

School of Liberal Arts - Division of Education

Cory Blad, Ph.D., Dean

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 programs 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 Educational Leadership, and Childhood/Adolescent/Special Education (Grades 1-6 - Childhood; Grades 7 - 12 Adolescent English, Math, or Social Studies).

Admission Requirements and Application Process

Admission requirements and the application process depend on the graduate education program you want to join. Please see the graduate admissions web page and the graduate education catalog for details about program-specific requirements and the application process.

- Master's degree applicants must present an earned baccalaureate degree from an accredited college or institution acceptable to Manhattan College. Advanced Certificate applicants must present a master's degree from an accredited college or institution acceptable to Manhattan College.
- In most cases, an undergraduate and/or graduate grade point average of 3.0 on a 4.0 scale is required
- GRE scores are required for some of the Special Education and Educational Leadership programs. See specific program sections of the catalog for more information.
- Other factors will be considered for admission, including, but not necessarily limited to, relevant professional experience, a high grade point average in the major field of study, scores on required standardized tests, post-baccalaureate grades, academic development beyond the baccalaureate degree and an interview with the program's director.
- Admission into a Graduate Education Program will be granted as a matriculated student, i.e., one seeking to fulfill the requirements of a master's degree or an advanced certificate program.
- Students who have earned a master's degree or who are pursuing a master's degree in one of the graduate education programs at Manhattan College and who desire

to seek admission into another graduate education program must apply to the new program through the Office of Graduate Admissions.

- Applications for admission will be reviewed by the Director of the program and the Dean of the School of Liberal Arts.
- Applicants to the Division of Education must apply through the ONLINE graduate application through Graduate Admissions.
- Applications are accepted on a rolling basis and will be processed for the next possible application deadline.
- Those interested in being considered for scholarships, grants, and graduate assistantships should apply prior to the suggested application deadline.
- **NON-MATRICULATED APPLICANTS:** An applicant 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 earning graduate credit for a course but is not necessarily working toward a degree. For example, a non-matriculated student may be interested in earning graduate credits, continuing education units, or completing CTLE hours 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. Students may not register for more than 12 credits as non-matriculated student. Students who take graduate courses at Manhattan College on a non-matriculated basis and apply thereafter for admission to a graduate program as matriculated students will be informed at the time of acceptance which courses may be applied to the desired degree or advanced certificate program.

Suggested Application Deadlines

Month	Date	Day	Event
December	15	Thursday	Spring Semester
April	1	Saturday	Summer Semester
July	1	Saturday	Fall Semester

Questions related to the application process or admission decision should be addressed to the Office of Graduate Admissions at 718-862-8200 or gradadmit@manhattan.edu. Questions about the programs should be addressed to the director of the program.

Important Dates to Remember for Current Students in the 2023-2024 Academic Year

Month	Date	Day	Event
September	01	Thursday	Last day to submit Intent to Graduate form to graduate Dec 2022
September	09	Friday	SBL/SPED Major Paper/Internship/ Practicum documentation due to graduate Dec. 2022
November	1	Tuesday	Last day to submit Intent to Graduate form to graduate Feb. 2023

November	18	Friday	SBL/SPED Major Paper/Internship/ Practicum document due to graduate Feb. 2023
February	6	Monday	SBL/SPED Application/Major Paper/ Internship/Practicum documentation due to graduate May 2023
June	1	Thursday	Last day to submit Intent to Graduate form to graduate Sept. 2023
July	14	Friday	SBL/SPED Major Paper/Internship/ Practicum documentation due to graduate Sept. 2023

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.

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 80 will satisfy admission requirements to a graduate education department at Manhattan College and the criteria for issuance of the I-20 form.

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 Teacher Education Program is directed toward the professional preparation of teachers of individuals with disabilities that may include but need not be limited to intellectual disabilities, emotional disturbance, physical disability, autism, multiple disabilities, or 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 general and Special Education settings.
- The School Building Leadership Program is directed toward the professional preparation of working professionals who aspire to be school building leaders, administrators, supervisors, assistant principals, department chairs, coordinators, unit heads, and the like.
- The Advanced Leadership Studies program is directed toward the preparation of working professionals who aspire to be school district leaders, superintendents, associate and assistant district level personnel, staff developers, curriculum and subject area coordinators, special education directors and coordinators, and those with responsibilities beyond the school level.

- Advanced Certificates are offered to qualifying individuals in both bilingual special education and school leadership.

Degree Requirements

To obtain a degree and/or advanced certificate in a Graduate Education Program from Manhattan College, participants must:

- Earn the required number of credits for the program, successfully complete each course, make continued progress in the program, 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 and/or 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, if required, under the direction of a graduate education faculty member:
 - The major paper must be completed for a master's degree in Educational Leadership and Special Education
 - The topic must be related to the participant's program of study.
 - Candidates must carefully follow the format of the American Psychological Association, 7th edition, for a quantitative or mixed methods research study.
 - Final approval, including sign-off by a faculty research advisor, is required to be awarded a master's degree in Educational Leadership, and Special Education.
- 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 September graduation date, September 15 for the December graduation date, November 15 for February graduation date, and February 15 for a May graduation.
- An Intent to Graduate form must be submitted to the Graduate Education Office by the specified 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 students 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 by emailing registrar@manhattan.edu
- Pay and clear all outstanding financial accounts including library, parking, and graduation fees owed the College.