



Dear Prospective Student,

Thank you for your interest in University of Saint Joseph's off-campus Master's degree programs. We are pleased to bring our convenient, hybrid graduate programs to your local area. The tuition for these programs are offered at a reduced rate, and space in each cohort is limited to 18 students. These programs are dependent on the enrollment of 12 students.

This packet includes all of the information that you will need to be admitted into the program. Read through this packet carefully, and be sure to contact me if you have any questions. My team and I are committed to guiding you through the application process. Choosing where to go to graduate school is an important step, and I want to help you in any way that I can. You can reach me by phone at (800) 956-8503 or by email at [twarmelink@graduateprogram.org](mailto:twarmelink@graduateprogram.org).



**NOTE: University of Saint Joseph strictly limits class size to 18 students and accepts applications on a first-come, first-served basis.**

**Complete steps 1-8 to become fully admitted and eligible for financial aid.**

Apply online at <http://www.graduateprogram.org/university-of-saint-joseph/application-checklist> for faster processing.

## 1 Application (Pages 3 & 4)

Submit your [application online](#) or complete pages 3 & 4 and return by fax to **(800) 504-7618**.



## 2 Application Fee

If you did not submit your application fee with your online application, you may use our secure payment center to submit your [application fee online](#) or mail a check or money order to the following address.

**University of Saint Joseph**  
Office of Admissions  
1678 Asylum Avenue  
West Hartford, CT 06117



*Diversity is fundamental to the mission of University of Saint Joseph.*

Once you have submitted your application and application fee, turn to Page 2 or visit the [online checklist](#) to complete the remaining admission steps. Congratulations on your pursuit of a Master's degree with University of Saint Joseph!

**Sincerely,**  
**Theresa Warmelink**  
Graduate Information Office  
(800) 956-8503  
[twarmelink@graduateprogram.org](mailto:twarmelink@graduateprogram.org)



Please complete the steps of the application process in order to start the program and be eligible for financial aid.

Complete your application steps online at: <http://www.graduateprogram.org/university-of-saint-joseph/application-checklist>

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## Financial Aid & Payment Options (Pages 5-6)

Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go.

If using Financial Aid, complete the [FAFSA online](#). It is in your best interest to complete the financial aid process as early as possible; payment is due prior to your first night of class.

If you do not plan to use financial aid, please complete the Pay-As-You-Go Plan Agreement, or pay semester tuition in full before the start of your first course.

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## Transcripts (Page 7)

Submit an official transcript of your Bachelor's degree. If you need further instructions, please see page 7.

An official transcript showing a Bachelor degree conferral and a minimum GPA of 2.5 is required to reserve your seat. Official transcripts from all institutions that you attended during your undergraduate career and listed on your graduate application will be required in order to be accepted to the program. Any student with a GPA below 2.5 on their degree-bearing transcript may be considered for acceptance. Contact the Graduate Information Office for more information.

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## Professional Recommendation Forms (Page 8)

The easiest and fastest way to request your recommendations is to use our [online system](#). Submit contact information for two professional references who can attest to your ability to pursue graduate work.\* This will allow us to e-mail reference forms directly to your recommender on your behalf. If you prefer to use a traditional paper form, see page 8.

*\*One must be from a principal or another administrator who works with student*

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## Graduate Student Immunization Form (Page 9)

Applicants are required to submit a Graduate Student Immunization Form to the Health Services Office. This form is provided for you on page 9. Please contact the Health Services Office at **(860) 231-5530** if you have questions.

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## Letter of Intent (Page 10)

Go [online](#) to submit your letter of intent, responding to the prompt on page 10.

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## Plan of Study Form (Pages 11-18)

Go [online](#) to submit a Plan of Study form for the program to which you are applying. If you prefer, you may also complete and sign the appropriate Plan of Study form found on pages 11-18.

If you choose to submit paper forms, documents (with the exception of the Immunization Form) should be faxed or mailed to:



University of Saint Joseph  
Office of Admissions  
1678 Asylum Avenue  
West Hartford, CT 06117



(800) 504-7618



We strongly prefer submission of this application online to ensure more immediate service and processing of your application. If needed, forms may be completed by hand and returned by fax to **(800) 504-7618**.

Please complete all fields and contact the Graduate Information office at **(800) 956-8503**, if you have any questions.

## CANDIDATE INFORMATION

Prefix  Ms.  Miss  Mrs.  Mr.  Other:   Female  Male

Name  Last  First  Middle

Previous Name(s) (under which you have attended educational institutions)

Permanent Home Address  Street  City   
 State  Zip Code  County

Home Phone (  )  Cell Phone (  )  Work Phone (  )

Email Address  Date of Birth  SSN\*  -  -

How did you hear about the University of Saint Joseph?

Have you previously applied to the University of Saint Joseph?  Yes  No

Do you wish to receive text messages from the University of Saint Joseph?  Yes  No

\*A social security number is required for generation of the 1098 form for tax purposes.

## ENROLLMENT INFORMATION, PROGRAM SELECTION, & TEACHING

Term  Fall 2021

Location  Canton  Danbury  Farmington  Manchester  Plainville  Tolland  Wilton

Program  M.A. in Advanced Teaching in Special Education (Cross-Endorsement)  
 M.A. in Curriculum & Instruction  
 M.A. in Education with Multiple Intelligences Theory Concentration  
 M.A. in Instructional Technology  
 M.A. in Literacy  
 M.A. in Special Education (No Endorsement)  
 M.A. in Special Education Autism Spectrum Disorder Focus  
 M.A. in TESOL Education (Cross-Endorsement)

## TEACHING BACKGROUND

School District  School Name

Job Title

Do you have a valid teaching license?  Yes  No

What states do you hold a valid teaching license?

If yes, what is the date of your initial teaching license?

Do you have daily access to a classroom and students?  Yes  No



## EDUCATION INFORMATION

Please list all college(s) and universities you have attended by degree(s) earned:

Bachelor's Degree School	Year of Degree	Select One:		
		<input type="checkbox"/> B.A.	<input type="checkbox"/> B.S.	<input type="checkbox"/> Other:
Other Institution Attended	Year(s) of attendance	Select One:		
		<input type="checkbox"/> M.A.	<input type="checkbox"/> M.S.	<input type="checkbox"/> Other:
		<input type="checkbox"/> M.A.	<input type="checkbox"/> M.S.	<input type="checkbox"/> Other:
		<input type="checkbox"/> M.A.	<input type="checkbox"/> M.S.	<input type="checkbox"/> Other:

Have you previously taken classes at University of Saint Joseph?  Yes  No

If yes, what was the last academic year of attendance?

Did you graduate with a degree from USJ?

## CITIZENSHIP INFORMATION

I am a:  U.S. Citizen

U.S. Permanent Resident

Visa: Country

Alien Registration #

Other Citizenship:

Visa Type

## VOLUNTARY INFORMATION

Your responses below are voluntary and will neither be shared nor used to deny access, admission or financial aid. This information will be used solely for reporting purposes. Please note that some of the wording that follows has been recommended by the federal government.

U.S. Armed Services Veteran  No  Yes:

Branch of service:

Are you Hispanic or Latino?  No  Yes

Please select one or more of the following:

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Religious Preference

How did you first learn about University of Saint Joseph?

## OTHER INFORMATION

Have you ever been disciplined by any college, university, or professional school for: unacceptable academic performance (academic probation, suspension, dismissal, etc.) or conduct violations?

No  Yes, If yes, please describe:

Have you ever been arrested, convicted, or pled "no contest" to a misdemeanor or felony?

No  Yes, If yes, please describe:

## SIGNATURE

My signature below indicates that:

- I certify that the information in my application, including all optional materials presented, is my own work and is complete, correct, and honestly presented. I understand that if the information that I have certified is false, incomplete, or inaccurate, I may be subject to academic discipline including the rescission of my acceptance to the University, or dismissal from the University.
- I authorize the University of Saint Joseph to request my official transcripts directly, if needed.
- I recognize that the University reserves the right to modify or change its admission policy and criteria at any time.
- I authorize the University to use my image for promotional purposes. I understand that I shall not receive a fee, and that all rights to the images belong to the University of Saint Joseph.
- By providing my signature below, I certify that I have read, understood, and agree with the above statements.

Signature

Date

University of Saint Joseph prohibits discrimination against any persons on account of their race, color, religious creed, age, sex, sexual orientation, marital or civil union status, national origin, ancestry, learning disability, or physical disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and employment practices.



Complete all steps below to apply for financial aid. **Note: There are financial aid options that are not based on need.** Most students in the off-campus programs use financial aid to pay for the program. We recommend that you complete these steps as soon as possible to make sure that your payment arrangements are in order by the first night of class. For help, please contact the Student Financial Services Office at **(860) 231-5223**.

## HOW TO APPLY FOR FINANCIAL AID

- 1 Complete the 2021-2022 Free Application for Federal Student Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).** You will need your 2019 Federal Tax Return, and University of Saint Joseph's School Code (001409). Graduate students are considered independent for financial aid purposes.
- 2 Review your Student Aid Report (SAR) for accuracy.** You will receive this report 7-10 days after the FAFSA is submitted. If there are any errors on your SAR, log back into your FAFSA to make corrections.
- 3 You will receive your financial aid award letter from USJ.** This lists the financial aid that you qualify for. You will have to decline or accept the award. Be sure to contact Student Financial Services Office if you have any questions about your award.
- 4 Complete Loan Entrance Counseling and the Master Promissory Note.** All federal loan borrowers must complete a Master Promissory Note and Entrance Counseling. Both can be completed at [www.studentloans.gov](http://www.studentloans.gov).

Questions? Contact the Student Financial Services Office  
at **(860) 231-5223** or [financialaid@usj.edu](mailto:financialaid@usj.edu)

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## FEDERAL LOAN REQUIREMENTS

To be eligible to borrow funds under the Federal Direct Loan Program, you must:

1. File the Free Application for Federal Student Aid (FAFSA)
2. Be a U.S. Citizen, permanent resident, or eligible non-citizen
3. Not be in default or overpayment on prior educational loans
4. Maintain satisfactory academic progress

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## FEDERAL LOAN FORGIVENESS/DISCHARGE PROGRAM

The Department of Education offers several options for Federal Loan Forgiveness or Discharge for teachers. The U.S. Department of Education will determine your eligibility for these programs; which are: Teacher Loan Forgiveness, Public Service Loan Forgiveness, and Perkins Loan Discharge. University of Saint Joseph is not responsible to verify your eligibility for this or any other program. Please do not base your enrollment on this program as it can be difficult to ensure qualification for Government Programs, which are subject to reform and funding changes.

Information and supplemental applications for each of these processes can be found at <https://studentaid.ed.gov> under How to Repay Your Loans then Forgiveness, Cancellation, and Discharge.

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## THE TEACH GRANT:

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides up to \$4,000 a year in grant assistance to students who are completing coursework towards certain high-need fields. In order to be eligible for a grant, a student must submit a FAFSA form and sign an Agreement to Serve as a full-time teacher at certain low-income schools and within certain high-need fields for at least four academic years within eight years after completing (or ceasing enrollment in) the course of study for which the candidate received a grant. The U.S. Department of Education and Student Financial Services Office will determine your eligibility for this program. The TEACH Grant converts to an unsubsidized Direct Loan if the student fails to complete any part of his or her obligation. This loan, plus interest, must be repaid.

For more information and to complete an  
Agreement to Serve (ATS) form, visit  
[studentloans.gov/myDirectLoan/launchTeach.action](http://studentloans.gov/myDirectLoan/launchTeach.action).



University of Saint Joseph offers payment plans to help make your graduate degree more affordable by dividing your tuition into monthly payments.

## HOW TO ENROLL IN THE PAYMENT PLAN

- 1 Log into your myUSJ account at <https://my.usj.edu>. Click on the "Student" tab and then click on CASHNet link.
- 2 Select Payment Plan. From the CASHNet link you will need to find and click on "OCM Payment Plan" and enter in your account balance for the budget amount. Enrollment fee is \$15.00 per semester.
- 3 Payments for the online payment plan must be made online at CASHNet using your Discover Card, MasterCard, Visa, American Express or withdrawal from your savings or checking account. There is a 2.75% processing fee for credit or debit cards.

Questions? Contact Student Accounts at **860-231-5266** or by e-mail at [bursar@usj.edu](mailto:bursar@usj.edu)

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## IMPORTANT NOTES

- Enrollment for monthly payment plan is only available after course registration.
- If there is a previous balance on your account, CASHNet will adjust the payment plan.
- Payments must be made online.



# How to Request Official Transcripts

An official sealed transcript showing a Bachelor's degree conferral and a minimum GPA of 2.5 is required to be admitted. Official transcripts from all institutions that you attended during your undergraduate career and listed on your graduate application will be required in order to be accepted to the program. Follow the steps below to request transcripts from your Bachelor's degree-granting institution, and or any other institution if needed.

## TO ORDER TRANSCRIPTS

There are multiple ways to request transcripts, and each college or university will have their own process.

Typically, the easiest way to order official transcripts is:

- 1 Submit a transcript request to the Registrar's Office of the schools you attended and follow that school's procedures for requesting a transcript. Most colleges and universities require a signature on a Transcript Request Form or another signed request in writing such as letter. Many schools have a Transcript Request Form available for download on their Registrar's website. Some schools provide an online transcript request process with appropriate identity authentication.



**Note: Some colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.**

- 2 It can take several days for a transcript request to be processed and more for the transcript to be received through the mail, so plan accordingly. If you have not received confirmation of the receipt of each of your transcripts within 14 days of requesting them, please contact us at **(800) 956-8503**.

### Please have all official transcripts sent to:

**University of Saint Joseph**  
**Office of Admissions**  
1678 Asylum Avenue  
West Hartford, CT 06117

**Or have official transcripts sent electronically to:**  
**[graduate@usj.edu](mailto:graduate@usj.edu)**

**Remember: An admission decision cannot be made until all transcripts are received.**



**Note:** Any student who has a GPA below 2.67 on their degree-bearing transcript may be required to complete a personal interview as part of the application for admission process. Please contact the Graduate Information Office at **(800) 956-8503** for more information.



# Professional Recommendation Form

The fastest and easiest way to submit your recommendations is to use our online system. If you prefer to use a traditional form, please complete the top section of this form and give it to your professional recommender.

**TO BE COMPLETED BY APPLICANT:**

- I do waive my right to read this confidential recommendation.
- I do not waive my right to read this confidential recommendation.

**Signature**  **Date**

**Name**

**Student ID# (If Known)**

**TO BE COMPLETED BY RECOMMENDER:**

**Professional Capacity in which you know this applicant**

**How long have you known this applicant?**

Please rate the applicant in each of the following characteristics by circling the appropriate point on the scale shown:

	No Basis	Low	Average	High		
1. Motivation for graduate work	0	1	2	3	4	5
2. Intellectual ability	0	1	2	3	4	5
3. Creativity	0	1	2	3	4	5
4. Breadth of knowledge	0	1	2	3	4	5
5. Oral communication	0	1	2	3	4	5
6. Written communication	0	1	2	3	4	5
7. Initiative	0	1	2	3	4	5
8. Resourcefulness	0	1	2	3	4	5
9. Emotional maturity	0	1	2	3	4	5
10. Cooperation	0	1	2	3	4	5
11. Promise as a manager/leader	0	1	2	3	4	5
12. Overall Recommendation	0	1	2	3	4	5

Please feel free to include any additional comments that you feel would be helpful to the admissions committee on a separate sheet.

**Name of Recommender**

**Signature of Recommender**  **Date**

**Title of Recommender**  **Employer of Recommender**

**Address of Recommender**  **Phone** ( )

Please mail or fax to the following address/number:



**University of Saint Joseph**  
Office of Admissions  
1678 Asylum Avenue  
West Hartford, CT 06117



**(800) 504-7618**





# Graduate Student Immunization Form

Per Connecticut state regulations all university students matriculated in a degree program must submit immunization records as noted below; students in off-campus cohort programs are included in this requirement and should use this form. Students in completely online programs are exempt. Students born in the U.S. before 1957 are also exempt, but should return this form. Those born outside of the U.S. must submit either Varicella (Chickenpox) titer blood test results or two Varicella vaccines). **Nursing and Dietetics students are not eligible for vaccine exemptions and should use the "Physical Exam and Vaccine Form" instead of this form.**

Name  Birth Date  Birth Place   
 E-mail Address  Student ID (If Known)   
 Address  Street  City  State  Zip Code   
 Home Phone (  )  Cell Phone (  )

## REQUIRED VACCINES

2 doses MMR & Varicella vaccines (or equivalents) required for all matriculated students.

	MMR vaccine	Varicella vaccine
Dose 1	<input type="text"/>	<input type="text"/>
Dose 2	<input type="text"/>	<input type="text"/>

Date of varicella (chickenpox) illness



**IMPORTANT FOR TITERS:** Please note and attach lab report.

Measles  Mumps  Rubella  Varicella

**Exemptions:** U.S. born students are exempt from MMR if born before 1957 and from Varicella (chickenpox) if born before 1980. Students not born in the U.S. can only submit Varicella vaccines or titer (date of birth and natural disease exemptions not permitted).

**Vaccine equivalents:** MMR and Varicella titers acceptable. Lab reports must be attached. Health care provider verification of the date of natural chickenpox illness fulfills the varicella requirement. **If MMR vaccines were not given, please attach records for individual measles, mumps and rubella vaccines; two vaccines of each MMR component must be submitted. Boosters required for:** vaccines given before age 1, less than 28 days apart, non-immune/equivocal titers and in certain other circumstances as specified by state law and standard medical guidelines.

## TUBERCULOSIS TESTING

Perform testing on students who have a specific medical risk, including individuals who arrived in the U.S. from a high risk country/area of the world within past 5 years.

Student does not have any symptoms or risk for tuberculosis and will not be in a health sciences program.

Test performed: PPD IGRA Date of test  Results

IGRA testing encouraged for BCG vaccinated persons. Where applicable please **attach** IGRA and/or chest x-ray reports and treatment dates as applies.

Phone  Fax  **\*\*\* Office Stamp \*\*\***  
 MD/APRN/PAC name   
 Signature  Date

\*\*\*\*\* Students: Please sign and date below to acknowledge your agreement. \*\*\*\*\*

In order to resolve incomplete requirements, I authorize Health Services to return this form and/or the attached documents to: the email I provided, my USJ email, the mailing address provided or by fax to my health care provider using the number indicated on this form.

Student Signature  Date

Immunization records should be submitted prior to the student's Orientation and/or the start of classes in the student's first semester.

Return form to: **University of Saint Joseph**  
Health Services  
1678 Asylum Avenue  
West Hartford, CT 06117-2791 (860) 231-6794



The letter of intent is a writing sample that should be typed, no longer than one-page in length, and addressed to the Program Director, Dr. Andrea (Penny) Spencer. Please respond to both sections below when writing your letter of intent.



**Note: The fastest and easiest way to submit your letter of intent is to upload it to your student status page at <http://apply.usj.edu/apply>. If you prefer, you may also email, fax, or mail your letter of intent using the contact information at the bottom of this sheet.**

## Section One: Personal Statement

Provide a detailed description of your working environment, including the district, school, your current position, the number of years of experience you have, any certification(s) that you hold, the type of access you have to students, and the availability of a classroom in your regular position.

## Section Two: Letter of Intent

Using the background information provided in Section One, please address a minimum of two of the following three options:

1. Establishes your desire for the degree and articulate why you have selected your specific program
2. Identifies the strengths that you would bring to the program (e.g. credentials, experience)
3. Explains how you envision using your training and knowledge in the future

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Please submit your Letter of Intent [online](#), by email, by fax, or by mail:



**University of Saint Joseph**  
Office of Admissions  
1678 Asylum Avenue  
West Hartford, CT 06117



**(800) 504-7618**



**[twarmelink@graduateprogram.org](mailto:twarmelink@graduateprogram.org)**



# Plan of Study: Master of Arts in Curriculum and Instruction

Name

Address  Street  City  State  Zip Code

Primary Phone (  )  E-mail Address

## Goals and Focus of the Program:

The Master of Arts in Curriculum & Instruction program focuses on curriculum development, teaching strategies, and integration of technology into teaching throughout the curriculum. Candidates will gain in-depth knowledge of the relationship between teaching and learning as well as how to use that knowledge in developing curriculum. There are courses to develop the student-centered, backward-designed curriculum plans intended to meet the needs of all students including second language learners and special needs students as well as courses on learning styles, assessment, reading, and using technology to create a backdrop for developing appropriate student-centered curriculum plans.

## Program Design:

The Master of Arts in Curriculum and Instruction program follows a cohort instructional model with a hybrid delivery structure. Eight-week courses include a combination of face-to-face as well as online classes determined by course content. This program includes face-to-face sessions that take place from 4:45 PM - 8:45 PM on the same night of the week at a central location. Online sessions may require meeting virtually during this scheduled class time. The duration of the program is approximately two years.

## Prerequisites:

Candidates in the Master of Arts in Curriculum & Instruction program must have a Bachelor's degree from a regionally-accredited institution with a minimum GPA of 2.50, a valid Connecticut Teaching License, one-year of full-time, contracted teaching experience, and access to a classroom and students throughout the duration of the program to fulfill field study requirements.

## Degree Requirements and Career Outcome:

The degree requirements for this program are successful completion of program's respective courses (listed below) and a passing score on the comprehensive exam taken after all coursework is complete. Upon completion of this program, candidates will have earned a Master of Arts in Curriculum & Instruction. **This is not a certificate, licensure or endorsement program.**

Course	Course Title	Start Week	End Week	Credits
EDUC 511	Educational Issues: Contemporary and Historical Perspectives	Aug. 30, 2021	Oct. 18, 2021	3
EDUC 534	Assessment for Learning	Oct. 25, 2021	Dec. 13, 2021	3
EDUC 556	Curriculum Development	Jan. 3, 2022	Feb. 21, 2022	3
SPEC 539	Universal Design for Learning: Proactive Inclusion for All Students	Feb. 28, 2022	Apr. 25, 2022	3
EDUC 535	English Language Learners	May 2, 2022	Jun. 20, 2022	3
EDUC 536	Technology for Learning	Aug. 29, 2022	Oct. 17, 2022	3
EDUC 565	Multiple Intelligences Theory and the Arts	Oct. 24, 2022	Dec. 12, 2022	3
EDUC 524	Instruction and Curriculum	Jan. 9, 2023	Feb. 27, 2023	3
EDUC 515	Educational Research	Mar. 6, 2023	May 1, 2023	3
EDUC 537	Reflective Practitioner	May 8, 2023	Jun. 26, 2023	3
<b>Total Credit Hours</b>				<b>30</b>

## PLAN OF STUDY AGREEMENT: (Initial each line, then sign and date)

- I have read and understand all information in the Student Information Packet, including the Important Information on page 19 that lists information regarding admissions, transferring credits, refund, enrollment and tuition and fees.
- I understand that I will receive a license for LiveText and be required to use the product for the duration of the program.
- I understand the Off-Campus Education cohort requires all candidates to complete their coursework with grades of C or better.
- I understand that I can only re-take two courses, one time each.
- I understand that I have to submit a course evaluation at the conclusion of each course.
- I have read and understand this Plan of Study and agree to this Plan of Study Agreement.

Signature

Date

\*The courses for this program may be offered in a different order. This list should not be considered the finalized course sequence.

**Anticipated Comprehensive Exam Date, if needed: July 2023**



# Plan of Study: Master of Arts in Instructional Technology

Name

Address  Street  City  State  Zip Code

Primary Phone (  )  E-mail Address

## Goals and Focus of the Program:

The Master of Arts in Instructional Technology program focuses on the ability of the candidate to understand the networked learner (student and teacher) in a 21st century classroom/setting and to align instruction with the needs of each student using ISTE, Common Core, and content standards. The focus of the program is to develop candidates' capacities to use social media as a platform to engage learners and teachers in connecting authentically to a network of learners/teachers and classrooms/settings globally. Courses teach candidates how to use technologies authentically and purposefully as they develop performance-based learning and assessment experiences which meet the learning needs of each student. Development of units, projects and lessons are based on the philosophy of backward-design, Universal Design, and is standards based. Each course develops candidates' abilities to use technology to meet the needs of all students including second language learners and special needs students.

## Program Design:

The Master of Arts in Instructional Technology program follows a cohort instructional model with a hybrid delivery structure. Eight-week courses include a combination of face-to-face as well as online classes determined by course content. This program includes face-to-face sessions that take place from 4:45 PM - 8:45 PM on the same night of the week at a central location. Online sessions may require meeting virtually during this scheduled class time. The duration of the program is approximately two years.

## Prerequisites:

Candidates in the Master of Arts in Instructional Technology program will hold at least a bachelor's degree from a regionally accredited institution with a minimum GPA of 2.5, a current teaching certificate, one year of full time, contracted, teaching experience and access to a classroom throughout the program to fulfill field study requirements.

## Degree Requirements and Career Outcome:

The degree requirements for this program are successful completion of program's courses (listed below) and a passing score on the comprehensive exam taken after all coursework is complete. Upon completion of this program, candidates will have earned a Master of Arts degree in Instructional Technology. **This is not a certificate, licensure or endorsement program.**

Course	Course Title	Start Week	End Week	Credits
EDUC 516	Educational Technology: Theory and Application	Aug. 30, 2021	Oct. 18, 2021	3
EDUC 570	Technology in Education	Oct. 25, 2021	Dec. 13, 2021	3
EDUC 534	Assessment for Learning	Jan. 3, 2022	Feb. 21, 2022	3
EDUC 536	Technology for Learning	Feb. 28, 2022	Apr. 25, 2022	3
EDUC 538	Critical Literacy	May 2, 2022	Jun. 20, 2022	3
EDUC 584	Integrating Technology and Literacy	Aug. 29, 2022	Oct. 17, 2022	3
SPEC 505	Assistive Technology for Access to the Curriculum Special Education	Oct. 24, 2022	Dec. 12, 2022	3
EDUC 587	Public School Law	Jan. 9, 2023	Feb. 27, 2023	3
EDUC 515	Educational Research	Mar. 6, 2023	May 1, 2023	3
EDUC 537	Reflective Practitioner	May 8, 2023	Jun. 26, 2023	3
<b>Total Credit Hours</b>				<b>30</b>

## PLAN OF STUDY AGREEMENT: (Initial each line, then sign and date)

- I have read and understand all information in the Student Information Packet, including the Important Information on page 19 that lists information regarding admissions, transferring credits, refund, enrollment and tuition and fees.
- I understand that I will receive a license for LiveText and be required to use the product for the duration of the program.
- I understand the Off-Campus Education cohort requires all candidates to complete their coursework with grades of C or better.
- I understand that I can only re-take two courses, one time each.
- I understand that I have to submit a course evaluation at the conclusion of each course.
- I have read and understand this Plan of Study and agree to this Plan of Study Agreement.

Signature  Date

\*The courses for this program may be offered in a different order. This list should not be considered the finalized course sequence.

**Anticipated Comprehensive Exam Date, if needed: July 2023**



# Plan of Study: Master of Arts in Education Multiple Intelligences Theory Concentration

Name

Address  Street  City  State  Zip Code

Primary Phone (  )  E-mail Address

## Goals and Focus of the Program:

The Master of Arts in Education, Multiple Intelligences Theory Concentration focuses on the application of multiple intelligences theory and the arts in traditional and inclusive classrooms as a means to engage students. Candidates will learn to differentiate instruction and assessments through the lens of multiple intelligences theory and application of the arts. Candidates will develop rudimentary knowledge and abilities in the arts as a platform for developing strategies which will engage students of various learning styles and abilities across grades and content areas. Candidates will develop the ability to use multiple intelligences theory as a process to observe children and to use that data to differentiate instruction and assessment. The summer course is taught collaboratively by staff from a prestigious arts organization and faculty. It culminates in a theatrical experience.

## Program Design:

The Master of Arts in Education, Multiple Intelligences Theory Concentration program follows a cohort instructional model with a hybrid delivery structure. Eight-week courses include a combination of face-to-face as well as online classes determined by course content. This program includes face-to-face sessions that take place from 4:45 PM - 8:45 PM on the same night of the week at a central location. Online sessions may require meeting virtually during this scheduled class time. The duration of the program is approximately two years.

## Prerequisites:

Candidates in the M.A. in Education – Multiple Intelligences Theory Concentration program will hold at least a bachelor's degree from a regionally accredited institution with a minimum GPA of 2.5, current teaching certification, one year of full time, contracted, licensed teaching experience and access to a classroom and students throughout the duration of the program to fulfill field study requirements.

## Degree Requirements and Career Outcome:

The degree requirements for this program are successful completion of program's respective courses (listed below) and a passing score on the comprehensive exam taken after all coursework is complete. Upon completion of this program, candidates will have earned a Master of Arts degree in Education with a concentration in Multiple Intelligences. **This is not a certificate, licensure or endorsement program.**

Course	Course Title	Start Week	End Week	Credits
EDUC 565	Multiple Intelligences Theory and the Arts	Aug. 30, 2021	Oct. 18, 2021	3
EDUC 563	Visual Arts for Educators	Oct. 25, 2021	Dec. 13, 2021	3
EDUC 568	Creativity, Writing and Nature	Jan. 3, 2022	Feb. 21, 2022	3
EDUC 562	Music for Educators	Feb. 28, 2022	Apr. 25, 2022	3
EDUC 515	Educational Research	May 2, 2022	Jun. 20, 2022	3
EDUC 513	Curricular Applications of Multiple Intelligences Theory (USJ Campus)	Jun. 27, 2022**	Jul. 25, 2022**	6
EDUC 511	Educational Issues: Contemporary and Historical Perspectives	Aug. 29, 2022	Oct. 17, 2022	3
EDUC 564	Art Museum for Teachers (USJ Campus)	Oct. 24, 2022	Dec. 12, 2022	3
EDUC 566	Theatre Education (USJ Campus)	Jan. 9, 2023	Feb. 27, 2023	3
<b>Total Credit Hours</b>				<b>30</b>

## PLAN OF STUDY AGREEMENT: (Initial each line, then sign and date)

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- I understand that I will receive a license for LiveText and be required to use the product for the duration of the program.
- I understand the Off-Campus Education cohort requires all candidates to complete their coursework with grades of C or better.
- I understand that I can only re-take two courses, one time each.
- I understand that I have to submit a course evaluation at the conclusion of each course.
- I have read and understand this Plan of Study and agree to this Plan of Study Agreement.

Signature  Date

\*The courses for this program may be offered in a different order. This list should not be considered the finalized course sequence.

\*\*Dates are tentative and will be finalized no later than May 2021. Anticipated Comprehensive Exam Date, if needed: March 2023



Name

Address  Street  City  State  Zip Code

Primary Phone (  )  E-mail Address

## Goals and Focus of the Program:

The Master of Arts in Literacy focuses on the teaching and assessment of reading and writing skills for all learners in Grades K-12. The program will help candidates become better reading and language arts teachers, advance teachers' abilities to instruct and assess students' strengths and areas of need in reading, using best practices. Candidates will develop deepened knowledge of reading and writing instruction, diagnosis and assessment, multicultural literature and application of reading strategies across the curriculum. Candidates will develop the capacity and focus to become researchers as they create intervention plans for individual students based on the students' assessed strengths and needs.

## Program Design:

The Master of Arts in Literacy program follows a cohort instructional model with a hybrid delivery structure. Eight-week courses include a combination of face-to-face as well as online classes determined by course content. This program includes face-to-face sessions that take place from 4:45 PM - 8:45 PM on the same night of the week at a central location. Online sessions may require meeting virtually during this scheduled class time. The duration of the program is approximately two years.

## Prerequisites:

Candidates in the Master of Arts in Literacy program will hold at least a bachelor's degree from a regionally accredited institution with a minimum GPA of 2.5, a current teaching certificate, one year of full time, contracted, licensed teaching experience and access to a classroom and students throughout the duration of the program to fulfill field study requirements.

## Degree Requirements and Career Outcome:

The degree requirements for this program are successful completion of program's respective courses (listed below) and a passing score on the comprehensive exam taken after all coursework is complete. Upon completion of this program, candidates will have earned a Master of Arts degree in Literacy. **This is not a certificate, licensure or endorsement program.**

Course	Course Title	Start Week	End Week	Credits
EDUC 518	The Writing Process	Aug. 30, 2021	Oct. 18, 2021	3
EDUC 582	Multicultural Literature for Children and Adolescents	Oct. 25, 2021	Dec. 13, 2021	3
EDUC 535	English Language Learners	Jan. 3, 2022	Feb. 21, 2022	3
EDUC 526	Diagnosis and Remediation in Reading and Language Arts	Feb. 28, 2022	Apr. 25, 2022	3
EDUC 573	Content Area Literacy in Elementary Schools	May 2, 2022	Jun. 20, 2022	3
EDUC 511	Educational Issues: Contemporary and Historical Perspectives	Aug. 29, 2022	Oct. 17, 2022	3
EDUC 538	Critical Literacy	Oct. 24, 2022	Dec. 12, 2022	3
EDUC 584	Integrating Technology and Literacy	Jan. 9, 2023	Feb. 27, 2023	3
EDUC 515	Educational Research	Mar. 6, 2023	May 1, 2023	3
EDUC 521	Action Research in Literacy	May 8, 2023	Jun. 26, 2023	3
<b>Total Credit Hours</b>				<b>30</b>

## PLAN OF STUDY AGREEMENT: (Initial each line, then sign and date)

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- I understand that I will receive a license for LiveText and be required to use the product for the duration of the program.
- I understand the Off-Campus Education cohort requires all candidates to complete their coursework with grades of C or better.
- I understand that I can only re-take two courses, one time each.
- I understand that I have to submit a course evaluation at the conclusion of each course.
- I have read and understand this Plan of Study and agree to this Plan of Study Agreement.

Signature

Date

\*The courses for this program may be offered in a different order. This list should not be considered the finalized course sequence.

**Anticipated Comprehensive Exam Date, if needed: July 2023**



# Plan of Study: Master of Arts in Special Education Autism Spectrum Disorder Focus

Name

Address  Street  City  State  Zip Code

Primary Phone (  )  E-mail Address

## Goals and Focus of the Program:

The Master of Arts in Special Education with Autism Spectrum Disorder Focus program focuses on special education theory and evidence-based practices. Special emphasis is placed on the assessment and intervention of core and related deficits of students with an Autism Spectrum Disorder (ASD). Candidates will gain knowledge and skills related to the diagnosis, program planning, instruction and interventions for students with an ASD. Candidates will develop key assessments and develop clinical decision making skills appropriate for use in the education of students with an ASD. Candidates will develop skills in becoming effective communicators and collaborators with parents, families, community providers and support systems in addition to gaining in-depth knowledge in this area of study.

## Program Design:

The Master of Arts in Special Education with Autism Spectrum Disorder Focus program follows a cohort instructional model with a hybrid delivery structure. Eight-week courses include a combination of face-to-face as well as online classes determined by course content. This program includes face-to-face sessions that take place from 4:45 PM - 8:45 PM on the same night of the week at a central location. Online sessions may require meeting virtually during this scheduled class time. The duration of the program is approximately two years.

## Prerequisites:

Students in the Master of Arts in Special Education with Autism Spectrum Disorder Focus program must have a Bachelor's degree from a regionally accredited institution with a minimum GPA of 2.5; a valid Connecticut Teaching License; one year of full time, contracted teaching experience; and access to a classroom and students throughout the duration of the program to fulfill field study requirements.

## Degree Requirements and Career Outcome:

The degree requirements for this program are successful completion of the program's respective courses (listed below) and a passing score on the comprehensive examination taken after all coursework is complete. Upon completion of this program, students will have earned a Master of Arts degree in Special Education. **This is not a licensure or endorsement program, but students who complete the program will be eligible for a University of Saint Joseph Autism Spectrum Disorder Graduate Certificate.**

Course	Course Title	Start Week	End Week	Credits
SPEC 560	Autism: Nature and Characteristics	Aug. 30, 2021	Oct. 18, 2021	3
SPEC 562	ACC & AT: Facilitating a Least Restrictive Environment	Oct. 25, 2021	Dec. 13, 2021	3
SPEC 561	Behavioral Interventions	Jan. 3, 2022	Feb. 21, 2022	3
SPEC/IABS 565	Psychological Interventions for Autism Spectrum Disorders	Feb. 28, 2022	Apr. 25, 2022	3
SPEC 564	Autism: Application of Instructional Strategies	May 2, 2022	Jun. 20, 2022	3
SPEC 540	Reading Comprehension and Vocabulary Interventions	Aug. 29, 2022	Oct. 17, 2022	3
SPEC 554	Research-Based Math Interventions	Oct. 24, 2022	Dec. 12, 2022	3
SPEC 505	Assistive Technology for Access to the Curriculum Special Education	Jan. 9, 2023	Feb. 27, 2023	3
SPEC 539	Universal Design for Learning: Proactive Inclusion for All Students	Mar. 6, 2023	May 1, 2023	3
SPEC 530	Research in Special Education	May 8, 2023	Jun. 26, 2023	3
<b>Total Credit Hours</b>				<b>30</b>

## PLAN OF STUDY AGREEMENT: (Initial each line, then sign and date)

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- I understand that I will receive a license for LiveText and be required to use the product for the duration of the program.
- I understand the Off-Campus Education cohort requires all candidates to complete their coursework with grades of C or better.
- I understand that I can only re-take two courses, one time each.
- I understand that I have to submit a course evaluation at the conclusion of each course.
- I have read and understand this Plan of Study and agree to this Plan of Study Agreement.

Signature

Date

\*The courses for this program may be offered in a different order. This list should not be considered the finalized course sequence.

**Anticipated Comprehensive Exam Date, if needed: July 2023**



# Plan of Study: Master of Arts in Advanced Teaching in Special Education (Cross-Endorsement)

Name

Address  Street  City  State  Zip Code

Primary Phone (  )  E-mail Address

## Goals and Focus of the Program:

The Master of Arts in Advanced Teaching in Special Education focuses on in-depth knowledge and skill development for meeting needs of learners with special needs in multiple K-12 settings, and is aligned to Connecticut Cross-Endorsement Regulations.

## Program Design:

The Master of Arts in Advanced Teaching in Special Education program follows a cohort instructional model with a hybrid delivery structure. Eight-week courses include a combination of face-to-face as well as online classes determined by course content. This program includes face-to-face sessions that take place from 4:45 PM - 8:45 PM on the same night of the week at a central location. Online sessions may require meeting virtually during this scheduled class time. The duration of the program is approximately two years.

## Prerequisites:

The Master of Arts in Advanced Teaching in Special Education program must have a Bachelor's degree from a regionally-accredited institution with a minimum GPA of 2.5, a valid Connecticut Teaching License, one year of full time, contracted teaching experience, and access to a classroom and students throughout the duration of the program to fulfill field study requirements.

## Degree Requirements and Career Outcome:

The degree requirements for this program are successful completion of the program's respective courses (listed below) and a passing score on the comprehensive exam taken after all coursework is complete. Upon completion of this program, candidates will have earned a Master of Arts in Advanced Teaching in Special Education. **The program is aligned with Connecticut Cross-Endorsement Regulations for students who hold current CT teaching certification.**

Course	Course Title	Start Week	End Week	Credits
SPEC 539	Universal Design for Learning: Proactive Inclusion for All Students	Aug. 30, 2021	Oct. 18, 2021	3
SPEC 561	Behavioral Interventions	Oct. 25, 2021	Dec. 13, 2021	3
SPEC 535	Special Education Law	Jan. 3, 2022	Feb. 21, 2022	3
SPEC 518	Designing Learning Experiences for Students with Low-Incidence Disabilities	Feb. 28, 2022	Apr. 25, 2022	3
SPEC 554	Researched-Based Math Interventions	May 2, 2022	Jun. 20, 2022	3
SPEC 536	Summer Practicum I **	Jun. 20, 2022*	Aug. 15, 2022*	4
SPEC 526	Educational Assessment	Aug. 29, 2022	Oct. 17, 2022	3
SPEC 542	Science of Early Reading Development	Oct. 24, 2022	Dec. 12, 2022	3
SPEC 540	Reading Comprehension and Vocabulary Interventions	Jan. 9, 2023	Feb. 27, 2023	3
SPEC 505	Assistive Technology for Access to the Curriculum Special Education	Mar. 6, 2023	May 1, 2023	3
SPEC 530	Research in Special Education	May 8, 2023	Jun. 26, 2023	3
SPEC 537	Summer Practicum II **	Jun. 19, 2023*	Aug. 14, 2023*	4
<b>Total Credit Hours</b>				<b>38</b>

## PLAN OF STUDY AGREEMENT: (Initial each line, then sign and date)

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- I understand that I will receive a license for LiveText and be required to use the product for the duration of the program.
- I understand the Off-Campus Education cohort requires all candidates to complete their coursework with grades of C or better.
- I understand that I can only re-take two courses, one time each.
- I understand that I have to submit a course evaluation at the conclusion of each course.
- I have read and understand this Plan of Study and agree to this Plan of Study Agreement.

Signature  Date

The courses for this program may be offered in a different order. This list should not be considered the finalized course sequence.  
**\*Dates listed are tentative until practicum placements are finalized. \*\*Check with Financial Aid regarding funding for summer practicums. Applications for practicums are due by February 1st each year. Anticipated Comprehensive Exam Date, if needed: July 2023**





Name

Address  Street  City  State  Zip Code

Primary Phone (  )  E-mail Address

## Goals and Focus of the Program:

The Master of Arts in Special Education focuses on in-depth knowledge and skill development for meeting needs of learners with special needs in multiple K-12 settings, including curriculum adaptation.

## Program Design:

The Master of Arts in Advanced Teaching in Special Education program follows a cohort instructional model with a hybrid delivery structure. Eight-week courses include a combination of face-to-face as well as online classes determined by course content. This program includes face-to-face sessions that take place from 4:45 PM - 8:45 PM on the same night of the week at a central location. Online sessions may require meeting virtually during this scheduled class time. The duration of the program is approximately two years.

## Prerequisites:

Candidates in the Master of Arts in Special Education program must have a Bachelor's degree from a regionally-accredited institution with a minimum GPA of 2.5, a valid Connecticut Teaching License, one year of full time, contracted teaching experience, and access to a classroom and students throughout the duration of the program to fulfill field study requirements.

## Degree Requirements and Career Outcome:

The degree requirements for this program are successful completion of the program's respective courses (listed below) and a passing score on the comprehensive exam taken after all coursework is complete. Upon completion of this program, candidates will have earned a Master of Arts in Special Education. **This is not a certificate, licensure or endorsement program.**

Course	Course Title	Start Week	End Week	Credits
SPEC 539	Universal Design for Learning: Proactive Inclusion for All Students	Aug. 30, 2021	Oct. 18, 2021	3
SPEC 561	Behavioral Interventions	Oct. 25, 2021	Dec. 13, 2021	3
SPEC 535	Special Education Law	Jan. 3, 2022	Feb. 21, 2022	3
SPEC 518	Designing Learning Experiences for Students with Low-Incidence Disabilities	Feb. 28, 2022	Apr. 25, 2022	3
SPEC 554	Researched-Based Math Interventions	May 2, 2022	Jun. 20, 2022	3
SPEC 526	Educational Assessment	Aug. 29, 2022	Oct. 17, 2022	3
SPEC 542	Science of Early Reading Development	Oct. 24, 2022	Dec. 12, 2022	3
SPEC 540	Reading Comprehension and Vocabulary Interventions	Jan. 9, 2023	Feb. 27, 2023	3
SPEC 505	Assistive Technology for Access to the Curriculum Special Education	Mar. 6, 2023	May 1, 2023	3
SPEC 530	Research in Special Education	May 8, 2023	Jun. 26, 2023	3
<b>Total Credit Hours</b>				<b>30</b>

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- I understand that I will receive a license for LiveText and be required to use the product for the duration of the program.
- I understand the Off-Campus Education cohort requires all candidates to complete their coursework with grades of C or better.
- I understand that I can only re-take two courses, one time each.
- I understand that I have to submit a course evaluation at the conclusion of each course.
- I have read and understand this Plan of Study and agree to this Plan of Study Agreement.

Signature

Date

\*The courses for this program may be offered in a different order. This list should not be considered the finalized course sequence.

**Anticipated Comprehensive Exam Date, if needed: July 2023**



Name

Address  Street  City  State  Zip Code

Primary Phone (  )  E-mail Address

## Goals and Focus of the Program:

The Master of Arts in TESOL Education will provide the knowledge, skills, and strategies needed to teach the increasing numbers of English Language Learners (ELL) in today's multicultural and diverse classrooms. The program is designed to bring educators together from across Connecticut to develop important knowledge and skills for teaching PK-12 students from diverse linguistic backgrounds.

## Program Design:

The Master of Arts in TESOL Education program follows a cohort instructional model with a hybrid delivery structure. Eight-week courses include a combination of face-to-face as well as online classes determined by course content. This program includes face-to-face sessions that take place from 4:45 PM - 8:45 PM on the same night of the week at a central location. Online sessions may require meeting virtually during this scheduled class time. The duration of the program is approximately two years.

## Prerequisites:

Students in the Master of Arts in TESOL Education program must have a Bachelor's degree from a regionally accredited institution with a minimum GPA of 2.5; a valid Connecticut Teaching License; one year of full time, contracted teaching experience; and access to a classroom and students throughout the duration of the program to fulfill field study requirements.

## Degree Requirements and Career Outcome:

The degree requirements for this program are successful completion of the program's respective courses (listed below). Upon completion of this program, students will have earned a Master of Arts in TESOL Education. **The program is aligned with Connecticut Cross-Endorsement Regulations in TESOL and Bilingual for students who hold current CT teaching certification.** Individuals seeking to become TESOL teachers must demonstrate written proficiency in English with a passing score on the Praxis 2 Core Academic Skills Test in Writing. Those seeking to become elementary level bilingual teachers are required to be certified in elementary education **AND** bilingual education; those seeking to become secondary level bilingual education teachers must be certified in both the subject area they will teach **AND** in bilingual education. In addition, individuals must demonstrate written proficiency in English with a passing score on the Praxis 2 Core Academic Skills Test in Writing **AND** proficiency in the other language of instruction through passing scores on the American Council on the Teaching of Foreign Language (ACTFL) Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT).

Course	Course Title	Start Week	End Week	Credits
EDUC 551	Teaching in Culturally and Linguistically Diverse Classrooms	Aug. 30, 2021	Oct. 18, 2021	3
LING 501	Applied Linguistics for TESOL	Oct. 25, 2021	Dec. 13, 2021	3
LING 502	Second Language Acquisition	Jan. 3, 2022	Feb. 21, 2022	3
EDUC 552	Methodology for Second Language Teaching	Feb. 28, 2022	Apr. 25, 2022	3
EDUC 559	Second Language Assessment	May 2, 2022	Jun. 20, 2022	3
EDUC 553	Materials and Curriculum Development for TESOL	Aug. 29, 2022	Oct. 17, 2022	3
EDUC 550	Second Language Composition	Oct. 24, 2022	Dec. 12, 2022	3
EDUC 567	Advance Studies in Intercultural Learning**	Jan. 9, 2023	Feb. 27, 2023	3
EDUC 579	TESOL Practicum **	Mar. 6, 2023	May 1, 2023	3
EDUC 569	Policy Partnerships and Advocacy for TESOL**	May 8, 2023	Jun. 26, 2023	3
<b>Total Credit Hours</b>				<b>30</b>

\*\*Master's Capstone Project Included

## PLAN OF STUDY AGREEMENT: (Initial each line, then sign and date)

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- I understand that I will receive a license for LiveText and be required to use the product for the duration of the program.
- I understand the Off-Campus Education cohort requires all candidates to complete their coursework with grades of C or better.
- I understand that I can only re-take two courses, one time each.
- I understand that I have to submit a course evaluation at the conclusion of each course.
- I have read and understand this Plan of Study and agree to this Plan of Study Agreement.

Signature  Date

\*The courses for this program may be offered in a different order. This list should not be considered the finalized course sequence.

## Admissions Information

Applicants seeking to be officially accepted to graduate programs must meet the following requirements: 1. a Bachelor's degree from a regionally-accredited institution; 2. a minimum undergraduate GPA of 2.5; 3. admission application, reservation form and non-refundable application fee; 4. official, sealed transcripts from all institutions attended; 5. two recommendation forms; 6. immunization form; 7. letter of intent; 8. plan of study form. Please note: recommendations must be obtained from individuals who are not family members or personal friends, or members of the Department of Education at University of Saint Joseph. Candidates must be officially accepted in order to start the program. Students must receive a grade of B or better in all graduate courses.

## Transferring Credits

A maximum of six credits may be transferred from another accredited graduate school into a University of Saint Joseph graduate program, provided the transferred course matches a course in the program plan of study and is completed prior to beginning coursework at University of Saint Joseph. To be eligible for transfer credit, a course to be transferred must carry a grade of B or higher. The coursework in transfer requests must have been completed within the last seven years. An official transcript of the credits and a completed Transfer Credit Request Form must be received in the Department of Education. A student will be asked to have a course description and syllabus sent with the official transcript. No transfer credit will be considered until the student has been officially accepted. Transfer of credits is not granted automatically. Approval is granted by the Director of Off-Campus Programs. For information call (860) 231-5694. Transfer of credits may impact your eligibility for Financial Aid. Check with the Student Financial Services Office if you plan to transfer credits.

## Refund Policy

University of Saint Joseph refunds tuition and fees based on the University of Saint Joseph Institutional Policy. Adjustments made outside the institutional policy may be made by the Provost when extenuating circumstances, such as illness, exist. Refunds cannot be mailed until funds are received and checks have cleared. No refunds are given after the established drop/add date for standard courses as published in the Academic Calendar.

## Enrollment Policy

The cohort programs at University of Saint Joseph are designed with the expectation that students will remain continuously enrolled and move through the coursework in sequence with their cohort group. While reasonable accommodations can be made for course make-up, students are not permitted to sit out for a course without prior approval from their academic advisor. Permission to sit out for a course in a cohort will be reserved for special circumstances and is not granted automatically. Students seeking special permission to sit out of a class should contact the Associate Dean for Advanced Programs.

## Tuition & Fees

The reduced tuition rate for Fall 2021 in the Off-Campus Education cohort programs is \$631 per credit hour for most programs. The rate for the TESOL program is \$735 per credit hour. The tuition rate is guaranteed for the entire program as long as a student stays continuously enrolled. Additional costs to complete the program include:

- Textbooks
- \$50 application fee
- \$150 LiveText assessment and comprehensive exam fee (billed with first module of courses)
- \$125 graduation fee (paid when the application to graduate is submitted)

## Technology Requirements

Students will receive account information for details to set up their MyUSJ, student email and Blackboard accounts once they are registered for classes. The Department of Education at University of Saint Joseph requires students to subscribe to a Field Experience Edition of LiveText. This account will be used throughout the program in order to collect data for accreditation purposes. Each student will receive an email from LiveText to the USJ email account within the first few weeks of classes. This email will contain a registration key code to activate the student's LiveText account.

## Important Contacts

Graduate Information Office	Theresa Warmelink	800-956-8503	<a href="mailto:twarmelink@graduateprogram.org">twarmelink@graduateprogram.org</a>
Office of Admissions		860-231-5216	<a href="mailto:graduate@usj.edu">graduate@usj.edu</a>
Financial Aid Office		860-231-5223	<a href="mailto:financialaid@usj.edu">financialaid@usj.edu</a>
Office of the Cashier		860-231-5266	<a href="mailto:bursar@usj.edu">bursar@usj.edu</a>
Health Services		860-231-5530	<a href="mailto:healthservices@usj.edu">healthservices@usj.edu</a>