taking academic classes, will have one year to complete their application file. Should the process not be completed within that timeframe, the application will be cancelled one year after the date of application.

Additionally, students who have completed the admission process and received a decision, but have not yet started taking academic courses, will have their applications cancelled one year after the date of acceptance. Students who are still interested in an academic program thereafter will be required to reapply to the program.

**It should be noted that individual graduate programs retain the right to impose more rigorous conditions on students who have been admitted. Such conditions, if imposed, will be detailed in the letter of admission sent to the student.**

## International Students

Wilkes University's growing global perspective and commitment to education in an evolving and multicultural world is illustrated by the increasing number of students from abroad who enter Wilkes' programs. On campus the International Graduate Admissions office is located in the lower level of Breiseth Hall or by phone at 1-800-WILKESU Extension 4235.

All Graduate international students are welcome to apply with the following materials:

- A completed online application ([www.wilkes.edu/applyonline](http://www.wilkes.edu/applyonline))
- An official university transcript evaluated by course by World Education Services (WES) or other companies (see below) for all undergraduate and graduate work completed outside of the U.S.
- Official results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) if the language of instruction for the applicant's undergraduate degree was not English
- Statement of financial verification (bank or government statement) indicating that the applicant's sponsor has on account a sum of money sufficient to pay tuition, room, board, and expenses for one academic year
- A copy of the picture page of applicant's passport

Applicants are also required to submit necessary materials to satisfy individual program admission requirements, which can be found in their respective sections in the bulletin.

Electronic copies of application materials are not permitted. Applicants are required to submit all application materials to:

Wilkes University  
Graduate Admissions  
84 W South Street  
Wilkes-Barre, PA 18766

## Official University Transcript Evaluation:

Students who attended a college/university outside of the US are required to submit a course-by-course evaluation of their foreign transcripts to be considered for admission. Evaluations must be received from the evaluation company, not the student, in order to be considered official. Wilkes University accepts course-by-course evaluations from the following companies: [World Education Services](#), [Educational Credential Evaluators](#), [Educational Perspective](#), [Global Language Services](#), or [Josef Silny & Associates, Inc.](#), [International Education Consultants](#). Students who attended a college/university within the US must submit an official transcript to Wilkes University from the college/university. Please contact the institution's registrar's office to submit a transcript request. Transcripts must be received from the college/university, not the student, in order to be considered official.

## Official Results of English Acquisition:

All international student applicants whose native language is not English and who come from non-English speaking countries must take the TOEFL (Test of English as a Foreign Language) or the IELTS (International English Language Testing System) exam and submit the results of this test with the application for admission or provide proof that their language of instruction was English.

Sufficient Scores for Graduate Work are as follows:

TOEFL Paper Based	550
TOEFL Computer Based	213
TOEFL Internet Based	79
IELTS	6

## Submit a statement of financial:

International Students are required to submit a statement of financial verification (bank or government statement) indicating that that the prospective student or student's sponsor have on account a sum of money sufficient to pay tuition, room, board, and expenses for one academic year. It is generally required that each

## Introduction

international student also submits an affidavit of support and bank statement indicating that the applicant has access to funds at least equal to one full year of tuition plus living and personal expenses in the United States.

## Timeline:

International students for whom an F-1 visa is required, must submit all required application documents, in addition to all documents described in the Application section above, at least three months prior to the beginning of the semester in which they intend to begin graduate studies. Students should complete their application file by June 15 for admission in the fall semester and by November 15 for admission in the spring semester. Students who apply for programs that allow you to start in summer should complete their application by March 1

## I-20 visa documents:

The U.S. Citizenship & Immigration Services (USCIS) Department requires a certificate of eligibility (Form I-20A) to be initiated by the University prior to applying for a student visa to study in this country. Any extension of stay or employment while in the United States must have the prior approval of the regional office of the Immigration and Naturalization Service.

The Form I-20A will only be issued after the application process is complete and the student has been admitted to the institution.

International students in the graduate program must maintain full-time student status (at least 9 credit hours per semester).

## Missing required UG courses:

International students may be required to take certain courses for undergraduate credit that are not applicable to the master's degree. In some cases these courses will be specified in the admissions letter, but the Department Chairperson and the student's advisor may add requirements if a student is found to be deficient in the English language or in background knowledge in the field.

## International Student Services Requirements

All international students must attend the mandatory orientation with International Student Services of the Center for Global Education and Diversity before they begin their graduate studies. The ISS staff serve as advisors on non-academic matters to all international students. Services include assistance with visa and other immigration issues; assistance and advice on personal issues; orientation to life in the United States and the American educational system. ISS staff assist students in dealing with U.S. and foreign government agencies, other campus offices and departments, and the community. These services are available to all international students.

## International Student Academic Status

An international student holding an F-1 visa (or equivalent) must maintain full-time status during the regular semesters (fall and spring) by registering for the minimum number of credits (currently nine) as defined by the Student and Exchange Visitor Information System (SEVIS) or for the number of credits remaining in order to complete his or her graduation requirements, whichever is less.

If such student is unable to satisfy the above condition, he or she must petition the Graduate Studies Committee for an exemption. The Committee will accept only reasons recognized and specified by the United States Immigration and Naturalization Service.

An international student fulfilling the Thesis option/requirement (currently six credits) will have two continuous semesters to complete his or her work and defend the thesis. However, only the last semester may have fewer than 9 credits total. A request for an extension must be recommended by the student's Thesis Committee and approved by the Graduate Studies Committee. The decision to either grant or deny the extension must state the reasons AND the time extension granted.

An international student fulfilling the non-Thesis (Report/Project) option/requirement will have one semester to complete his or her report/project. A request for an extension must be recommended by the Program Director and approved by the Graduate Studies Committee. The decision to either grant or deny the extension must state the reasons AND the time extension granted.

To meet the definition of CPT, the employment must meet at least one of the following criteria:

1. The employment will yield crucial data which is absolutely necessary to complete the student's required thesis, i.e., it would not even be possible to complete the thesis without this employment.
2. The employment is absolutely necessary for the student to complete a project for which he or she will receive academic credit that directly counts towards the student's formal degree requirements. It will be impossible for the student to complete the project without this particular employment, and the project will earn credits that will fulfill a specific degree requirement in the student's program.

An international student who elects to do an internship, including Curricular Practical Training (CPT), must be placed in such internship and have such internship monitored by the Office of Cooperative Education. There must be a clearly defined curricular need for such internship placement.

## Notice of Nondiscrimination



Wilkes University is committed to providing a welcoming environment for all members of our community and to ensuring that all educational and employment decisions are based on individuals' abilities and qualifications.

Wilkes University prohibits discrimination in its educational programs, employment, admissions or any activities on the basis of race, color, national or ethnic origin, age, religion, disability, pregnancy, gender, gender identity and/or expression, sexual orientation, marital or family status, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local laws. Discriminatory conduct including sexual harassment and other sexual misconduct or violence such as rape, sexual assault, sexual exploitation and coercion will not be tolerated.

Consistent with this principle, Wilkes University will comply with state and federal laws such as the Pennsylvania Human Relations Act or other applicable state law, Title IX, Title VI and Title VII of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Ethnic Intimidation Act of 1982 (P.L. 537-154) and other laws that prohibit discrimination.

Any member of the Wilkes University community has the right to raise concerns or make a complaint regarding discrimination under this policy without fear of retaliation. Inquiries about this policy statement may be addressed to the University's Title IX coordinator.

Samantha Hart  
Title IX Coordinator  
10 East South Street  
Wilkes-Barre, PA 18766  
(570) 408-3842  
samantha.hart@wilkes.edu

Joseph Housenick  
Deputy Title IX Coordinator  
Human Resources Director  
Wilkes University  
84 West South Street  
Wilkes-Barre, PA 18766  
T (570)408-4631  
joseph.housenick@wilkes.edu

OR

Philip Ruthkosky, Ph.D  
Deputy Coordinator  
Associate Dean for Student Affairs Wilkes University  
84 West South Street Wilkes-Barre, PA 18766  
T (570)408-4108  
philip.ruthkosky@wilkes.edu

## Professional Development for Teachers

Certified teachers wishing to take graduate courses for professional development are allowed to register as special non-degree students. They must complete the non-degree-seeking application, check status desired (special non-degree), pay the application fee, and submit a copy of their teaching certificate. While there is no limit on the number of graduate courses that teachers may take for professional development, it is understood that these courses may not fulfill requirements for a master's degree at Wilkes. Teachers should consult the Education section of this Bulletin for degree requirements as well as confer with the Director of Master's Programs in order to determine which courses are required for a specific M.S. in Education degree or Letter of Endorsement at Wilkes.

## Special Non-Degree Students

Individuals who are interested in completing credits for transfer to another university or for personal enrichment need to submit a non-degree-seeking application and a copy of their undergraduate transcript. The non-degree-seeking application will be cancelled after the maximum number of six non-degree credits has been completed. Permission to complete coursework as a non-degree student is at the discretion of the individual department.

## Graduation

It is the responsibility of the graduate student to sign up for a Graduation Audit no later than ninety days prior to the date of the Commencement Exercise at which the student expects to be graduated. This is done by registering for GRD-000-B (0 credits/\$165.00 graduation fee) during the beginning of the final term before graduation. Students should consult with their advisor if they have any questions regarding the process.

## Introduction

A completed file and acceptance into a graduate program are required for graduation. Transfer credits (approval forms and official transcripts) must be received before each semester's graduation clearance deadline. Students changing their status from non-degree seeking to degree-seeking must do so at least a year prior to graduation.

Graduating students may participate in one of the three commencement exercises held over the calendar year. These exercises occur in January, May and September of each year. Diplomas given during September ceremonies will always be dated as the fourth Saturday in August.

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**Department of Environmental Engineering and Earth Sciences**, Dr. Sid P. Halsor, Chair

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B.A., M.S. Wilkes, Ph.D. Pennsylvania

**MARK R. ALLEN (1986)**, Dean of Students

B.S., M.A. SUNY, Oneonta

**GRETCHEN YENINAS**, Associate Dean of Student Affairs

**PHILIP RUTHKOSKY (1999)**, Associate Dean, Student Development

B.S., M.B.A. Scranton, Ph.D. Penn State

## University Personnel

### University College

**THOMAS J. THOMAS (1982), Executive Director, University College**  
B.S. East Stroudsburg, M.S. Wilkes

### Athletics

**ADELENE MALATESTA (1989), Director of Athletics**  
B.S. Slippery Rock, M.Ed. East Stroudsburg

### Center for Global Education and Diversity

**GEORGIA COSTALAS (2008), Executive Director, Center for Global Education and Diversity**  
B.A. Barnard, M.A. Columbia, M.A. Western Carolina

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**Master Level Department**, Dr. Charles Smargassi, Chair  
**Undergraduate Department of Education**, Dr. Suzanne Murray Galella, Chair

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**Graduate Nursing Department**, Dr. Kathleen A. Hirthler, Chair

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B.A. Georgetown, M.B.A., M.I.L.R. Cornell, Ed.D. Pennsylvania Graduate School of Education

**ANNE A. SKLEDER (2014), Senior Vice-President/Provost**  
B.S. University of Pittsburgh, M.A., Ph.D. Temple University

**PAUL S. ADAMS (1979), Vice President for Student Affairs**  
B.A., M.S. Wilkes, Ph.D. Pennsylvania

**LOREN D. PRESCOTT (2008), Vice President for Finance and Support Operations**  
B.A. University of Washington, LL.M. Florida College of Law, J.D. Willamette University College of Law

**THOMAS S. MACKINNON (2015), Vice President for Advancement**  
B.A. Fordham University

**TERESE M. WIGNOT (1989), Associate Provost for Enrollment Services**  
B.A., Ph.D. Lehigh

**MICHAEL J. WOOD (2006), Special Assistant to the President**  
B.A. Alderson-Broadus College

**JOSEPH HOUSENICK (2008), Assistant Vice President/Chief Human Resources Officer**  
B.S. Kings College

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WILLIAM TREMAYNE '57  
NORMAN WEISS

## Correspondence Directory

Write to or contact these persons for additional information on specific matters:

Patrick F. Leahy, President  
General Institutional Policy  
(570) 408-4000

Anne A. Skleder, Senior Vice President/Provost  
Curriculum and Academic Affairs  
(570) 408-4200

Susan A. Hritzak, Registrar  
Readmission, registration, graduation audit, and academic records of currently enrolled and former students  
(570) 408-4859

Terese M. Wignot, *Associate Provost for Enrollment*  
Admission to Wilkes Undergraduate Program, visits to the campus, tours, and interviews  
(570) 408-4405

Jane Dessoie, Director of Financial Aid  
Financial aid and scholarships  
(570) 408-4512

Paul S. Adams, Vice President for Student Affairs  
Student Affairs, readmission  
(570) 408-4114

Georgia Costalas, Executive Director, Center for Global Education and Diversity  
International student admission and advisement; diversity initiatives and support  
(570) 408-7854

Janet M. Kobylski, Controller  
Student accounts and other financial matters for new and enrolled students  
(570) 408-4501

## Executives Emeriti

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### **J. MICHAEL LENNON (2002)**

Vice President for Academic Affairs, Emeritus, Ph.D. Rhode Island

### **EUGENE MANGANELLO (2002)**

Director of Human Resources Management, Emeritus, B.A. Wilkes

### **PAUL O'HOP (2002)**

Vice President of Business Affairs and Auxiliary Enterprises, Emeritus, M.B.A. George Washington

## Faculty

In alphabetical order, with date of appointment following the name.

MISCHELLE B. ANTHONY (2003), Associate Professor of English

B.A. Central State University, M.A. Central Oklahoma, Ph.D. Oklahoma State

VIJAY K. ARORA (1985), Professor of Electrical Engineering

B.Sc., M.Sc. Kurukshetra University (India), M.S. Western Michigan, M.S., Ph.D. Colorado

CAROLE E. BADDOUR (2017), Assistant Professor of Mechanical Engineering

BESc., MSc. University of Western Ontario, Canada, Ph.D., McGill University, Canada

THOMAS J. BALDINO (1991), Professor of Political Science

B.A. La Salle, M.A. Illinois, Ph.D. Pennsylvania

EDWARD T. BEDNARZ (2013), Assistant Professor of Mechanical Engineering

B.S. Wilkes, M.S., Ph.D. Maryland

PAOLA BIANCO (1996), Professor of Spanish

B.A. Wilkes, M.A. SUNY-Binghamton, Ph.D. North Carolina (Chapel Hill)

WILLIAM J. BIGGERS (2003), Associate Professor of Biology

B.S., M.S. North Carolina State, Ph.D. Connecticut

LORETTA M. BILDER (2011), Assistant Professor of Nursing

B.S.N. Marywood, M.S.N. Cincinnati

JOSHUA M. BLECHLE (2017), Assistant Professor of Chemistry

B.S. Truman State, Ph.D. Colorado State

ROBERT W. BOHLANDER (1979), Professor of Psychology

B.A. Lebanon Valley, M.A., Ph.D. Rochester

SCOTT BOLESTA (2005), Associate Professor of Pharmacy Practice

B.S., Pharm. D. Wilkes

AJAY BOMMAREDDY (2009), Associate Professor of Pharmaceutical Sciences

B.Pharm. Osmania University, Ph.D. South Dakota State

BARBARA BRACKEN (1998), Associate Professor of Computer Science

B.S., M.S., Ph.D. SUNY Binghamton

AMY L. BRADLEY (2004), Associate Professor of Chemistry

B.A., Ph.D. University of New Orleans

MIA E. BRICENO (2013), Assistant Professor of Communication Studies

B.A. Pittsburgh, M.A. California State, Ph.D. Penn State

ROBERT BRUNO (2017), Assistant Professor of Communication Studies

B.A. SUNY Stony Brook, M.S. Ohio, Ph.D. Purdue

DALE A. BRUNS (1991), Professor of Earth and Environmental Sciences and Dean, College of Science and Engineering

B.S. Xavier, M.S. Arizona State, Ph.D. Idaho State

## University Personnel

TONY BUI (2017), Assistant Professor of Accounting  
B.S., M.S. National Economics University, D.B.A. Argosy University

HENRY J. CASTEJON (2003), Professor of Chemistry  
B.S., M.S. Simon Bolivar, Ph.D. Yale

CARL J. CHARNETSKI (1976), Professor of Psychology  
B.A. Wilkes, M.A., Ph.D. Temple

SOFIA CHEPUSHTANOVA (2015), Assistant Professor of Mathematics  
Ph.D. Colorado State

KRISTEN CHESLICK (2018), Faculty of Practice of Nursing  
B.S., M.S., D.N.P. (ABD) Wilkes  
CYNTHIA J. CHISARICK (1981), Associate Professor of Accounting  
B.S. Wilkes, M.B.A. Scranton, C.P.A. Commonwealth of Pennsylvania  
KALEN M.A. CHURCHER (2014), Assistant Professor of Communication Studies  
B.A. Wilkes, M.S. Scranton, Ph.D. Penn State

LORI COOPER (2014), Assistant Professor of Education,  
B.S. Mansfield University, M.Ed. Cameron University, Ed.D. Liberty University

SHARON COSGROVE (1990), Associate Professor of Art  
B.A. Shepherd College, B.F.A., M.A., M.F.A. New Mexico

BONNIE CULVER (1990), Associate Professor of English  
B.A. Waynesburg, M.A., Ph.D. SUNY, Binghamton

SHERRY L. DAUGHTRY (2008), Assistant Professor of Nursing  
B.S.N., M.S.N. Wilkes

HELEN HOLTZCLAW DAVIS (2008), Associate Professor of English  
B.A. Duke, M.A. Wake Forest, Ph.D. CUNY

JOSEPH DAWSON (1994), Associate Professor of Theatre  
B.A. Seton Hill, M.F.A. Catholic

ELLEN DENNIS (2008), Faculty of Practice, Nursing  
B.S.N. University of Pittsburgh, M.S.N. University of Pennsylvania, M.S. Ed Wilkes

WEI DU (2017), Assistant Professor of Electrical Engineering  
B.S.: Peking University (China), Ph.D. Chinese Academy of Science

JENNIFER EDMONDS (2004), Associate Professor of Business Administration  
B.S. Michigan, M.B.A., Ph.D. Rutgers

KURT EISELE (2014), Assistant Professor of Education,  
B.S., M.S. University of Scranton, Ph.D. Marywood University

EVENE S. A. ESTWICK (2005), Associate Professor of Communication Studies  
B.A., M.A. Howard, Ph.D. Temple

KIMBERLY FERENCE (2008), Associate Professor of Pharmacy Practice  
Pharm.D., Wilkes

MATTHEW FINKENBINDER (2016), Assistant Professor of Geology  
B.S., Shippensburg University, M.S. West Virginia University, Ph.D. U. of Pittsburgh

CONOR FLYNN (2018), Faculty of Practice of Chemistry  
B.S. B.A. Bloomsburg, M.S. Bucknell  
CAROLINE S. FORTUNATO (2017), Assistant Professor of Biology  
B.A., M.S. American University, Ph.D. University of Maryland

THOMAS FRANKO (2013), Assistant Professor of Pharmacy Practice  
Pharm.D. University of the Sciences

KAREN FRANTZ-FRY (2013), Assistant Professor of Education  
B.S., M.S. Bloomsburg, Ph.D. Marywood



JANET FRASCELLA (2015), Assistant Professor of Nursing  
B.S.N. Wilkes, M.S.N. University of Phoenix

DEAN FREAR, SR. (2006), Associate Professor of Finance  
B.A. Bloomsburg, M.B.A. Scranton, Ph.D. Capella

HOLLY FREDERICK (2008), Associate Professor of Environmental Engineering  
B.S. Wilkes, M.S., Ph.D. Pennsylvania State

TY FREDERICKSON (2017), Assistant Professor of Education  
B.S.E. Emporia State, M.A. Wichita State, Ed.D. Wilkes

DEBBIE A. FRENCH (2016), Assistant Professor of Education  
B.A. Denison University, M.A. Miami University, Ph.D. University of Wyoming

RAFAEL GARCIA (2011), Assistant Professor of Spanish  
Licenciaturas, University of Valladolid (Spain), Ph.D. Cincinnati

MICHAEL S. GARR (1984), Professor of Sociology and Anthropology  
B.A., M.A. Ohio, Ph.D. Indiana

ANU C. GHAI, CPA, CFE (2017), Assistant Professor of Accounting  
B.A. Duke University, M.Acc, University of West Florida

JAMAL GHORIESHI (1984), Professor of Mechanical Engineering  
B.S., M.S., Ph.D. SUNY, Buffalo

JOHN B. GILMER, JR. (1991), Professor of Electrical Engineering  
B.S. United States Naval Academy, M.S.E.E., Ph.D. Virginia Polytechnic Institute

MARIA GRANDINETTI (2011), Assistant Professor of Nursing  
B.S.B.A. Rider, B.S.N. Seton Hall, M.S. Wilkes

JACK B. GRIER (2002), Faculty of Practice, English  
B.A. Penn State, M.S. Wilkes

LINDA S. GUTIERREZ (2002), Associate Professor of Biology  
M.D. Universidad de Carabobo, Venezuela

SID HALSOR (1987), Professor of Geology  
B.S. Oregon, M.S., Ph.D. Michigan Technological University

THOMAS A. HAMILL (2002), Associate Professor of English  
B.A. Loyola College (Maryland), M.A., Ph.D. Delaware

GREGORY HARMS (2011), Associate Professor of Physics  
B.A., B.S. Bethel, Ph.D. University of Kansas

JOHN W. HARRISON (1994), Associate Professor of Mathematics  
B.S. Wilkes, M.A., Ph.D. SUNY, Binghamton

EMILY SISCO HAVRILLA (2006), Assistant Professor of Nursing  
B.S., M.S.N. Misericordia

CHRISTOPHER HENKELS (2012), Assistant Professor of Chemistry  
A.B. Colgate, M.S. Cornell, Ph.D. Duke

RYAN A. HENRY, Assistant Professor of Chemistry  
B.S. Johns Hopkins, M.S. and Ph.D. University of Rochester School of Medicine and Dentistry

JOHN HEPP (1999), Associate Professor of History  
B.A. Temple, M.A., Ph.D. North Carolina (Chapel Hill), J.D. Pennsylvania

KATHLEEN A. HIRTHLER (2010), Associate Professor of Nursing  
B.S.N., M.S.N. Misericordia, D.N.P. Chatham

AMY HNASKO (2018), Assistant Professor of Education  
B.S. Bloomsburg, M.A. LaSalle, Ed.D. Rutgers

SHELLI HOLT-MACEY (1998), Instructor, Pharmacy Practice

## University Personnel

B.S. Pharm, U of Buffalo

RUTH C. HUGHES (2013), Assistant Professor of Business Law  
B.A. Tulane, J.D. Washington and Lee

HARVEY JACOBS (1996), Associate Professor of Pharmaceutical Sciences  
B.A. Wilkes College, B.S., R.Ph., Ph.D. University of Utah

ANGELA JONES (2017), Faculty of Practice  
B.S., M.S. Chamberlain

VICKI JONES (2018), Instructor/Program Coordinator  
B.S. East Stroudsburg, M.S. Old Dominion, M.S. Virginia Polytechnic, Ed.D. Wilkes (EBD)

LISA KADLEC (2005), Associate Professor of Biology  
B.A. Haverford, Ph.D. Duke  
S. M. PERWEZ KALIM (1988), Professor of Mechanical Engineering  
B.S. Mamachi, M.S., Ph.D. Kansas

SARITHA KARNAE (2018), Assistant Professor of Environmental Engineering  
B.E. Osmania, M.S., Ph.D Texas A & M  
VALERIE G. KALTER (1991), Associate Professor of Biology  
B.A. Northwestern, Ph.D. University of Iowa

M. ANTHONY KAPOLKA, III (1996), Associate Professor of Computer Science  
B.S. Lebanon Valley, M.S., Ph.D. Pittsburgh, M.Div. RTS

BOBAK KARIMI (2017), Assistant Professor of Geology  
B.S. University of Pittsburgh (Johnstown), Ph.D. University of Pittsburgh (Pittsburgh)

TRACY A. KASTER (2013), Faculty of Practice, Education  
B.S. University of Arkansas, M.S. Wilkes

SEAN J. KELLY (2008), Associate Professor of English  
B.A. Tennessee, M.A. Pittsburgh, Ph.D. SUNY, Buffalo

STEVEN KHELOUSSI (2016), Assistant Professor, Pharmacy Practice  
Pharm.D., Wilkes  
KENNETH M. KLEMOW (1982), Professor of Biology and GeoEnvironmental Sciences and Engineering  
B.S. Miami, M.S., Ph.D. SUNY, Syracuse

JOHN A. KOCH (1976), Professor of Computer Science  
B.S. Bucknell, M.S., Ph.D. Illinois

FANHUI KONG (2005), Associate Professor of Statistics  
B.S., M.A. Northeast Normal University, P.R. China, Ph.D. Binghamton University

KYLE L. KREIDER (2004), Associate Professor of Political Science  
B.A., Millersville, M.A., Ph.D. Temple

JUDITH KRISTELLER (2002), Professor of Pharmacy Practice  
B.S., Pharm.D. Kentucky

LAWRENCE T. KUCHAR (1989), Associate Professor of English  
B.A., M.A. Duquesne, Ph.D. Maryland

JONATHAN KUIKEN (2014), Assistant Professor of History  
B.A. Gordon College, M.A., Ph.D. Boston College

KARIM MEDICO LETWINSKY (2013), Assistant Professor of Education  
B.S. Fairfield University, M.S. University of Scranton, Ed.D. University of Phoenix

V. MING LEW (1993), Associate Professor of Mathematics  
B.S. UC Santa Barbara, M.S., Ph.D. Cornell

TROY LYNN LEWIS (2018), Assistant Professor, Pharmacy Practice  
B.S., Pharm.D. Wilkes  
JON P. LIEBETRAU (2014), Assistant Professor of Theater

B.A. Gettysburg, B.F.A. Wayne State, M.F.A. Brandeis

DANIEL S. LONGYHORE (2004), Associate Professor of Pharmacy Practice  
Pharm. D. Wilkes

EUGENE T. LUCAS (2013), Assistant Professor of Nursing  
B.S. Wilkes, M.S. Misericordia

DEL LUCENT (2012), Assistant Professor of Physics  
B.A. B.S. Wilkes, Ph.D. Stanford

BLAKE MACKESY (2014), Assistant Professor of Education  
B.A. Russell Sage College, M.A. Rollins College, Ed.D. Wilkes University

XIN LUO (2017), Assistant Professor of Mathematics  
B.S. Jinan University, Guangzhou, China; M.S. Jinan University, Guangzhou, China; M.S. University of Alabama, Tuscaloosa, AL; Ph.D. University of Alabama, Tuscaloosa, AL.

ANDREEA MAIEREAN (2013) Assistant Professor of Political Science  
B.A. National School of Political Studies and Public Administration (Bucharest),  
M.A. Central European, Ph.D. Boston

SUSAN SOWA MALKEMES (2003), Associate Professor of Nursing  
B.S. Misericordia, M.S. Wilkes, D.N.P. Case Western Reserve

JENNIFER MALINOWSKI (1998), Associate Professor of Pharmacy Practice  
B.S. Philadelphia College of Pharmacy and Science, Pharm.D. Temple

DANA MANNING (2008), Associate Professor of Pharmacy Practice  
B.S. Cornell, Pharm.D., Wilkes

JIN JOY MAO (2008), Associate Professor of Education  
B.A. Xi'an International Studies University, M.S., Ph.D. Penn State University

JAP-NANAK MAKKAR (2018), Assistant Professor of English  
B.A., M.A. University of Toronto, Ph.D. University of Virginia  
LYNNE MARIANI (2014) Faculty of Practice, Dance

JUSTIN C. MATUS (2005), Associate Professor of Business Administration  
B.S. King's, M.B.A. Golden Gate University, Ph.D. Old Dominion

LIVIA McCUTCHEON (2017), Assistant Professor, Pharmacy Practice  
PharmD, NovaSoutheastern U, MA, U of Maryland

MARY F. McMANUS (2000), Associate Professor of Pharmaceutical Sciences  
B.S., Ph.D. St. John's

CHRISTINE E. MELLON (2008), Faculty of Practice, Communication Studies  
B.A. Scranton, M.S. Neumann, Ed.D. Wilkes

DONALD E. MENCER, Jr. (2001), Associate Professor of Chemistry  
B.S. Frostburg State, Ph.D. Texas A&M

MARY ANN MERRIGAN (1987), Associate Professor of Nursing  
B.S. SUNY, Binghamton, M.S. Pennsylvania State University, Ph.D. Adelphi

ANDREW MILLER (2005), Associate Professor of Political Science  
B.A. Illinois College, M.A. Illinois State, Ph.D. Purdue

KIMBERLY MILLER (2017), Assistant Professor of Pharmacy Practice  
Pharm.D., Temple University

MARY JANE MISKOVSKY (2011), Assistant Professor of Nursing  
B.S. Misericordia, M.S. Syracuse, D.N.P. Carlow

GINA ZANOLINI MORRISON (1996), Associate Professor of Global Cultures  
B.S. Kutztown, Ph.D. Marywood

XIAOMING MU (2017), Assistant Professor of Mechanical Engineering

## University Personnel

B.S. Dalian University of Technology, China, Ph.D. Georgia Institute of Technology

CHRISTINE MULLER (2018), Assistant Professor of History

B.A. The New School, M.A. Villanova, Ph.D. University of Maryland

SUZANNE MURRAY-GALELLA (2004), Associate Professor of Education

B.A. Scranton, M.S. Marywood

PRAHLAD N. MURTHY (1993), Professor of Environmental Engineering and Associate Dean,  
College of Science and Engineering

B.E. Bangalore University, India, M.E. Anna University, India, Ph.D. Texas A&M, P.E., QEP

AMJAD NAZZAL (2008), Associate Professor of Physics

B.Sc., M.Sc. Yarmouk University (Jordan), Ph.D. Arkansas

ELLEN E. NEWELL (2013), Assistant Professor of Psychology

B.A., M.A., Ph.D. Maine

KIMMY NGUYEN (2018), Assistant Professor of Pharmacy Practice

Pharm.D. University of the Sciences

JULIE L. OLENAK (2004), Associate Professor of Pharmacy Practice and Assistant Dean

Pharm.D. Wilkes

JODI OLENGINSKI (2017), Faculty of Practice

B.S. University of Scranton, M.S.N. Mansfield

LINDA M. PAUL (1989), Associate Professor of Philosophy

B.A. Guilford, Ph.D. Maryland, College Park

LORIANN PAJALICH (2012), Assistant Professor of Nursing

B.S., M.S. Wilkes

KENNETH A. PIDCOCK (1988), Professor of Biology

B.S. Millersville, M.S., Ph.D. Lehigh

TERESA FAIRCHILD PITCHER (2017), Assistant Professor of Nursing

M.S. Drexel University, B.S. Saint Joseph's College

ALISHA PITCHFORD (2017), Faculty of Practice of Chemistry

B.S., M.S. Marywood University

DIANE M. POLACHEK (1986), Professor of Education

B.A., M.S. Wilkes, M.S. UC Santa Barbara, Ed.D. Lehigh

RONALD L. PRYOR (2001), Visiting Assistant Professor of Mathematics and Computer Science

B.A., M.S. Wilkes, Ph.D. SUNY, Binghamton

TANYA PYKE (2018), Faculty of Practice of Finance, Accounting and Management

B.S., M.P.A. The University of Akron, Ph.D. Walden University

ALI RAZAVI (1984), Professor of Materials Engineering

B.S. Tehran, Iran, M.S. Manchester, England, Ph.D. Drexel

PAUL REINERT (2016), Assistant Professor of Education

B.S., M.S. University of Scranton, Ph.D. Marywood University

MARIANNE M. REXER (1990), Professor of Accounting

B.S. Wilkes, M.S. Bryant, Ph.D. Drexel, C.P.A. Commonwealth of Pennsylvania

LISA REYNOLDS (2018), Assistant Professor, of Integrative Media

B.F.A. Kutztown, M.F.A. Marywood

RODNEY S. RIDLEY, Sr. (2009), Associate Professor of Engineering

B.S. Lincoln, M.S., Ph.D. Pennsylvania State

MARIE ROKE-THOMAS (2003), Associate Professor of Pharmaceutical Sciences

B.S. Wilkes, M.P.A. Seton Hall, Ph.D. Marywood

ERIC RUGGIERO (2010), Associate Professor of Integrative Media, Art and Design

B.F.A. Syracuse, M.F.A. Savannah College of Art and Design

WANDA M. RUPPERT (2008), Assistant Professor of Nursing  
B.S. Ohio State, M.S. Wilkes

NICOLE C. RYERSON (2017), Assistant Professor, Psychology  
B.A., Penn State University, M.A., Ph.D. University of Alabama

ABAS SABOUNI (2013), Assistant Professor of Electrical Engineering  
B.S., Azad University, M.S. K.N. Toosi University of Technology, Ph.D. University of Manitoba, Winnipeg

EDWARD J. SCHICATANO (1999), Associate Professor of Psychology  
B.A. Bloomsburg, M.A., Ph.D. Wake Forest

SAM SCHMIDT (2018), Assistant Professor of Sports Management  
B.S. University of Wisconsin, M.S., Ph.D. University of Louisville

ROBERT D. SEELEY (1989), Associate Professor of Economics  
B.A. Franklin and Marshall, Ph.D. Maryland

SHI SHA (2018), Assistant Professor of Electrical Engineering & Physics  
B.S. Beihang, M.S. Murray State, Ph.D. Florida International

VICKY SHAH (2015), Assistant Professor, Pharmacy Practice  
B.S. U of Illinois, Pharm.D. Howard University

AKIRA SHIMIZU (2015), Assistant Professor of History  
B.A. Konan, M.A. Memphis, M.A., Ph.D. Illinois (Urbana-Champaign)

PHILIP G. SIMON (2003), Associate Professor of Music  
B.M. Boston University, M.Ed. Maryland, College Park, D.M.A. North Texas

HEATHER SINCAVAGE (2016), Assistant Professor of Art and Director of the Sordani Art Gallery  
B.F.A. Temple, M.F.A. Washington

ANNE A. SKLEDER (2014), Senior Vice President/Provost  
B.S. University of Pittsburgh, M.A., Ph.D. Temple

CHARLES SMARGIASSI (2018), Assistant Professor  
B.S. Millersville University, M.S. Bloomsburg University, Ph.D. Penn State University

THYAGARAJAN SRINIVASAN (1985), Professor of Electrical Engineering  
B.E., M.Sc. (Eng) India, M.S. Oklahoma State, Ph.D. Pennsylvania State, P.E. (Elec)

WILLIAM CHAD STANLEY (2005), Associate Professor of English  
B.A. Syracuse, M.A., Ph.D. Connecticut

MICHAEL A. STEELE (1989), Professor of Biology  
B.S. Millersville, Ph.D. Wake Forest

JACQUELINE STEWART (2007), Associate Professor of Nursing  
B.S. Cedar Crest, M.S.N. Widener, D.N.P. Duke

MARK D. STINE (1999), Associate Professor of Communication Studies  
B.A. Moravian, M.Ed. East Stroudsburg, Ph.D. Temple

JEFFREY A. STRATFORD (2006), Associate Professor of Biology  
B.S. Rutgers, M.S. Southeastern Louisiana, Ph.D. Auburn

FREDERICK J. SULLIVAN (1993), Associate Professor of Mathematics  
B.S., M.S. Louisiana State, Ph.D. SUNY Binghamton

MARGARET SULLIVAN (2013), Assistant Professor of Mathematics and Computer Science  
B.S., M.S., Ph.D. Louisiana State

GRACE SURDOVEL (2014), Faculty of Practice of Education  
B.F.A., M.S., Marywood University, Ed.D. Wilkes University

PATRICIA SWEENEY (2014), Assistant Professor of Nursing  
B.S.N. Wilkes, M.S. State University of New York, Ph.D. Pennsylvania State University

ROBERT R. TAYLOR (2011), Director/Instructor of Engineering Management

## University Personnel

B.A. Earlham College, M.B.A. Wright State

WAGIHA-ABDEL-GAWAD TAYLOR (1969), Professor of Business Administration and Economics  
B.A. Alexandria, M.A. Brown, Ph.D. Clark

WILLIAM B. TERZAGHI (1995), Professor of Biology  
B.Sc. University of Waikato, Ph.D. Utah

KEDIR ASSEFA TESSEMA (2017), Assistant Professor of Leadership Studies  
B.Ed. KCTE, M.A. Addis Ababa University, M.A. Umeå University, Ph. D. University of San Diego

ANNE A. THOMAS (2011), Faculty of Practice, Education  
B.A., M.S. (Education), M.S. (Educational Leadership) Wilkes

JENNIFER THOMAS (2006), Associate Professor of Psychology  
B.S. Bucknell, M.A. Wake Forest, Ph.D. Purdue

STEVEN L. THOMAS (1999), Professor of Music  
B.A. Harvard, M.M., M.M.A., D.M.A. Yale School of Music

DEBORAH R. TINDELL (1998), Professor of Psychology  
B.A. California State (Chico), M.S., Ph.D. Texas A&M

DOMINICK TROMBETTA (2001), Associate Professor of Pharmacy Practice  
CGP, B.S. Temple, Pharm.D. Shenandoah

MARLEEN A. TROY (1997), Professor of Environmental Engineering  
B.S., M.S., Drexel, M.S. Rhode Island, Ph.D. Drexel, P.E.

HERNANDO A. TRUJILLO (2004), Associate Professor of Chemistry  
B.A., Middlebury, Ph.D. Dartmouth

ROBERT C. TUTTLE (1989), Professor of Sociology  
B.A. Kansas, M.A., Ph.D. Notre Dame

ADAM L. VAN WERT (2008), Associate Professor of Pharmaceutical Sciences  
Pharm.D., Wilkes, Ph.D. Medical University of SC  
JOYCE VICTOR (2004), Assistant Professor of Nursing  
B.S.N, M.S.N., M.H.A., M.A. Wilkes, Ph.D. Duquesne  
SHAO KANG (Ken) WANG (2014), Assistant Professor of Finance  
B. Eng. Tsinghua University, M.S., Ph.D. University at Buffalo (SUNY)

STEPHANIE WASMANSKI (2018), Assistant Professor of Education  
B.S. Misericordia, M.B.A, Ed.D. Wilkes  
JANE BLANKEN WEBB (2018), Assistant Professor of Education  
B.M. Northern Illinois, M.M.E., Ph.D. University of Illinois  
DIANE E. WENGER (2003), Professor of History  
B.A. Lebanon Valley, M.A. Penn State, Ph.D. Delaware

BRIAN E. WHITMAN (1997), Professor of Environmental Engineering  
B.S., M.S. Ph.D. Michigan Technological University

CRAIG WIERNIK (2014), Assistant Professor of Sociology  
B.A. Southern Maine, M.A., Ph.D. Penn State

TERESE M. WIGNOT (1989), Associate Professor of Biochemistry  
B.A., Ph.D. Lehigh

ANDREW WILCZAK (2012), Assistant Professor of Sociology  
B.A. University of Michigan (Dearborn), M.A. Eastern Michigan, Ph.D. Bowling Green

TYISHA WILLIAM (2016), Assistant Professor of Biology  
B.S. St. Augustine College, Ph.D. Harvard University

RICHARD WILLIAMS (2018), Faculty of Practice of Chemistry  
B.S. Morehouse, Ph.D. Georgia State  
PHILIP WINGERT (1986), Assistant Professor of Physical Education  
B.S. SUNY, Cortland, M.E. Virginia Polytechnic

LINDA A. WINKLER (2010), Professor of Anthropology  
B.A. Midland Lutheran, M.A., Ph.D., M.P.H. Pittsburgh

ZBIGNIEW J. WITCZAK (2000), Professor of Pharmaceutical Sciences  
M.S., Ph.D. Medical Academy, Lodz, Poland

CHRISTOPHER ZARPENTINE (2013), Assistant Professor of Philosophy  
B.A. Ithaca, M.A., Ph.D. Florida State

DEBORAH K. ZBEGNER (1994), Associate Professor of Nursing  
B.S.N. Allentown College, M.S.N. Pennsylvania, D.N. Sc. Widener

GE (Grace) XIAO (2008), Associate Professor of Marketing  
B.A. Yokohama City University (Japan), M.S., M.I.S., Ph.D. Auburn

YONG ZHU (2014), Assistant Professor of Mechanical Engineering  
B.S., M.S. Harbin Institute of Technology, M.S. Northern Illinois, Ph.D. Vanderbilt

BRIDGETTE W. ZIELINSKI (1987), Associate Professor of Nursing  
B.S. Wilkes, M.S.N. SUNY, Binghamton, Ph.D. Adelphi

## Faculty Emeriti

JEFFREY R. ALVES (2018)  
Allan P. Kirby, Jr., Distinguished Professor of Free Enterprise and Entrepreneurship and Dean, Emeritus, B.S. Air Force Academy, M.B.A. Southern Illinois Ph.D. Massachusetts (Amherst)

ANNE HEINEMAN BATORY (2017)  
Professor of Marketing, Emerita, Ph.D. Maryland  
JOSEPH T. BELLUCCI (2001)  
Professor of Education and Psychology, Emeritus, Ed.D. Lehigh

LOUISE McNERTNEY BERARD (2015)  
Professor of Mathematics, Emerita, B.S. King's, Ph.D. Brown

JOEL BERLATSKY (2007)  
Professor of History, Emeritus, Ph.D. Northwestern

LEONA CASTOR (2003)  
Associate Professor of Nursing, Emerita, Ed.D. Penn State

HAROLD E. COX (2004)  
Professor of History, Emeritus, Ph.D. Virginia

LORNA C. DARTE (1997)  
Associate Professor of Library Science, Emerita, M.S. Drexel Institute of Technology

SUZANNE M. DRUFFNER (1999)  
Associate Professor of Nursing, Emerita, M.S. Pennsylvania

JANE M. ELMES-CRAHALL (2017)  
Professor of Communication Studies, Emerita, Ph.D. Pittsburgh  
MAHMOUD H. FAHMY (1996)  
Professor of Education, Emeritus, Ph.D. Syracuse

WELTON G. FARRAR (1989)  
Professor of Economics, Emeritus, M.S. Pennsylvania

OWEN D. FAUT (2000)  
Professor of Chemistry, Emeritus, Ph.D. M.I.T.

BENJAMIN F. FIESTER (1996)  
Professor of English, Emeritus, Ph.D. Pennsylvania State  
BERNARD W. GRAHAM (2018)  
Professor of Pharmaceutical Sciences and Dean, Emeritus, B.S. Albany, M.S., Ph.D. Purdue

STANLEY S. GUTIN (1992)

## University Personnel

Professor of English, Emeritus, Ph.D. Pennsylvania

WILBUR F. HAYES (2000)

Associate Professor of Biology, Emeritus, Ph.D. Lehigh

ROBERT J. HEAMAN (2001)

Professor of English, Emeritus, Ph.D., Michigan

LEVERE C. HOSTLER (1997)

Professor of Physics, Emeritus, Ph.D. Stanford

DENNIS P. HUPCHICK (2015)

Professor of History, Emeritus, B.A., M.A., Ph.D. Pittsburgh

EDWIN L. JOHNSON (1996)

Associate Professor of Education, Emeritus, M.A. Bucknell

WALTER KARPINICH (2002)

Professor of Foreign Languages and Literatures, Emeritus, Ph. D. Ukrainian Free University, Munich

ARTHUR H. KIBBE (2015)

Professor of Pharmaceutical Sciences, Emeritus, B.S., R.Ph. Columbia, M.S., Ph.D. Florida

BRADFORD L. KINNEY (2012)

Professor of Communication Studies, Emeritus, B.A. Florida Southern, M.A. Indiana, Ph.D. Pittsburgh

J. MICHAEL LENNON

Professor of English, Emeritus (2005), Vice President for Academic Affairs, Emeritus (2002), Ph.D. Rhode Island

ANTHONY L. LIUZZO (2017)

Professor of Business and Economics, Emeritus, Ph.D. New York University

SAMUEL MERRILL, III (2004)

Professor of Mathematics, Emeritus, Ph.D. Yale

HILDA A. MARBAN (1986)

Professor of Foreign Languages, Emerita, Ph.D. Havana, Ph.D. Virginia

JOHN H. NATZKE (2005)

Associate Professor of Sociology, Emeritus, Ph.D. Western Michigan

WALTER A. PLACEK, JR. (2001)

Professor of Physics and Education, Emeritus, Ph.D. Pennsylvania

KRISTINA POWERS (2015)

Instructor of Pharmacy Practice, Emerita, Pharm.D., Wilkes

BRIAN T. REDMOND (2017)

Professor of Geology and Chemistry, Emeritus, Ph.D. Rensselaer Polytechnic

JOHN G. REESE (1995)

Professor of Physical Education, Emeritus, M.Ed. Pennsylvania State

PHILIP L. RIZZO (1987)

Professor of English, Emeritus, Ph.D. Pennsylvania

JAMES P. RODECHKO (2002)

Professor of History, Emeritus, Ph.D. Connecticut

RALPH B. ROZELLE (1996)

Professor of Chemistry, Emeritus, Ph.D. Alfred

DORIS B. SARACINO (2000)

Associate Professor of Physical Education, Emerita, M.S. East Stroudsburg

ROLAND C. SCHMIDT, JR. (1995)

Associate Professor of Physical Education, Emeritus, M.S. Scranton

JUDITH K. SCHREIBER (2002)

Associate Professor of Nursing, Emerita, M.S. Pennsylvania, M.S. Scranton



HERBERT B. SIMON (1992)  
Professor of Art, Emeritus, M.A. New York

WILLIAM H. STERLING (1999)  
Professor of Art, Emeritus, Ph.D. Iowa

ROBERT D. STETTEN (1996)  
Associate Professor of Psychology, Emeritus, Ph.D. Lehigh

WILLIAM R. STINE (2004)  
Professor of Chemistry, Emeritus, Ph.D. Syracuse

SHARON G. TELBAN (2010)  
Associate Professor of Nursing Emerita, B.S., M.S. Wilkes, M.S., D.Ed, Pennsylvania State

STEPHEN J. TILLMAN (2012)  
Professor of Mathematics Emeritus, Ph.D. Brown

PHILIP R. TUHY (1993)  
Assistant Professor of Political Science, Emeritus, M.G.A. Pennsylvania

LESTER J. TUROCZI (2002)  
Professor of Biology, Emeritus, Ph.D. Rutgers

BING K. WONG (2004)  
Professor of Mathematics, Emeritus, Ph.D. Illinois

## Office of the Provost

**ANNE A. SKLEDER (2014), Senior-Vice President/Provost**  
B.S. University of Pittsburgh, M.A., Ph.D. Temple University

**ABEL ADEKOLA (2016), Dean, The Jay S. Sidhu School of Business and Leadership**  
B.B.A. Florida International, M.B.A. Barry University, Doctor of Business Administration, Nova Southeastern

**JONATHAN FERENC (2008), Associate Provost for Academics, Associate Professor of Pharmacy Practice**  
Pharm.D., Wilkes

**MICHELE D. GARRISON, (2004), Project Manager**  
A.A.S. Luzerne County Community College, B.A., MS.Ed. Wilkes

**SUSAN HRITZAK (1983), Registrar**  
B.S., M.B.A. Wilkes

**PRAHLAD MURTHY (1993), Interim Dean, College of Science and Engineering**  
B.E. Bangalore University, M.E. Anna University, Ph.D. Texas A & M University

**RHONDA M. RABBITT (2015), Dean, School of Education**  
B.S., B.A. Wisconsin-Eau Claire, M.E. Wisconsin-LaCrosse, Ed.D. Fielding Graduate

**PAUL T. RIGGS (2015), Dean, College of Arts, Humanities, and Social Sciences**  
B.A. Dickinson, M.A., Ph.D. University of Pittsburgh

**JOHN STACHACZ (2008), Dean, Library Services**  
B.A. New Mexico, M.A., M.S.L.S. Kentucky

**SCOTT K. STOLTE (2017), Dean, Nesbitt School of Pharmacy**  
Pharm.D., Purdue

**TERESE M. WIGNOT (1989), Associate Provost for Enrollment Management**  
B.A., Ph.D. Lehigh

**DEBORAH K. ZBEGNER (1994), Dean, School of Nursing**  
B.S.N. Allentown College, M.S.N. Pennsylvania, D.N. Sc. Widener

## Presidents Emeriti

*Date of award of emeritus status noted in parentheses.*

**JOSEPH E. GILMOUR** (2012)

President Emeritus, Ph.D. Michigan

**FRANCIS J. MICHELINI** (2012)

President Emeritus, Ph.D. Pennsylvania

**CHRISTOPHER N. BREISETH** (2001)

President Emeritus, Ph.D. Cornell

# Course Descriptions

# WILKES UNIVERSITY

84 W. South Street  
Wilkes-Barre, Pennsylvania 18766  
(570) 408-4235  
1-800-WILKES U, ext. 4235  
(1-800-945-5378)  
[www.wilkes.edu](http://www.wilkes.edu)

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Dr. Anne Skleder, Provost  
Dr. Abel Adekola, Dean, Jay S. Sidhu School of Business and Leadership  
Dr. William B. Hudson, Dean, College of Science and Engineering  
Dr. Rhonda Rabbitt, Dean, School of Education  
Dr. Paul Riggs, Dean, College of Arts, Humanities and Social Science  
Dr. Scott Stolte, Dean, Nesbitt College of Pharmacy  
Dr. Deborah A. Zbegner, Dean, Passan School of Nursing

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