School of Education & Health

Mission
The School of Education & Health is committed to the mission of Manhattan College to provide a contemporary, person-centered education that embodies the Lasallian traditions of scholarship, excellence in teaching, respect for individual dignity, and commitment to social justice. The additional goal is to prepare self-directed, reflective, scholarly professionals dedicated to the highest standards for themselves and those they serve. Professionals are prepared in the fields of Counseling, School Leadership, and Childhood/Special Education (Grades 1-6).

Application Procedures
Application forms for admission to all programs in the School of Education & Health may be obtained from the Graduate Education Office, from the School of Education website (http://www.manhattan.edu/academics/graduate/index.shtml), or from the Office of Admissions. The completed form accompanied by the application fee (non-refundable) must be submitted to the Office of Admissions. Applicants for admission are responsible for having official transcripts of all undergraduate and graduate courses mailed directly to the Office of Admissions, paying the application fee, submitting letters of recommendation, and if required, standardized test scores.

Official transcripts (not student copies) of all undergraduate records must be sent to the Office of Admissions by the institutions issuing them. Applicants who file an application before the baccalaureate degree has been conferred may be accepted pending the successful completion of their undergraduate work. A final transcript must be received in the Office of Admissions before they register for graduate courses.

Graduates of Manhattan College should write to the Office of the Registrar requesting that an official transcript be sent to the Office of Admissions.

An application is not complete until all the necessary materials and application fee have been received by the Office of Admissions. Incomplete applications cannot be processed. Students who file an application and whose official transcripts arrive after the deadline date cannot be assured that their application will be processed in time for the semester for which they are applying.

The filing should be completed before April 1st for summer session application; July 10th for fall session applicants, and December 7th for spring session applicants.

The Director for the program for which a person is applying reviews the application and supportive documents and forwards a recommendation to the Dean of Education. This recommendation is sent to Office of Admissions for processing. The Office of Admissions then informs the applicant of the decision. Those who have been accepted will receive the instructions for registration at the beginning of the session for which they have been accepted.
The documents submitted in support of application cannot be returned to the applicant and can not be duplicated for any purpose. All documents received are part of the records of the College.

Admission

Applicants for admission into any graduate program in the School of Education & Health must hold a baccalaureate degree from an accredited college or institution acceptable to Manhattan College. In addition, they must meet the specific requirements as stated in the introduction to the respective programs. Normally, an undergraduate grade point average of 3.00 on a 4.00 scale is required, although other factors can be considered in the decision for admission.

Admission into graduate education programs will be granted as a matriculated student, one seeking to fulfill the requirements of a degree. A student may be granted permission to take an approved graduate course on a non-matriculated basis or, in special cases, as an auditor. A non-matriculated student is one earning graduate credit for a specific course but not necessarily working for a degree. For example the student may be interested in earning a Graduate Certificate or continuing education units or completing credits for other professional reasons. For both non-matriculated and auditing students, tuition and fees are the same as for matriculated students. A non-matriculated fee also applies.

A student who lacks undergraduate prerequisites for a specific program may be asked to complete certain undergraduate courses as a non-matriculated student. Students requesting to take graduate courses as a non-matriculated student must have the necessary prerequisites for those courses. Students may not register for more than 12 credits as a non-matriculated student without the permission of the Dean of the School of Education & Health.

Students who take graduate courses at Manhattan College on a non-matriculated basis and apply thereafter for admission to a graduate program as a matriculated student will be informed at the time of acceptance which courses may be applied to that degree program.

Students who have earned a master’s degree or who are pursuing a master’s degree in one education program from Manhattan College and desire to seek admission into another program must file a new application with the Office of Admissions.

All documents of applicants who have been accepted and who for extenuating circumstances cannot register for courses during the session for which they were admitted will be kept on file for two years. The documents will be destroyed if the applicant does not register for courses within the two year period.

Visiting Students

Students who are matriculated in a graduate program at another institution and who wish to take a course (or courses) at Manhattan College may do so as non-matriculated students for individual courses for which they have prerequisites. For non-matriculated students, tuition and fees are the same as for matriculated students. A non-matriculation fee also applies.
Applicants from Foreign Countries

The College accepts students from foreign countries for its full-time graduate programs in the School of Education & Health. In general, the College cannot accept students into its part-time graduate programs. The student who is accepted and receives a student visa must be enrolled in each term of the academic year for 9 credits (three 3-credit courses). Such students must complete the program within 18 months.

Applicants from foreign countries should submit their admission application, official transcripts, and the admission fee four months before the beginning of the session they wish to enter. In addition, they must submit a notarized statement that they have sufficient funds to finance their education and their maintenance. Many of the sources of financial assistance are limited to the residents of the United States.

All students applying from foreign countries must take the TOEFL (Test of English as a Foreign Language) and have the test results sent to the Office of Admissions. A minimum TOEFL score of 213 (550 for paper exam) will satisfy Manhattan College admission requirements and criteria for issuance of the I-20 form.

A student from another country who is informed of acceptance must deposit $300 which will be credited toward tuition. This fee is non-refundable if the student does not register but will be credited to his/her account for two years. When the $300 is received, the student will be sent an I-20 form which must be presented to the United States authority to arrange for an F1 student visa.

Objectives

The Graduate School of Education & Health is committed to the preparation of Human Service professionals through courses leading to the master degree and/or advanced certificates:

- The Master of Arts program in Counseling is directed toward work in counseling with a view to preparing the candidate for the role of counselor in schools.
- The Master of Science in Mental Health Counseling program is directed toward work in agency, hospital or other service related placements.
- The Teacher Education Program (M.S. in Ed.) is directed toward the professional preparation of teachers of disabled individuals, including but not limited to the mentally retarded, the emotionally disturbed, the physically disabled, the neurologically impaired, the multiply disabled and those with specific learning disabilities in grades 1-6.
- The Dual Program prepares teachers to work with children in grades 1-6 in the general as well as Special Education settings.
- The School Leadership Program (M.S. in Ed.) is directed toward the professional preparation of school building leaders, administrators and supervisors, assistant principals, department chairs, coordinators, unit heads, and the like.
- Post Masters (Professional Diplomas) are offered in counseling, special education, and school leadership.
- Certificates in Bilingual Pupil Personnel Services, College Advising Counseling, and Teaching and Learning with Technology are also offered.
General Admission Requirements

In addition to the special requirements that may be listed for various programs, candidates must:

- Earn a baccalaureate degree from an accredited college or institution acceptable to Manhattan College and normally meet or exceed an undergraduate grade point average of 3.0 on a 4.0 scale. Other factors will be considered for admission, such as years of professional experience, a high average in major field, scores on required standardized tests, or academic development beyond the baccalaureate degree. Candidates who have not taken the prerequisite coursework may be required to take graduate courses that are not part of the degree program.
- Meet any additional requirements for a specific program.
- Submit the following: application form, transcript, one page handwritten Narrative Statement of Interest in the specific program, resume and letter of reference, preferably from a professional colleague or professor. In the case of Counseling programs, two letters of reference are required.
- Schedule an interview with the director of the specific program with the exception of Counseling where an interview is not required.
- Applicants interested in a graduate assistantship should request information about graduate assistantship by contacting the Education office or in the case of Counseling, the Director.
- Applications for admission will be reviewed by the Program Director and the Dean of the School of Education.

Matriculation Status

Admission will be granted as a matriculated student, one seeking to fulfill the requirements for a master degree or professional diploma or as a non-matriculated student, one earning graduate credit for specific courses but not for the degree. Normally participants are not allowed to continue in a non-matriculated status beyond 12 credits. Non-matriculants are charged a fee.

Seniors in the undergraduate Education program at Manhattan College who have completed their undergraduate requirements may, with the written consent of the director of their programs and the Dean of Education, be admitted to appropriate graduate level courses except in Counseling.

Transfer Credit

The Graduate Education Programs at Manhattan College are designed with a developmental emphasis. Assessment is ongoing and performance based. Therefore, a matriculated student is expected to earn all the credits for the program at the College. Transfer of credits will only be considered for compelling reasons. In such cases, students should submit an Off Campus Course Approval Form to their Program Director who will forward it with a recommendation to the Dean. Participants must obtain written approval prior to enrolling in the course.
Degree Requirements

To obtain a master degree from the School of Education & Health students must:

- File the Intent to Graduate form with the Program Director by the due date during the semester before graduation.
- File the Application to Graduate form with the Registrar in the final semester of course work.
- Give evidence of having met program standards through periodic performance reviews.
- Undertake and complete a research based project/paper under the direction of a faculty member. The topic must be related to the participant's program of study and approved by a faculty advisor as part of Methods of Education and Psychological Research. The major paper must be completed in (for Special Ed and School Leadership) or for Counseling, submitted, and a final draft tentatively approved before registering for the seminar or the following courses: EDUG 732, or EDUG 858, EDUG 862, EDUG 863. Final approval including sign-off by a faculty advisor is required in order to graduate. Candidates must carefully follow the format of the American Psychological Association, and must submit completed papers according to the timeline for graduation: January 15 for May, June 15 for September, and October 15 for February. The approved major paper must be placed on file in the Graduate Education office.
- Earn the required number of credits for the program, successfully complete each course and demonstrate mastery of the professional knowledge, dispositions and skills for the specific degree and/or certification with a cumulative index of 3.0 or better.
- Undertake a practicum/internship if required. These experiences, including the seminars and reports related to them, are designed to integrate the theory, research and practice developed throughout the program.
- Pay and clear all outstanding financial accounts including library and graduation fees owed the College.

New York State Certification

School Counseling, Special Education, School Building Leadership, Administration and Supervision Certifications

The Graduate Education Programs have been approved by the New York State Department of Education to offer course work leading to Certification as a Special Education or dual Childhood/Special Education Teacher, School Building Leader, or School Counselor. The graduate program in Mental Health Counseling is approved by the New York State Office of Professions as license qualifying.

To be eligible for certification or license qualifying, the candidate must:

1. Complete all course work with a cumulative index of 3.0.
2. Complete the New York State approved program in the certification or license qualifying area.
3. Successfully complete, if required, student teaching, practicum or internships as evidenced by observations from the field and college supervisors.

4. Successfully complete the appropriate sections of the New York State Teachers Examination, LAST, ATS-W & CST where applicable if graduating prior to February 2014. After February 2014, the following exams must be successfully completed: Academic Literacy Skills Test (ALST), Educating All Students test (EAS), the e-portfolio TPA, along with the appropriate CST exams.

5. Complete the application for certification form (which may be obtained from the Dean's Office or online) or the required form for a "limited permit" at the end of the Mental Health Counseling program and payment of required fees.

6. Be recommended by the Dean of the School of Education, the state certifying officer. Candidates possessing provisional New York State certification in Childhood Special Education or School Building Leadership may merit permanent/professional certification upon completing the degree program provided they have satisfied the New York State requirements regarding length of service. Students in Special Education must pass the appropriate New York State Education Department tests, LAST, ATS-W, ATS-P and CST if required if graduating prior to February 2014. After February 2014, the following exams must be successfully completed: Academic Literacy Skills Test (ALST), Educating All Students test (EAS), the e-portfolio TPA, along with the appropriate CST exams.

7. Complete the training in Child Abuse Recognition and Reporting and SAVE legislation required for new and renewed certification. Such training is provided in all degree programs through specified courses or online through the State for Counseling. Candidates for certification must take the necessary course at the college or from a state approved provider to fulfill this New York State mandated requirement for certification.

Changes in certification requirements issued by New York State Education Department will take precedence over and replace those presented in this catalog. Those seeking New York State certification are responsible for knowing and meeting all State requirements for their specific programs.

Job Opportunities for Special Education Teachers, School Administrators and Counselors

According to the National Center for Education Statistics' Predicting the Need for Newly Hired Teachers in the U.S. to 2008-2009, nationwide some 2.4 million teachers will be needed in the next 11 years because of teacher turnover, retirement, and rising student enrollment.