

# Off-Campus & Online Education Cohort Programs

Thank you for your interest in Georgian Court University's off-campus and online Master's degree programs. We are pleased to bring our graduate programs to your local area. Tuition for these programs includes a **22% discount for teachers**, and space in each cohort is limited. Once you submit your application and application fee (Steps 1-2 below), I will be able to hold a seat while you continue to work on your admissions file.

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 **(848) 222-8078** or by email at [jallegto@graduateprogram.org](mailto:jallegto@graduateprogram.org).



**NOTE:** Georgian Court University strictly limits enrollment in each program to 25 students and accepts reservations on a first-come, first-served basis.

**Complete steps 1-2 below to reserve your seat in this program.**

Apply online at <http://graduateprogram.org/georgian-court/application-checklist> for faster processing.

1

## Application for Graduate Admission (Pages 3-4)



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

2

## \$40 Application Fee (Page 5)



If not submitting [online](#), submit your non-refundable \$40 application fee by completing page 5 and returning by fax to **(800) 504-7618**.

Once you have reserved your seat, 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 Georgian Court University!

Sincerely,

Jenna Alletto

Graduate Information Office

**(848) 222-8078**

[jallegto@graduateprogram.org](mailto:jallegto@graduateprogram.org)

# Application Checklist for Admission

Apply online at <http://graduateprogram.org/georgian-court/application-checklist> for faster processing.

## 3 Financial Aid & Payment Options

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. See Page 6 for information about Financial Aid, or Page 7 for information about the Deferred Payment Plan.

## 4 Official Transcripts

Submit official transcripts of each undergraduate and graduate institution you have attended, either in sealed, signed envelopes or via electronic submission directly from the registrar's office.

## 5 Copy of your valid NJ Instructional Certificate

A CEAS or Standard Certificate is required for most cohort programs. The Graduate Information Office will obtain a copy of your teaching certificate online at the NJDOE website as long as it is in the state's database. If we have any difficulties locating your teaching certificate, we will contact you. If you would still like to upload a copy of your teaching certificate, please [click here](#).

## 6 Verification of Experience Form (Administration & Leadership Programs Only)

Candidates for the Administration & Leadership programs are required to have at least 3 years full-time employment experience in a school district. Visit the [online checklist](#) to request a verification of teaching experience from your current administrator.

## 7 WPI & OPI Scores (ESL & Bilingual Ed Programs Only)

Candidates for the ESL & Bilingual Ed programs must provide passing scores for the Oral Proficiency Interview (OPI) and Written Proficiency Test (WPT) in English (and a second language if pursuing the Bilingual Ed Endorsement. Students may use Language Testing International to obtain scores: <http://www.languagetesting.com/>.

## 8 Student Health Form

Off-campus students are required to complete a Student Health Form and provide documentation of immunizations before attending class. [Click here](#) to download the form.

If you choose to submit paper forms for any of the steps above, documents should be faxed or mailed to:



**The Office of Graduate & Professional Studies**

Georgian Court University  
900 Lakewood Ave  
Lakewood, NJ 08701



**(800) 504-7618**

# Application for Graduate Admission (page 1 of 2)

## PERSONAL INFORMATION

**Name:**  Last  First  Maiden Name (Optional)

**Address:**  Street  City  State  Zip  Country

**Primary Phone:** (  ) **Alternate Phone:** (  )

**Email:**  **Sex:**  M  F **Social Security Number:**

**Place of Birth:**  **Date of Birth:**  Month  Day  Year

**Citizenship:**  U.S. Citizen  U.S. Permanent Resident  Other:  Specify Country

**Type of Visa:**   Held  Will Apply For

**Employer:**  **Work Phone:** (  )

**Veteran Status (Optional):** Are you a veteran, dependant of a veteran, or on active duty planning to use military or transferable benefits?  Yes  No

**Optional:** The following information is voluntary and will not affect the decision for admission. Georgian Court University does not discriminate on the basis of sex, disability, race, color, religion, or national or ethnic origin.

**Are you of Hispanic/Latino ethnicity or descent?**  Yes **Religion:**

**Marital Status**  Single  Married  Divorced  Separated  Widowed  Religious

**Select one or more races with which you identify yourself:**

American Indian or Alaskan Native  Asian  White  Black or African American  Native Hawaiian or Other Pacific Islander

## ENROLLMENT INFORMATION

**Semester:**  Spring **Year:**

**Location:**  Monmouth  Ocean  Online

**Program:**

- Autism Spectrum Disorders Certification
- Autism Spectrum Disorders Certification with MED
- Bilingual/Bicultural Education Endorsement
- English as a Second Language Certification
- English as a Second Language Certification with MED
- Reading/Literacy Specialization Certification with MED
- Teacher of Students with Disabilities Certification
- Teacher of Students with Disabilities Certification with MED
- School Supervisor Certification
- Administration and Leadership Master's with School Supervisor Certification
- Administration and Leadership Master's with Principal Certification
- Administration and Leadership Master's with School Administrator Certification
- School Business Administrator Certification

**Please check box(es) that apply to you:**  New Degree Student  Returning  International

**Indicate One Reason for Attending Georgian Court University:**

- To apply for a Georgian Court University Master's Degree
- For self-enrichment or personal development
- To earn a Georgian Court University certificate in a field of my interest
- For self-enrichment now, plan to matriculate later (Note that individuals may take up to 6 credits without matriculating.)
- To qualify for NJ instructional, administrative, or educational services certification

# Application for Graduate Admission (page 2 of 2)

## ACADEMIC BACKGROUND

List all colleges and universities attended, beginning with the most recent. Include additional sheets if necessary. Please write your name as it appears on your transcript. All official transcripts must be submitted.

Institution	City, State	Dates of Attendance	Academic Program	Name of degree	Date Awarded

Former name that might be on your previous institution's transcript:

Have you previously applied to Georgian Court University?  Yes  No

If yes: Semester Applied  Spring  Summer  Fall Year Applied:

## TEACHER CERTIFICATION *(If applicable, attach copy of current certification.)*

Type of certificate currently held:  Standard  (CEAS) Eligibility with Advanced Standing State(s) issuing certification:

Level/Subject matter area(s) of certification:  *Certificate of Eligibility or emergency certificates are not acceptable for programs that require NJ state certification.*

## CERTIFICATION & REGISTRATION AGREEMENT

I hereby make application to Georgian Court University. To the best of my knowledge, the information on this application is true and complete. I give permission to release academic information to Georgian Court University and understand that all records once submitted become the property of Georgian Court University.

As part of the cohort program, I understand that I will be registered for the entire cohort and remain registered unless written notification is submitted to the School of Education and the University Registrar before the beginning of each course. I acknowledge that I am financially responsible for all charges in the event of withdrawal from classes, as outlined in Georgian Court University's current tuition refund policy.

Signature of Applicant:  Date:

# Application Fee Payment Form

**TO PAY BY CREDIT CARD: Fill out this section and fax to (800) 504-7618**

Please use this section to pay your \$40 non-refundable application fee.

If you prefer, please contact the Graduate Information Office at (848) 222-8078 to pay your fee by credit card over the phone.

**If you have any questions, please call us at (848) 222-8078 or e-mail [jalletto@graduateprogram.org](mailto:jalletto@graduateprogram.org).**

Student Name

Name on Card

Cardholder Address

City  State  Zip Code

Card Type:  Visa  MasterCard  Discover  AMEX

**Amount: \$40.00**

Card Number  Expiration Date  CCV#

Cardholder Signature  Date

Telephone Number of Payee (  )

*(in case there is a problem processing the transaction and we need to contact the cardholder for additional information)*

Note: Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.

**TO PAY BY CHECK:**

Date I will be mailing my payment:

**Please note: Application and seat reservation are NOT secure until your \$40, non-refundable application fee is received.**

Signature

Print Name

Checks made payable to: Georgian Court University

**Mail check to:**  
Georgian Court University  
The Office of Graduate & Professional Studies  
900 Lakewood Ave  
Lakewood, NJ 08701

**OFFICE USE ONLY**

Date Received:

Capture Number:

Entered on Account:  Yes  No

# Applying for Financial Aid

Complete all steps below to apply for financial aid. **Note: There are financial aid options that are not based on need.** Most students in our graduate education 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. All admissions items must be received before financial aid will be dispersed. For help, please contact the Office of Financial Aid at **(732) 987-2258**.

## How to Apply for Financial Aid:

- 1 Complete the 2019-2020 Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov).** You will need your 2018 Federal Tax Return, your FSA ID number (<https://fsaid.ed.gov/npas/index.htm>) and Georgian Court University's School Code (**002608**). Graduate students are considered independent for financial aid purposes.
- 2 Review your Student Aid Report (SAR) for accuracy.** You will receive this form 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 Complete Loan Entrance Counseling and the Master Promissory Note.** Both can be completed at [www.studentloans.gov](http://www.studentloans.gov) (you will need your FSA ID from Step 1).
- 4 If you need to make changes to your award, email the financial aid office.** If you have any questions about your financial aid package, contact the financial aid office at **(732) 987-2258** or by email at [financialaid@georgian.edu](mailto:financialaid@georgian.edu).

**Note: All students requesting financial aid for the summer semester will also need to complete a Summer Financial Aid Application once your Summer registration is processed.**

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## The Federal (Title 1) Teacher Loan Forgiveness Program:

If you and your school qualify, this program may provide loan forgiveness for eligible Federal Direct Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program. Georgian Court University 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.

**You must call 1-800-4-FED-AID to verify your eligibility or visit <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/teacher> for more information.**

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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 plan to teach in certain high-need fields. In order to be eligible for a grant, a student must submit a FAFSA form and sign a Declaration Sheet to agree 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. By signing the Declaration Sheet, you are confirming that you meet the stipulations of the TEACH Grant as outlined in the Declaration Sheet.

**For more information please contact the Financial Aid Office at (732) 987-2258 or [financialaid@georgian.edu](mailto:financialaid@georgian.edu).**

# Payment Plan Details

Complete all steps below to enroll in a monthly payment plan. This plan will allow you to spread out tuition payments over the length of the program, and will break your tuition bill into more manageable payments.

Federal Student Loans are also available for graduate students (see page 6).

NOTICE: Your first payment will be due no later than the start of your first course. If you have not made financial aid or payment plan arrangements by the start of your first course you will receive a bill online to your Georgian Court University account. Tuition bills will be posted to the online portal; paper bills will not be mailed.

## How to Enroll in a Pay-As-You-Go Payment Plan:

- 1 Log into your Georgian Court University account to view your tuition E-Bill.**
- 2 Choose a payment plan through Tuition Management Systems (TMS).** They can be contacted at 1-800-356-8329 or by logging on to [www.afford.com/georgian](http://www.afford.com/georgian). There is an annual enrollment fee associated with each TMS payment plan that you set up. All payment plans must be approved before the due date of your tuition bill. If your TMS contract is not enough to cover your GCU bill, you must pay the difference directly to the university by your scheduled due date.
- 3 Continue to make your scheduled payments.** Make your scheduled monthly tuition payments directly to TMS according to your approved payment plan.

**Questions? Contact the Office of Student Accounts by phone at (732) 987-2295 or by e-mail at [studentaccounts@georgian.edu](mailto:studentaccounts@georgian.edu)**

## Important:

- We will work with students who receive tuition reimbursement from their employers. Students may submit a letter from their employer outlining their reimbursement process. Payment from the employer is expected 2-6 weeks after the semester ends. If not paid at the end of 6 weeks, it becomes the student's responsibility. Students are responsible for paying up front what the district does not reimburse.
- If you prefer, you may pay your tuition balance in full. The CashNet system accepts Electronic Check, Visa, MasterCard, Discover and American Express. The service fee for credit/debit card payments online is 2.75%.

# Transcript Request Process

Georgian Court University requires official transcripts of each undergraduate and graduate institution you have attended, either in sealed, signed envelopes or via electronic submission directly from the registrar's office. Follow the steps below to request transcripts from each school that you attended. We require official transcripts from all attended colleges/universities.

## REQUEST OFFICIAL TRANSCRIPTS:

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

### ONLINE:

Request to have an Official Electronic Copy of your Transcript sent to our Director of Admissions, Patrick Givens:  
[pgivens@georgian.edu](mailto:pgivens@georgian.edu)

### BY MAIL:

*Please have official copies mailed to:*

**Georgian Court University - The Office of Graduate & Professional Studies**  
900 Lakewood Ave,  
Lakewood, NJ 08701

- 1 Contact the Registrar's office at your previously attended school, either by phone, email, or through your university's website.
- 2 Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.

**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.**

- 3 It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at **(848) 222-8078**.



**Note: An admission decision cannot be made until all official, sealed transcripts are received. Unofficial bachelors transcripts must be on file before the start of the program. Maintenance of a minimum of a B, 3.0, academic average is required.**



# Verification of Experience Form

**To the Student:** Please have this Verification of Experience completed by a school or district administrator who can verify that you have completed the required three years of full-time teaching experience. To expedite processing, visit <http://graduateprogram.org/georgian-court/application-checklist> to email this form directly to your administrator to complete electronically.

Printed Name of Student  Signature of Student  Date

**Program that you are applying to (This form is only required from candidates for the Administration & Leadership programs listed below):**

- School Supervisor Certification
- Administration and Leadership Master's with School Supervisor Certification
- Administration and Leadership Master's with Principal Certification
- Administration and Leadership Master's with School Administrator Certification
- School Business Administrator Certification

**To the Administrator:** The student named above is a candidate for admission to Georgian Court University's graduate program in Administration and Leadership. This student is requesting that you verify that they have completed the required three years of full-time teaching experience. Please complete the fields below. If you have questions, contact the Graduate Information Office at (848) 222-8078.

*This is to certify that the candidate named above has served on a full-time basis in the school district of*

, in  ,   
School District Name School District City School District State

from  to  in the position of .  
Employment Start Date Employment End Date or "Present" Position or Title

Dates of Prior Teaching Experience (if applicable and/or if known):

School or District where Prior Experience Took Place (if applicable and/or if known):

**To your knowledge, does the above candidate meet the three year teaching requirement for admission into the Administration and Leadership program? (i.e. Has he or she completed three years of full-time successful teaching after receiving a NJ Instructional Certificate and completing a teacher preparation program?)**

- Yes
- No


Your Printed Name  Your Title

Your Employer  Employer City  Employer State


Your Signature  Date



Georgian Court University  
The Office of Graduate & Professional Studies  
900 Lakewood Ave,  
Lakewood, NJ 08701



[jalletto@graduateprogram.org](mailto:jalletto@graduateprogram.org)  
(Print, scan, and email your completed form to the address above)



800-504-7618  
(Print, scan, and fax your completed form to the number above)

# Student Health Form

Off-campus students are required to complete a Student Health Form and provide documentation of immunizations before attending class. Failure to comply will result in a hold on your account and inability to access your grades or register for future classes.

To download this form, please visit the [online checklist](#), or download the form at <http://graduateprogram.org/sites/all/pdf/georgian-court/student-health-form.pdf>, and submit by fax to (732) 987-2014.

Georgian Court University requires the following:

- 1 Measles/Mumps/Rubella (MMR): Two doses - First dose given after 1968 and on or after 12 months of age; second dose separated at least by 28 days from the first dose or laboratory report indicating positive immunity
- 2 Hepatitis B: (All students enrolling with 12 or more credits) - Three doses of vaccine (two doses of adult vaccine in adolescents 11 to 15 years of age)/or laboratory report indicating positive immunity

**For additional information, please contact Georgian Court University's Health Services Center at 732-987-2756 or [healthservices@georgian.edu](mailto:healthservices@georgian.edu).**

# Substitution or Waiver Form

## OFFICE OF THE REGISTRAR Request for Substitution or Waiver of GCU Requirement

Student Name:  Student ID#

### REQUESTS APPLICABLE TO GCU DEGREE SEEKING STUDENTS ONLY

Major/Program: 1)  2)

#### Request Permission for Substitution of GCU Required Course/Program Requirement

GCU Requirement:  Substitution:

Reason for Substitution:

#### Request Permission for Waiver\* of Required GCU Course/Program Requirement

*\*approval of waiver does not lower the number of total credits required for the program/degree.*

GCU Requirement:  Reason for Waiver:

#### Request Permission for Waiver of GCU Academic Policy

GCU Policy:  Reason for Waiver:

*Official academic record will be adjusted when Registrar's Office receives final decision from Associate Provost.  
This form must be submitted with course descriptions or a syllabus for a transfer credit review.*

### Recommended by:

Department/Program Chairperson/Advisor:  Date:

Registrar Input:

### Approved Denied



Dean of School of requirement:

### Date

If denied, reason:



Associate Provost:

### OFFICE USE ONLY

Applied for Graduation?  Yes - term   No (as of )

Entered	<input type="text"/>
Date	<input type="text"/>

## **For:**

Certified teachers who wish to develop as leaders and administrators for New Jersey schools in the roles of school principal, school business administrator, school supervisor, or school administrator.

## **What you learn:**

The 36-credit Administration and Leadership Program (ALP) develops visionary leaders who understand the factors that sustain a school culture and instructional program conducive to learning and growth. It also provides the administrative know-how, best practices, and theoretical foundation to plan strategically, respond to issues effectively, and manage complex school organizations with integrity and efficiency. The program also aids candidates' understanding of the social, legal, economic, cultural, and political context of schools and their ability to collaborate with professional staff, families, agencies, and others to achieve common goals on behalf of students. Program emphasis is on evidence-based decision making to improve instruction and student learning outcomes. The program is aligned with the New Jersey Professional Standards for School Leaders and to the Interstate School Leaders Licensure Consortium (ISLLC)

Georgian Court's programs in Administration and Leadership were designed to enable candidates to meet state certification requirements and program objectives linked to standards of practice. Each course includes one or more performance assessments or artifacts that link to these expectations. They balance theory and practice by requiring candidates to apply what they are learning to resolve prototypical issues and to practice skills needed for effective administration. As candidates progress through their programs, artifacts are archived in an e-portfolio allowing candidates to self-assess and monitor their own professional development as well as presenting their work product for review and evaluation by their faculty and mentors. The e-portfolio also includes reflections, journals, and both independent and collaborative responses. It promotes the career-critical skills of analysis and reflection, and a disposition toward lifelong learning. By the end of the program, candidates have amassed a substantial body of evidence that they have met Georgian Court's standards and those of the New Jersey Professional Standards for School Leaders (NJPSSL) and to the Interstate School Leaders Licensure Consortium (ISLLC).

The 300-hour internship is a two-part capstone experience in the Master's of Arts in Administration and Leadership Program during which candidates apply leadership and management knowledge and skills learned in the program to the practice of educational administration. Candidates prepare a reflective written, culminating report and a portfolio describing their internship experience. The report, portfolio, and preparation process are described in the program's Guidelines for the Internship. Candidates are guided through the internship by assigned university professors and by local school district administrators and supervisors. The course is aligned with the Interstate School Leaders Licensure Consortium Standards (ISLLC) and the New Jersey Standards for School Leaders. Candidates earn 6 graduate credits over the two semester period of the internship.

Building on the 300 hour internship experience required for principal certification, the student will complete an additional 150 hour internship under the guidance of a qualified Georgian Court University professor and an administrator currently serving in a role requiring School Administrator certification. The focus of the internship will be on district level operations, school budget and finances, curriculum development, board of education relationships, funded programs, school law and senior leadership. The student will complete a journal documenting internship experiences and required hours. The course is aligned with the New Jersey Professional Standards for School Leaders. Prerequisite: Eligibility for Certification as a Principal in New Jersey.

## **How you learn:**

This is a hybrid cohort program. For three nights out of each 7.5-week course, class will be held from 4:45 to 8:45 p.m., the same night of the week for the entire program. These class meetings will be supplemented by additional online activities which may include assignments, materials, discussion threads, assessments and/or group activities done electronically outside of class. You will generally finish one 3-credit course every 7.5 weeks. Practicum courses may vary. Following this schedule, you will complete the program in approximately 2 years.

This program is also being offered in a fully online format.

## **Career Outcomes:**

The program leads to the award of a Master's of Arts in Administration and Leadership. Candidates who possess a valid New Jersey instructional certificate and three years of qualified teaching experience may also earn School Supervisor certification. Students who complete the appropriate course sequence and the accompanying Praxis II exam will earn Certificates of Eligibility with Advanced Standing as Principal, School Administrator, and/or Business Administrator depending on the student's chosen sequence. In order to receive certification at the end of the program, candidates must provide verification of successful full time classroom teaching experience before Georgian Court University can recommend a candidate for NJDOE certification. 3 years of experience are required for School Supervisor certification, 5 years of experience are required for Principal or School Administrator certification.

## Degree Requirements:

### M.A. in Administration & Leadership (Leading to Principal, School Supervisor)

Course	Course Name	Hours
EDC5010	Curricular Leadership for the Inclusive Schools	3
EDC5102	Supervision of Instruction in Inclusive Schools	3
EDC5013	Curricular Leadership & Management for Diverse & Inclusive Schools	3
EDC6401	Supervision & Leadership of Instruction & Learning	3
EDC6101	Organizational Leadership Theory in the Inclusive Schools	3
EDC5014	Methods of Research for Leaders in Inclusive Schools	3
EDC5101	School Law	3
EDC6102	Organizational Leadership Practice in the Inclusive School	3
EDC6103	Data-based Strategies for Decision Making	3
EDC6104	Financial Management	3
EDC6090-1	Internship in Administration & Leadership I & II	6
<b>Total</b>		<b>36</b>

To obtain the M.A. in Administration & Leadership with the School Administrator Certificate, you will need to complete all the courses for the M.A. in Administration & Leadership as well as the course listed below.

Course	Course Name	Hours
EDC6094	Internship in Administration & Leadership III	150 hours or 3 credit hours/1 semester

### School Business Administrator Certificate

Course	Course Name	Hours
AC501	Survey of Accounting	3
EC501	Economic Survey	3
EDC5101	School Law	3
EDC6101	Organizational Leadership Theory in the Inclusive School	3
EDC6102	Organizational Leadership Practice in the Inclusive School	3
EDC6104	Financial Management	3
<b>Post-Master's's Business Administration Program</b>		<b>18</b>

### Post-Master's's School Supervisor Program (School Supervisor Certification Only)

School Supervisors are key school or district professionals who work with instructional personnel on issues of curriculum, instruction, and the development of the instructional staff. Individuals with this endorsement may also be appointed as an assistant superintendent with responsibilities for curriculum and/or instruction. The program's focus is the development of 21st century curricular leadership skills for the inclusive school and district.

Course	Course Name	Hours
EDC5010	Curricular Leadership for the Inclusive School	3
EDC5102	Supervision of Instruction in Inclusive Schools	3
EDC5013	Curricular Leadership & Management for Diverse & Inclusive Schools	3
EDC6401	Supervision & Leadership of Instruction & Learning	3
<b>Total</b>		<b>12</b>

# MED: English as a Second Language & Bilingual/Bicultural Education

## For:

Teachers who wish to provide instruction in English to students whose native language is not English and to support these English language learners in mastering the content designated in the Student Learning Standards (NJSLs).

## What you learn:

The ESL/Bilingual Education programs reflects the national Teachers of English to Speakers of other Languages (TESOL) standards and the New Jersey Professional Standards for Teachers (NJPST) and Interstate Teacher Assessment and Support Consortium (InTASC) standards. The 15-credit graduate ESL certificate program leads to eligibility for New Jersey instructional certification as a Teacher of English as a Second Language. An additional 18 15 credits are needed beyond the ESL certification program to qualify for a Master's of Education degree, including the successful completion of an applied thesis project. The 12-credit Bilingual/Bicultural Education program prepares candidates for a Bilingual/Bicultural Education endorsement.

## How you learn:

This is an online cohort program with optional face-to-face sessions at the main campus. Online activities are conducted through Blackboard including assignments, materials, discussion threads, assessments and/or group activities done electronically. You will generally finish one 3-credit course every 7.5 weeks. Practicum courses may vary. Following this schedule, you will complete the degree program in approximately two years.

## Career Outcomes:

Upon completion of the first 15 credit-hours of the certification program, candidates will be eligible for New Jersey instructional certification as a Teacher of English as a Second Language. In addition, candidates who complete 12 of the 15 credits and pass oral and written proficiency examinations in English and another language are eligible for NJ Bilingual Education Endorsement. Upon completion of the full program outlined below, students will have earned an MED and be eligible for New Jersey instructional certification as a Teacher of English as a Second Language.

## Degree Requirements:

Course	Course Name	Hours
<b>Courses Required for Bilingual Education Endorsement Only</b>		
EDC5021	Second Language Acquisition	3
EDC5026	Phonology and Structure of American English	3
EDC5022	Methods and Practice of Teaching ESL through the Content Areas	3
EDC5027	Literacy Skills for the Second Language Learners	3
<b>Total Credit Hours for Bilingual Education Endorsement Only</b>		<b>12</b>
<b>Courses Required for ESL Certification Only</b>		
EDC5021	Second Language Acquisition	3
EDC5023	Historical and Cultural Backgrounds of English Language Learners	3
EDC5026	Phonology and Structure of American English	3
EDC5022	Methods and Practice of Teaching ESL through the Content Areas	3
EDC5027	Literacy Skills for the Second Language Learners	3
<b>Total Credit Hours for ESL Certification Only</b>		<b>15</b>
<b>Courses Required to continue on for MED in Education</b>		
EDC5014	Methods of Research for Leaders in Inclusive Schools	3
EDC6095	Project: Applied Thesis I	3
EDC5024	Second Language Education Curriculum	3
EDC6099	Project: Applied Thesis II	3
EDC5002	Diversity in Inclusive Education	3
<b>Total Credit Hours for MED in Education</b>		<b>30</b>

**Program and course requirements are subject to change to comply with university policy and updates to NJDOE certification regulations. Candidates must pass the Oral Proficiency Interview (OPI) and Written Proficiency Test (WPT) in English (and a second language if pursuing the Bilingual Ed Endorsement).**

# MED: Teacher of Students with Disabilities (TOSD)

## For:

Certified general education teachers who wish to teach students with disabilities in inclusion and special education settings.

## What you learn:

The program is aligned with the standards of the Council for Exceptional Children and the New Jersey Professional Standards for Teachers (NJPST) and Interstate Teacher Assessment and Support Consortium (InTASC) standards. The 21-credit graduate program leads to eligibility for endorsement as a Teacher of Students with Disabilities (TOSD) in the level and for the subject(s) of the instructional certificate. An additional 15 credits are needed to qualify for a Master of Education degree, including the successful completion of an applied thesis. The Teacher of Students with Disabilities Endorsement Program was revised to meet current New Jersey Department of Education regulations and enhance the preparation of special educators in the area of Autism.

## How you learn:

This is an online cohort program. Online activities are conducted through Blackboard including assignments, materials, discussion threads, assessments, and/or group activities done electronically. You will generally finish one 3-credit course every 7.5 weeks. Practicum courses may vary. A total of 50 clinical hours are required for this certification. Following this schedule, you will complete the degree program in approximately two years.

## Career Outcomes:

Upon completion of the first 21 credit-hours of the graduate program, students will be eligible for NJ endorsement as a Teacher of Students with Disabilities. Upon completion of the full program outlined below, students will have earned an Master's of Education and be eligible for NJ endorsement as a Teacher of Students with Disabilities.

## Degree Requirements:

Course	Course Name	Hours
<b>Courses required for endorsement only</b>		
EDC5030	Educating Students with Disabilities in their Least Restrictive Environment	3
EDC5031	Curriculum Planning, Accommodations, and Modifications for Students with Disabilities	3
EDC5032	Community Services for Students at Risk and with Exceptionalities	3
EDC5034	Understanding Learning Disabilities	3
EDC5037	Psychological & Educational Assessment of Students with Disabilities	3
EDC5302	Strategies for Teaching Students with Autism & Developmental Disabilities	3
EDC5303	Social Communication Interventions for Students with Autism Spectrum Disorders	3
<b>Total Credit Hours for Endorsement</b>		<b>21</b>
<b>Courses required to continue on for MED</b>		
EDC5304	Assessment and Curricular Interventions for Autism Spectrum Disorders	3
EDC5305	Interventions and Supports for Level 1 Characteristics of Autism Spectrum Disorder	3
EDC5014	Methods of Research for Leaders in Inclusive Schools	3
EDC6095	Project Applied Thesis I	3
EDC6099	Project Applied Thesis II	3
<b>Total Credit Hours for MED</b>		<b>36</b>

Program and course requirements are subject to change to comply with university policy and updates to NJDOE certification regulations.

## For:

Certified teachers who wish to become reading specialists or literacy coaches, and use their expertise in reading and writing in their classrooms or as a director or coach in a reading/literacy program in a school or district.

## What you learn:

Based on the standards of the International Literacy Association (ILA) for Reading Professionals, current standards for English Language Arts Literacy (ELAL), and the New Jersey Professional Standards for Teachers (NJPST), the program builds expertise through courses in the theories and processes of reading and writing, diagnosis and remediation, assessment, best practice literacy instruction strategies, program evaluation, coaching techniques, and a practicum. These provide experiences for candidates to work with a variety of approaches and strategies and design, select, and use standard and alternate instruction, assessment, and coaching techniques that fit the needs of diverse students and educators. All courses include a keystone assessment/artifact that demonstrates the accomplishment of course goals and the integration of acquired knowledge and skills. As candidates progress toward program completion, their course artifacts are archived in an electronic or e-portfolio and monitored by program faculty to ensure compliance with the New Jersey Department of Education's standards for novice Reading Specialists. By the end of the program, candidates have amassed a substantial body of evidence that they have met Georgian Court's and the state's standards for novice Reading Specialists.

## How you learn:

This is a cohort program with hybrid and online courses. For hybrid courses, three nights out of each 7.5-week course, class will be held from 4:45 to 8:45 p.m., the same night of the week for the entire program. These class meetings will be supplemented by additional online activities which may include assignments, materials, discussion threads, assessments and/or group activities done electronically outside of class. You will generally finish one 3-credit course every 7.5 weeks. Practicum courses may vary. Following this schedule, you will complete the program in approximately 2 years.

## Career Outcomes:

Upon completion of this program, students will have earned an MED Reading/Literacy Specialization. Program completers with two years full time teaching experience will also be eligible for NJ educational services certification as a Reading Specialist. In order to receive certification at the end of the program, candidates must provide verification of at least two years of full time classroom teaching experience before Georgian Court University can recommend a candidate for NJDOE certification as a Reading Specialist.

## Degree Requirements:

Course	Course Name	Hours
EDC5201	Nature of the Reading Process	3
EDC5202	Literature for Children & Youth	3
EDC5203	Reading and Writing in the Content Areas	3
EDC5034	Introduction to Learning Disabilities	3
EDC5204	Articulation, Supervision & Evaluation of Reading Programs	3
EDC5027	Literacy for Second Language Learners	3
EDC6201	Assessment and Diagnosis of Reading Problems	3
EDC6202	Research Based Techniques for the Correction of Reading Problems	3
EDC6084	Reading Practicum (completed over an entire semester)	3
EDC5001	Philosophical & Psychological Foundations of Inclusive Education	3
EDC5014	Methods of Research for Leaders in Inclusive Schools	3
<b>Total Credit Hours for MED</b>		<b>33</b>

**Program and course requirements are subject to change to comply with university policy and updates to NJDOE certification regulations. Program completers who meet the requirements for NJ Department of Education NJ Reading Specialist Certificate apply through GCU's School of Education. This application requires documentation of HIB training and the completion of a GCU School of Education form by a school administrator to verify at least two years of full time classroom teaching experience.**



# MED: Autism Spectrum Disorders Certification

## For:

The autism spectrum disorders program gives you in-depth study of the range of the disorder along with insight on intervention methods.

## What you learn:

The 15-credit graduate program leads to eligibility for the Autism Spectrum Disorders Certification. An additional 21 credits are needed to qualify for a Master's of Education degree, including the successful completion of an applied thesis .

## How you learn:

This is an online cohort program. Online activities may include assignments, materials, discussion threads, assessments and/or group activities done electronically. You will generally finish one 3-credit course every 7.5 weeks. Practicum courses may vary. Following this schedule, you will complete the program in approximately two years.

## Career Outcomes:

Upon completion of the first 15 credit-hours of the graduate program, students will be eligible for the GCU Autism Spectrum Disorders Certificate. Upon completion of the full program outlined below, students will have earned an Master's of Education.

## Degree Requirements:

Course	Course Name	Hours
<b>Courses required for certificate only</b>		
EDC5301	Nature & Needs of Individuals with Autism & PDD	3
EDC5302	Strategies for Teaching Students with Autism & Developmental Disabilities	3
EDC5303	Communication & Social Skills Intervention for Students with Autism Spectrum Disorders	3
EDC5304	Assessment & Curricular Interventions for Autism Spectrum Disorders	3
EDC5305	Interventions & Supports for Level 1 Characteristics of Autism Spectrum Disorder	3
<b>Total Credit Hours for Certificate</b>		<b>15</b>
<b>Courses required to continue on for MED in Education</b>		
EDC5001	Philosophical & Psychological Foundations of Inclusive Education	3
EDC5002	Diversity in Inclusive Education	3
EDC5010	Curricular Leadership for the Inclusive School	3
EDC5014	Methods of Research for Leaders in Inclusive School	3
EDC5158	Instructional Technology in an Inclusive Setting	3
EDC6095	Project Applied Thesis I	3
EDC6099	Project Applied Thesis II	3
<b>Total Credit Hours for MED in Education</b>		<b>36</b>

Program and course requirements are subject to change to comply with university policy and updates to NJDOE certification regulations.

## Thank you for your interest in Georgian Court University!

### About the Georgian Court University School of Education

Preparing candidates to teach or work effectively with “all students,” is a common element of schools of education. At Georgian Court University, we take this statement seriously. Over the past several years, the number of students in the United States schools eligible for special education and related services has increased. According to the National Center for Education Statistics, the nationwide classification rate is approximately 13%. New Jersey has remained consistently above the national average. In addition, the vast majority of students with disabilities receive some or all of their education in inclusive classrooms along with their non-disabled peers. Teachers may or may not have additional professional support in the classroom. Teachers, education specialists, and school leaders who are prepared for meeting diverse students’ needs in inclusive settings are more likely to be successful and truly able to teach and support all of their students.

GCU’s teacher preparation, post-baccalaureate and graduate programs are designed for this context. We believe that all students have a right to quality education; that all students are capable of learning, and that all students learn best in classrooms that reflect the social, ethnic, racial, religious, and ability dimensions represented in our society. As a result, all of GCU’s pre-service teacher education integrate the knowledge and skills needed for teaching in general education and special education and lead to eligibility for instructional certificates (e.g., Early Childhood P-3 Teacher; Elementary K-6 Teacher; Teacher of Mathematics) and endorsement as a Teacher of Students with Disabilities. This dual certification (in some cases, triple certification) also gives GCU graduates flexibility in accepting teaching positions: They meet the “highly qualified” criteria to teach in general education, inclusive classrooms, and in special education settings. Other graduate programs—Reading Specialization, Learning Disabilities Teacher-Consultant, Special Education, Autism Spectrum Disorders—focus on developing a specialization that enables the educator to work in a particular area of special need. Programs in school counseling and school administration also address the needs of general and special education, inclusive education, and differentiation of instruction to meet all students’ needs. The programs in instruction and educational services are guided by the NJ Professional Standards for Teachers; the programs in administration and leadership are guided by the NJ Professional Standards for School Leaders. By the time they’ve completed their programs, candidates are able to present evidence that they have achieved all standards.

At the core of all these efforts is our commitment to help you touch the lives of school children, so you are not only making a difference in your own life but also in generations to come. Together, we are in the business of improving our diverse and changing world, one teacher at a time, one student at a time, at all levels, in all facets of primary, secondary and special education.

The School of Education’s Teacher Education and Administration and Leadership programs, which are designed to prepare caring, competent, and qualified educators for service in P-12 schools as teachers and administrators, are accredited by the Teacher Education Accreditation Council for a period of 7 years, from fall 2014 to fall 2021. This accreditation certifies that the Teacher Education and Administration and Leadership Programs have provided evidence that it adheres to TEAC’s quality principles.

### Transferring Credits

Transfer credits will be counted towards the degree credit total, but will not be included in the Georgian Court grade point average. Previous credits from non-regionally accredited institutions will be considered for acceptance on a case-by-case basis. Courses are evaluated for transfer based on the following criteria: accreditation status of the institution, and the course description, syllabus, outline (including topics covered and time spent on each), student learning goals and objectives, assessment methods, instructional materials used (textbook, etc.), instructor credentials, level (e.g., 500 level, 600 level, etc.), mode of delivery and credits.

Georgian Court University may accept up to 6 graduate credits from other institutions toward fulfilling the Georgian Court University program requirements. Students wishing to transfer credits from another institution while attending GCU must secure written request approval from both the program director and Office of the Registrar. Credit will be given only if credit has not already been awarded or earned for the related course content. Transfer credit forms are available on the Office of the Registrar’s Web page at [www.georgian.edu](http://www.georgian.edu). Official transcripts must be sent to the Office of the Registrar within four weeks of completion of the course(s). Final determination of the acceptance or denial of transfer credit is made by the department chairperson or program director of the field of study for courses in the field of study, by the director of general education for general education courses, and by the Office of the Provost for general electives.

To request a review of your previous coursework for transfer credits, please email a copy of the included Transfer Request Form (see page 8), your unofficial transcript(s), any available course description or syllabus for the course(s) you wish to transfer to the Graduate Information Office at [jalletto@graduateprogram.org](mailto:jalletto@graduateprogram.org).

Georgian Court University’s School of Education does not accept undergrad credit or work experience for graduate courses in our M.A. in Education programs.

# Important Information

## Cohort Information, Registration, and Refund Policies

Although our classes are scheduled to meet one night per week at the same time and location throughout the program, we reserve the right to change the meeting time and/or location due to any unforeseen or extenuating circumstances. Class size is limited to 25 students and a minimum number of student enrollments is required to begin a face-to-face cohort in an off-campus location.

Students enrolling in the off-campus and online graduate programs will be responsible for registering themselves each semester. Written notification will be required to withdraw from an individual course or to withdraw from the program. Please review the refund and billing policies available online.

## Textbooks

Textbooks are required and can be purchased or rented at GCU's Bookstore at <http://www.bkstr.com/georgiancourtstore/home>.

## Georgian Court University Tuition & Fees

The tuition rate is \$681.36 per credit hour for cohort programs beginning spring 2020. This includes a 22% tuition discount for teachers enrolled in graduate education programs. Please visit <http://georgian.edu/studentaccounts/tuition/> and click "Graduate Tuition & Fees for current tuition and fees.

## Important Contacts

Graduate Information Office	Jenna Alletto	848-222-8078	jalletto@graduateprogram.org
School of Education		732-987-2750	
Office of Graduate & Professional Studies		732-987-2770	pgivens@georgian.edu
Financial Aid		732-987-2258	financialaid@georgian.edu
Office of Student Accounts		732-987-2295	studentaccounts@georgian.edu
Health Services		732-987-2756	
IT Help Desk		732-987-2222	8:00am to 5:00pm M-F Leave message after hours and you will receive a return call the next morning
Bookstore		732-987-2633	georgiancourt@bkstr.com
Library		732-987-2419	
Certification	Joanne Wagner	732-987-2780	jwagner@georgian.edu