School of Education & Health

Graduate Counseling, Leadership & Education

Mission

The Graduate Education Programs at Manhattan College are committed to the mission of Manhattan College to provide a contemporary, person-centered education that is based on and grounded in the Lasallian traditions of scholarship, excellence in teaching, respect for individual dignity, and commitment to social justice.

The goal of the Graduate Education Department of Graduate Counseling, Leadership, and Education that flows from this mission and grounding 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, Childhood/Adolescent/Special Education (Grades 1-6) and Instructional Design and Delivery.

Application Procedures

Application forms for admission to all programs in the School of Education & Health may be obtained from the Office of Graduate Admissions or ONLINE from the Manhattan College web site http://manhattan.edu/admissions/graduate/graduate-application.

The completed application form accompanied by the non-refundable application fee must be submitted to the Office of Graduate 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 standardized test scores if required.

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 registration for graduate education courses can take place.

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

An application is not complete until all the necessary materials including required health records and application fee have been received by the Office of Graduate 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.

Suggested Application Deadlines

- January 1 for spring semester
- April 1 for summer session
Applications are accepted on a rolling basis and will be processed for the next possible application deadline. For those interested in consideration for scholarships, grants, and assistantships, it is recommended that early filing be completed before April 1 for summer session application, before August 1 for fall session application, and before January 1 for spring session application.

The director of the program for which a person is applying reviews the application and supporting documents and forwards a recommendation to the dean of the school. This recommendation is sent to the Office of Graduate Admissions for processing. The Office of Graduate Admissions then informs the applicant of the decision. Those who have been accepted will receive the instructions for registration from the Office of Graduate Admissions at the beginning of the semester in which they have been accepted. Questions about the application should be sent to the Office of Graduate Admissions at admit@manhattan.edu.

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.

All documents of applicants who have been accepted and who for extenuating circumstances cannot register for courses during the semester 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.

**Admission**

Applicants for admission into any Graduate Education Program at Manhattan College must hold a baccalaureate degree from an accredited college or institution acceptable to Manhattan College. Applicants to the Leadership and Special Education Programs must submit Graduate Record Examination (GRE) scores for verbal reasoning, quantitative reasoning, critical thinking, and analytical writing skills. GRE scores are not required for the Counseling or Instructional Design and Delivery Programs. All applicants 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 may be considered in the decision for admission.

Admission into a Graduate Education Program will be granted as a matriculated student, i.e., 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 credits or continuing education units or completing credits to maintain certification or for other professional reasons. For both non-matriculated and auditing students, tuition and fees are the same as for matriculated students. A non-matriculation 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.

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 the desired degree program.

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

**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.

**International Applicants**

The College accepts international students into its full-time Graduate Education Programs at Manhattan College. In general, the College cannot accept international students into a part-time Graduate Education Program. The international student who is accepted and receives a student visa must be enrolled in 9 credits (three 3-credit courses) in each term of the academic year. International students must complete the program within 18 months.

International applicants from other countries should submit the application for admission, official transcripts, and the admissions fee four months before the beginning of the semester they wish to enter. In addition, they must submit a notarized statement that they have sufficient funds to finance the graduate education program and their maintenance during their stay in the United States. Many of the sources of financial assistance listed on the college website (http://manhattan.edu/admissions/tuition-financial-aid) are limited to residents of the United States.

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

A student from another country who is informed of acceptance must deposit $300 that 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.
Graduate Education Programs

The Graduate Education Programs at Manhattan College are committed to the preparation of counseling, leadership, and educational 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 those with intellectual disabilities, emotional disturbance, the physically disabled, autistic, multiple disabilities and those with specific learning disabilities in grades 1-6 and 7-12 (English or Math or Social Studies).
- The Dual Special Education Program prepares teachers to work with children in grades 1-6 in the general as well as Special Education settings.
- The School Leadership Program is directed toward the professional preparation of school building leaders, administrators and supervisors, assistant principals, department chairs, coordinators, unit heads, and the like.
- The Instructional Design and Delivery master degree and advanced certificate prepares educators, higher education personnel, and corporate training personnel in techniques for instruction and development.
- Advanced Certificates are offered to qualifying individuals in counseling, bilingual counseling, bilingual special education, school leadership, and instructional design and delivery.

General Admission Requirements

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

- Present an earned baccalaureate degree from an accredited college or institution acceptable to Manhattan College and normally meet or exceed an undergraduate and/or graduate grade point average of 3.0 on a 4.0 scale. Applicants to the Special Education and Educational Leadership Programs must submit Graduate Record Examination (GRE) scores for verbal reasoning, quantitative reasoning, critical thinking, and analytical writing skills. GRE scores are not required for Counseling and Instructional Design Programs. Other factors will be considered for admission, including, but not necessarily limited to, 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 courses that are not part of the degree program.
- Meet any additional requirements for a specific program.
• Submit the following to the Director of Graduate Admissions: a completed application form, official transcripts, a narrative Statement of Interest in the specific program detailing professional plans and use of the degree, an up-to-date resume detailing professional experience, all required health records, and a letter of reference (two required for Counseling program applicants) from an immediate supervisor, professional colleague, or professor.

• Schedule an interview with the director of the Educational Leadership or Special Education program. An interview is not required with the Director of Counseling or Instructional Design and Delivery.

• Applicants interested in a graduate assistantship should request information by contacting the appropriate departmental office. Those applying for Counseling or Special Education should contact the Director of the program.

• Applications for admission will be reviewed by the specific Program Director and the dean of the school.

• Letters of acceptance are issued by the Office of Graduate Admissions. Questions related to the application or admission status should be addressed to graduateadmissions@manhattan.edu.

For Special Education programs, SAT/ACT scores may be submitted if they were taken within the last five years. These can be used in lieu of GRE scores.

Changes in admissions for certification requirements issued by the New York State Education Department (NYSED) for CAEP will take precedence over and replace those present in the catalog.

Those seeking New York State certification are responsible for knowing and meeting all NYSED requirements.

Matriculation Status

Admission will be granted as a matriculated student, one seeking to fulfill the requirements for a master degree or advanced certificate, 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. A non-matriculation fee is required.

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

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
School of Education & Health

should submit an Off Campus Course Approval Form to the Program Director who will forward it with a recommendation to the dean. Participants must obtain written approval prior to enrolling in the course to be transferred. Requests for transfer credit of applicable courses already taken must have been completed within the prior five years with a grade of B or better (3.0 GPA out of 4.0) and must be substantially the same course offered in the desired program at Manhattan College.

Degree Requirements

To obtain a master degree in a Graduate Education Program from Manhattan College, participants must:

• Earn the required number of credits for the program, successfully complete each course and demonstrate mastery of the professional knowledge, skills, and dispositions for the specific degree and/or certificate with a cumulative index of 3.0 or better.
  • Give evidence of having met program standards through periodic performance reviews.

• 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.

• Undertake and complete a research-based project/paper under the direction of a graduate education faculty member.
  • The major paper must be completed for a master degree in Educational Leadership, Special Education, Counseling, or Instructional Design and Delivery.
  • The topic must be related to the participant's program of study and approved by a faculty adviser as part of EDUG 713, Methods of Educational and Psychological Research.
  • Candidates must carefully follow the format of the American Psychological Association for a quantitative or mixed methods research study.
  • Final approval including sign-off by a faculty research adviser is required to be graduated with a master degree in Counseling, Educational Leadership, Special Education, and Instructional Design and Delivery (for NYS certification as an Educational Technology Specialist).

• Documentation of practicum/internship/major project/major papers must be submitted and approved, and filed where appropriate for the completed program according to the timeline for graduation: July 15 for a Sep.1 graduation date, Nov.13 for Feb.1 graduation date, Feb.12 for a May graduation.
  • An Intent to Graduate form must be submitted to the Program Director by the due date during the semester before graduation.
  • The online Application to Graduate provided by the Office of the Registrar must be submitted within the Registrar's required timeline. Those not submitting the online application to graduate during the required time may be delayed until the next graduation date. Requests for extensions must be made to the Office of the Registrar registrar@manhattan.edu
• Pay and clear all outstanding financial accounts including library and graduation fees owed the College.

New York State Certification in

School Counseling, Special Education, School Building Leadership, School District Leadership, Instructional Design and Delivery

The Graduate Education Programs have been registered with the New York State Education Department to offer master degree and advanced certificate programs leading to NYS certification as a teacher of Students with Disabilities (Gr. 1-12) or Dual Childhood Students with Disabilities or Dual/Adolescent Education Students with Disabilities: School Building Leader, School District Leader, School Counselor, Educational Technology Specialist, Bilingual Personnel, and Bilingual Education. The graduate program in Mental Health Counseling is registered with the New York State Office of Professions for licensure. Please consult the specific program for detailed information on certifications/licenses available through the program.

To be eligible for certification or licensure, the candidate must:

1. Complete the New York State registered program in the certification or licensure area.
2. Complete all course work with a cumulative index of 3.0.
3. Successfully complete, if required, student teaching, practicum or internship as evidenced by observations from the field and college supervisors.
4. Successfully complete the appropriate New York State Teachers Certification Examination (NYSTCE) required for certification in the desired program. Participants must know the test(s) required for the certification they seek, make arrangements to sit for the test(s), and report test results to the Director of the Program for which they seek NYSED certification.
5. Participants seeking certification must communicate with the School of Education Liaison with the New York State Education Department. The liaison is contacted through the Office of the Dean of the School of Education and Health (718-862-7373). The certifying officer will recommend certification if all requirements for the degree have been met. Participants possessing initial certification may acquire professional certification through completion of qualifying programs.
6. Complete the training in Child Abuse Recognition and Reporting, SAVE, and DASA required for new and renewed certification. Such training is provided in all degree programs through specified courses or online through New York 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 certification through their specific programs.