



Thank you for your interest in Holy Family University's blended and online Master's degree programs. We are pleased to bring our graduate programs to your local area. Tuition for these programs includes a **33% 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 your place in class until your application file is complete.

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) 946-9570** or by email at [kforeman@graduateprogram.org](mailto:kforeman@graduateprogram.org).



**NOTE:** Holy Family University strictly limits enrollment in each program to 20 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://www.graduateprogram.org/holy-family/application-checklist> for faster processing.

**1**

## **Application & \$25 Application Fee (Page 3 - 5)**



Submit your [application and fee online](#) or complete pages 3 through 5 and return 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 Holy Family University!

**Sincerely,**

Kelly Foreman

Graduate Information Office

**(800) 946-9570**

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



## 2 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 steps outlined on Page 6. It is in your best interest to complete the financial aid process as early as possible. See Page 7 for information about the Deferred Payment Plan.

## 3 Official Transcripts

Submit official transcripts for all undergraduate and graduate institutions that you have attended. For more information, see Page 8.

## 4 Recommendations/Letter of Reference

Students in most programs are required to submit two recommendation forms. These recommendations can be submitted [online](#), or by mail and email using the form on page 9. For each recommendation, you will need the name and email address of the recommender.

Students in the **M.Ed. in Educational Leadership with Principal Certification** are required to submit one recommendation form and one letter of reference from their current principal or superintendent. The recommendation form and request for a letter of reference can be submitted [online](#), or by mail and email using the form on page 9. For each recommendation, you will need the name and email address of the recommender.

## 5 Personal Statement

If you did not include a personal statement with your application in Step 1, please submit a personal statement outlining your future professional plans and/or goals [online](#) or by email or fax as directed below.

## 6 Copy of Teaching Certificate

The Graduate Information Office will request a copy of your teaching certificate if it is available in the PDE database. If your certificate cannot be located, we will contact you for further information.

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



**Holy Family University**  
Graduate & Extended Learning Admissions Office  
9801 Frankford Avenue  
Philadelphia, PA 19114



**(800) 504-7618**



## PERSONAL INFORMATION

Name:  Last  First  M.I.

Miss  Mrs.  Ms.  Mr.

If your records are under any other name, please specify:

Social Security #:

Address:  Street  City

State  Zip  Country

Date of Birth:  Month  Day  Year Email:

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

Are you a citizen or permanent resident of the U.S.?  Yes  No

If no, what is your status? (specify):

Are you certified to teach in Pennsylvania or New Jersey?  Yes; *If yes, please provide copy of certificate.*  No

## ENROLLMENT INFORMATION

### Semester & Location:

Spring 2020:  Allentown  Harrisburg  Lancaster  Reading  Scranton  York  Online

**Program:**  M.Ed. in Educational Leadership w/Principal Certification  Principal Certification Only  
 M.Ed. with Reading Specialist Certification (K-12)  Reading Specialist Certification Only  
 M.Ed. in TESOL & Literacy with ESL Certification  ESL Certification Only  
 M.Ed. with Special Education Certification (PK-12)  Special Education Certification Only (PK-12)  
 M.Ed. with Special Education/Advanced Practice w/ Autism Endorsement  Autism Endorsement Only  
 Master of Education

Spring 2020:  Northeast Philadelphia  North Philadelphia (Campus)  South Philadelphia  Levittown

**Program:**  M.Ed with Initial Cert Program - Early Elementary (PreK - Grade 4)



## ACADEMIC BACKGROUND

*(List in chronological order all colleges and universities you have attended, including professional schools.)*

**Please submit one official transcript from each of these institutions.**

Institution Attended	Location	Degree	Dates Attended	Undergraduate or Graduate?

## OCCUPATIONAL EXPERIENCE

*(Please list current employer first)*

Position	Employer	Address	Dates

**List distinctive honors and awards received, along with any other professional achievements:**

## OTHER

**Have you previously applied to Holy Family University?**  Yes  No

**Will you receive any tuition remission or reimbursement to attend Holy Family?**  Yes  No

**Do you intend to apply for financial aid through Holy Family?**  Yes  No

**Have any of your relatives attended Holy Family University?**  Yes  No

*(Your answers to the following questions are entirely optional and will not affect the review of your application in any way.)*

**Religious Preference:**

**Ethnic Identity:**  Nonresident Alien  Race & Ethnicity unknown  Hispanics of any race

**For non-Hispanics only:**  American Indian or Alaska Native  Asian  Black or African American

Native Hawaiian or Other Pacific Islander  White  Two or more races

## SIGNATURE

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 University Registrar by email at [registrar@holyfamily.edu](mailto:registrar@holyfamily.edu) 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 Holy Family University's current tuition refund policy.

I certify that the answers to the above are truthful and complete to the best of my knowledge and belief. Any omission, misrepresentation, or misstatement of a material fact on the application may be the basis for denial of admission, or if admitted, dismissal from the graduate study program.

**Signature:**

**Date:**

***Holy Family alumni- Application Fee Waived***



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

Please use this section to pay your \$25 non-refundable application fee.

If you prefer, please contact the Graduate Information Office at **(800) 946-9570** to pay your fee by credit card over the phone.

**If you have any questions, please call us at (800) 946-9570 or e-mail [kforeman@graduateprogram.org](mailto:kforeman@graduateprogram.org).**

Student Name

Name on Card

Cardholder Address

City  State  Zip Code

Card Type:  Visa  MasterCard  Discover  AMEX

**Amount: \$25.00**

Card Number  Expiration Date  CCV#

Cardholder Signature  Date

Telephone Number of Payee (  )  Email Address:

*(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 \$25, non-refundable application fee is received.**

Signature

Print Name

Checks made payable to: Holy Family University

**Mail check to:**  
Holy Family University  
Graduate & Extended Learning Admissions Office  
9801 Frankford Avenue  
Philadelphia, PA 19114

**OFFICE USE ONLY**

Date Received:

Capture Number:

Entered on Account:  Yes  No



**To ensure that your financial aid is in place prior to your billing date, please make every effort to submit all steps below as soon as possible. If your financial aid application is not complete, you may be required to make payments to meet your financial obligations and be reimbursed once your aid has been disbursed.**

## **Financial Aid Filing Checklist**

The items below are the essential steps in the financial aid process. Please check off each step once you have completed it.

- Review the document "Applying for Aid- Instructions and Information" available at [www.holyfamily.edu/finaid/forms](http://www.holyfamily.edu/finaid/forms)
- Submit your 2019-2020 Free Application for Federal Student Aid (FAFSA) File on-line at [www.fafsa.gov](http://www.fafsa.gov). In order to electronically sign your FAFSA on the Web, you will need to get a FSA ID by visiting <https://fsaid.ed.gov>.
- If you wish to apply for financial aid for the 2019 summer terms, submit a 2019 Holy Family Summer Financial Aid Application, in addition to the 2019-2020 FAFSA listed above. You can print this form from our web site, [www.holyfamily.edu/finaid/forms](http://www.holyfamily.edu/finaid/forms) (choose "2019-2020"). This form should be submitted to the Financial Aid Office.
- For new borrowers of Direct Federal Loans, file a Direct Federal Loan Master Promissory Note (MPN) and complete Entrance Counseling. This can be done on-line at <https://studentloans.gov/myDirectLoan/index.action>.
- Submit any other forms requested by the Financial Aid Office. Be sure to respond to any requests promptly to avoid delays in the processing of your financial aid.

If you do not have web access, you can pick up forms (other than the FAFSA) in the Financial Aid Office, Room 203 of Holy Family Hall or at the front desk of our Newtown site. You may also call or email our office using the information at the bottom of this page and we will be happy to mail them to you. If you prefer to file your FAFSA through the mail, you must download and print an application from [www.fafsa.gov](http://www.fafsa.gov), then complete and mail it to the federal processor.

Once we receive all necessary information, we will process your aid and send your award letter. Returning students will have aid processed after the Spring 2019 grades are finalized (usually June) and once you are registered for the Fall 2019 semester. New students will have aid processed once you are accepted to a degree or teacher certificate program and registered for the Fall 2019 semester.

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## **Other Important Information**

- Returning students must maintain Satisfactory Academic Progress (SAP) in order to maintain eligibility for their financial aid each year. A detailed description of Holy Family's SAP policy can be found in the Graduate University Catalog or at [www.holyfamily.edu](http://www.holyfamily.edu).
- In order to receive federal, state, and some Holy Family funded aid, you must be accepted into a degree program or teacher certification program. You must also be a U.S. citizen, national or permanent resident of the U.S. or one of its territories. Most types of financial aid require you to be enrolled at least half-time per semester (for graduate and doctoral students, at least 3 credits per semester).
- AID is not credited to your account until the end of the add/drop period of the last session in each semester.
- Please forward notification of scholarships you receive from any sources. If you will receive tuition reimbursement, please send a copy of your company's tuition reimbursement policy on their letterhead.
- Graduate students and students pursuing a second bachelor's degree or teacher certification are only eligible to receive Direct Federal Loans.
- Graduate students pursuing a teacher certification, not a Master's degree, will have their Federal Direct Loan eligibility based on undergraduate loan limits.
- Graduate students can only receive financial aid for graduate credits since undergraduate credits are not degree requirements.

*Please feel free to contact the Financial Aid Office with any questions that you may have during the filing process. We are here to help make this important process go as smoothly as possible.*

**Financial Aid Office** [www.holyfamily.edu/finaid](http://www.holyfamily.edu/finaid)

9801 Frankford Ave. Philadelphia, PA 19114 ♦ Phone: 267-341-3233 ♦ Fax: 215-599-1694 ♦ [finaid@holyfamily.edu](mailto:finaid@holyfamily.edu)



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

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

Holy Family University partners with Tuition Payment Solutions to let you pay tuition and fees over time, making college more affordable. Our interest-free payment plans provide easy online enrollment with flexible payment options.

## How to Enroll in a Payment Plan through Tuition Payment Solutions:

- 1 Choose your payment method.** You can select to have your payments deducted by automatic bank payment (ACH) or you may choose to pay via credit/debit card. We accept MasterCard, Visa, Discover, or American Express. *Note: Service fee may be assessed for using a credit or debit card.*
- 2 Know Your Fees.** You will be responsible for a \$25 per semester nonrefundable enrollment fee (ACH credit/debit card). A \$25 late fee will be assessed for late payments, and a \$40 fee will be assessed if any payments are returned.
- 3 Enroll.** Contact Tuition Payment Solutions at 610-822-3773 and follow the steps provided to enroll in a 4 month payment plan. You will be required to create an account to complete easy 4-step enrollment process. Payments will be processed on the 10th of each month.

**Questions? Contact the Business Office by phone at (267) 341-3334  
or by e-mail at [cwilliams@holyfamily.edu](mailto:cwilliams@holyfamily.edu)**

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### Important:

- We will work with students who receive tuition reimbursement from their employers. Please contact the Business Office for more details.



Holy Family University requires official, sealed transcripts from all previously attended colleges and universities. Follow the steps below to request transcripts from each school that you attended.

## REQUEST OFFICIAL TRANSCRIPTS:

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

*For expedited processing, we recommend that you order your transcripts to be sent electronically, if possible.*

Typically, the easiest way to order official transcripts is:

- 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. Many schools have a Transcript Request Form available to download or submit electronically via the Registrar's website.



**Note: Most 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 **(800) 946-9570**.

**Please have all official transcripts sent electronically to:**

**[gradstudy@holyfamily.edu](mailto:gradstudy@holyfamily.edu)**

**Or have official transcripts mailed to:**

**Holy Family University**

Graduate & Extended Learning Admissions Office

9801 Frankford Avenue

Philadelphia, PA 19114





**Note:** The easiest way to complete your recommendation is to have the form emailed directly to your evaluator by going to <http://www.graduateprogram.org/holy-family/application-checklist> and clicking "Recommendation Form."

**TO THE APPLICANT:** Please provide the information requested above and complete and sign the statement below before requesting a recommendation from a qualified evaluator. In accordance with the Family Education Rights Privacy Act of 1974, you have the right to review this recommendation. If you wish to have this evaluation considered confidential between the evaluator and Holy Family University, check the appropriate box and sign.

Name  Address   
 Program of Study  Name of Evaluator

I waive my right to review this reference report.  I do not waive my right to review this reference report

Signature:  Date:

**TO THE EVALUATOR:** Please rate the applicant on each of the following characteristics:

	Excellent	Very Good	Average	Weak	Unable to Judge
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Work with Peers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Accept Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have known the applicant for  years in the capacity of :  teacher  advisor  employer  other \_\_\_\_\_

Please add any comments which you feel assist us in evaluating the applicant's aptitude for graduate level study:

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**Overall recommendation for graduate work:**

Strong, without reservation  With confidence  With reservation  Do not recommend

Name  Date   
 Institution  Position

Signature



Holy Family University  
Graduate & Extended Learning  
Admissions Office  
9801 Frankford Avenue  
Philadelphia, PA 19114



Fax: (800) 504-7618



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



## For:

This program is designed for those with a valid teaching certificate and at least three years of professional school experience. Candidates who have a desire to accept the challenges as an educational leader can become eligible for a Principal K-12 certificate. Candidates who already hold an earned master's degree can enter the program for a master's degree with Principal certification or for Principal certification only.

## What you learn:

The hallmark of students who complete a program of studies in the School of Education at Holy Family University is a love of learning, a passion that manifests itself in two ways. The first is a drive for both personal and professional growth, resulting in the mastery of content to be taught and the pedagogical skills needed to create effective classrooms. The second is an affirmation of the dignity of each human person. Students take the initiative to learn about others and the diverse viewpoints they contribute to society. Their passion for learning is rooted in their deep respect for students, parents, and colleagues; a respect that prompts them to provide the kind of instruction that will maximize student achievement and challenge themselves and others to think deeply about their experiences and their learning. As a consequence, our graduates lead by example and model for their students and colleagues the intellectual and moral rigor that characterizes the very best of educators.

## How you learn:

This program is offered in two different formats. There is a blended option or an online option. You will select the option that you prefer.

**Blended Option:** This is a blended cohort. For three nights out of each 8-week course, a face-to-face class session 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, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. You will finish one course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

**Online Option:** This is a fully online cohort. Face-to-face class meetings are not required. You will log into the online classroom using our online learning management system to participate in online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically. You will finish one course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

## Career Outcomes:

Upon completion of this program students will have earned a Master of Education degree in Educational Leadership and will be eligible for K-12 Principal Certification in the state of Pennsylvania. Students must pass the PRAXIS exam to earn Principal certification.

## Degree Requirements:

Course Number	Course Name	Hours
EDUC 578*	Legal, Social & Political Issues in the School and Community	3
EDUC 580*	Theories in Educational Leadership	3
EDUC 505	Research and Evaluation in Education	3
EDUC 582*	Supervision and Performance Evaluation	3
EDUC 527	Process & Pedagogy of Communication	3
EDUC 584*	Practicum I	1
EDUC 583*	The Principalship	3
EDUC 585*	Practicum II	1
EDUC 588*	School Finance	3
EDUC 591*	Practicum III	1
EDUC 620*	Seminar in Curriculum Development	3
EDUC 589*	Seminar in School Leadership	3
<b>Total Credit Hours</b>		<b>30</b>

**Please Note:** This is only an introduction to the program. Coursework may be taken in a different order. Courses denoted with an asterisk (\*) make up the Principal Certification only.



**For:**

For the experienced teacher holding a teaching certificate, this program offers an opportunity to learn new ways to assist students in learning to read, write, and communicate effectively.

**What you learn:**

The hallmark of students who complete a program of studies in the School of Education at Holy Family University is a love of learning, a passion that manifests itself in two ways. The first is a drive for both personal and professional growth, resulting in the mastery of content to be taught and the pedagogical skills needed to create effective classrooms. The second is an affirmation of the dignity of each human person. Students take the initiative to learn about others and the diverse viewpoints they contribute to society. Their passion for learning is rooted in their deep respect for students, parents, and colleagues; a respect that prompts them to provide the kind of instruction that will maximize student achievement and challenge themselves and others to think deeply about their experiences and their learning. As a consequence, our graduates lead by example and model for their students and colleagues the intellectual and moral rigor that characterizes the very best of educators.

**How you learn:**

This program is offered in two different formats. There is a blended option or an online option. You will select the option that you prefer.

**Blended Option:** This is a blended cohort. For three nights out of each 8-week course, a face-to-face class session 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, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. You will finish one course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

**Online Option:** This is a fully online cohort. There is, however, a 6 credit field experience (100 hours required for certification). The Pennsylvania Department of Education requires the PDE 430 form for reading specialist candidates. Although you will be taking classes online, you will need someone to observe your teaching so that PDE 430 forms can be submitted for certification. You will log into the online classroom using our online learning management system to participate in online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically. You will finish one course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

**Career Outcomes:**

Upon completion of this program students will have earned a Master of Education degree and will be eligible for PA Reading Specialist certification in the state of Pennsylvania. Students must pass a PRAXIS exam to earn the Reading Specialist certification.

**Degree Requirements:**

Course Number	Course Name	Hours
EDUC 578	Legal, Social & Political Issues in School/Com	3
EDUC 601*	Psychology of Reading	3
EDUC 603*	Diagnosis of Reading Difficulties	3
EDUC 604	Reading in the Content Areas	3
EDUC 527*	Process & Pedagogy of Communication	3
EDUC 605*	Remediation of Reading Difficulties	3
EDUC 606*	Structure of School Reading Programs	3
EDUC 607*	Seminar in Reading Research	3
EDUC 616	Supervised Field Experience in Reading	3
EDUC 617	Supervised Field Experience in Reading	3
<b>Total Credit Hours</b>		<b>30</b>

**Please Note:** This is only an introduction to the program. Coursework may be taken in a different order.

Courses denoted with an asterisk (\*) make up the Reading Specialist Certification only.

**AADL (Adaptations and Accommodations for Diverse Learners: 3+1) competency equivalencies (EDSP 571 Foundations in Inclusive Education, EDSP 572 Assessment in Inclusive Education, EDSP 573 Effective Instruction in Inclusive Education, and EDUC 556 Addressing the Needs of English Language Learners or equivalent) are requirement for this certification. This requirement will affect applicants who hold teaching certificates issued prior to the AADL changes.**



## For:

This program is designed for those with prior teaching certification in Pennsylvania seeking an additional certificate in Special Education PK-12.

## What you learn:

The hallmark of students who complete a program of studies in the School of Education at Holy Family University is a love of learning, a passion that manifests itself in two ways. The first is a drive for both personal and professional growth, resulting in the mastery of content to be taught and the pedagogical skills needed to create effective classrooms. The second is an affirmation of the dignity of each human person. Students take the initiative to learn about others and the diverse viewpoints they contribute to society. Their passion for learning is rooted in their deep respect for students, parents, and colleagues; a respect that prompts them to provide the kind of instruction that will maximize student achievement and challenge themselves and others to think deeply about their experiences and their learning. As a consequence, our graduates lead by example and model for their students and colleagues the intellectual and moral rigor that characterizes the very best of educators.

## How you learn:

This program is offered in two different formats. There is a blended option or an online option. You will select the option that you prefer.

**Blended Option:** This is a blended cohort. For three nights out of each 8-week course, a face-to-face class session 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, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. You will finish one course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

**Online Option:** This is a fully online cohort. There is, however, a 6 credit field experience (100 hours required for certification). The Pennsylvania Department of Education requires the PDE 430 form for special education certification candidates. Face-to-face class meetings are not required. You will log into the online classroom using our online learning management system to participate in online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically. You will finish one course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

## Career Outcomes:

Upon completion of this program students will have earned a Master of Education degree and will be eligible for PA Special Education certification in the state of Pennsylvania for grades PK-12. Students must pass the PRAXIS exam to earn Special Education certification.

## Degree Requirements:

Course Number	Course Name	Hours
EDUC 578	Legal, Social & Political Issues in School/Community	3
EDSP 574*	Special Education Systems	3
EDUC 505	Research and Evaluation in Education	3
EDSP 575*	Including Students with Significant Support Needs	3
EDUC 527	Process & Pedagogy of Communication	3
EDSP 577*	Instructional Design in Special Education	3
EDSP 578*	Positive Management Strategies in Special Education	3
EDSP 579*	Enhancing Communication & Literacy through Technology	3
EDSP 610	Instructional Management ASD Learner	3
EDSP 565	Special Education Seminar: Research and Issues	3
EDSP 566*	Advanced Practicum in Special Education	1
<b>Total Credit Hours:</b>		<b>31</b>

**Please Note:** This is only an introduction to the program. Coursework may be taken in a different order.

Courses denoted with an asterisk (\*) make up the Special Education Certification only.

**AADL (Adaptations and Accommodations for Diverse Learners: 3+1) competency equivalencies (EDSP 571 Foundations in Inclusive Education, EDSP 572 Assessment in Inclusive Education, EDSP 573 Effective Instruction in Inclusive Education, and EDUC 556 Addressing the Needs of English Language Learners or equivalent) are prerequisite for this certification. This requirement will affect applicants who hold teaching certificates issued prior to the AADL changes.**



### For:

This program is designed for students who have certification in Special Education and wish to complete a graduate degree that includes advanced courses in Special Education. Students will also complete the Autism Endorsement within this program.

### What you learn:

The hallmark of students who complete a program of studies in the School of Education at Holy Family University is a love of learning, a passion that manifests itself in two ways. The first is a drive for both personal and professional growth, resulting in the mastery of content to be taught and the pedagogical skills needed to create effective classrooms. The second is an affirmation of the dignity of each human person. Students take the initiative to learn about others and the diverse viewpoints they contribute to society. Their passion for learning is rooted in their deep respect for students, parents, and colleagues; a respect that prompts them to provide the kind of instruction that will maximize student achievement and challenge themselves and others to think deeply about their experiences and their learning. As a consequence, our graduates lead by example and model for their students and colleagues the intellectual and moral rigor that characterizes the very best of educators.

### How you learn:

This program is offered in two different formats. There is a blended option or an online option. You will select the option that you prefer.

**Blended Option:** This is a blended cohort. For three nights out of each 8-week course, a face-to-face class session 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, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. You will finish one course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

**Online Option:** This is a fully online cohort. Face-to-face class meetings are not required. You will log into the online classroom using our online learning management system to participate in online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically. You will finish one course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

### Career Outcomes:

Upon completion of this program students will have earned a Master of Education degree and will be eligible for a PA Autism Endorsement. The autism endorsement is a 12 credit add-on endorsement to any current instructional I or II certification.

### Degree Requirements:

Course Number	Course Name	Hours
EDUC 578	Legal, Social & Political Issues in School/Com	3
EDSP 610*	Instructional Management ASD Learner	3
EDUC 505	Research and Evaluation in Education	3
EDSP 611	ABA for Teachers	3
EDUC 527	Process & Pedagogy of Communication	3
EDSP 612*	Evidenced Based Practice	3
EDSP 613	Transition: Special Education from School to Adult Life	3
EDSP 614*	Communication Interventions	3
EDSP 616*	Special Topics ASD	3
EDSP 565	Special Education Seminar: Research and Issues	3
<b>Total Credit Hours:</b>		<b>30</b>

**Note: This is only an introduction to the program. Coursework may be taken in a different order. Courses denoted with an asterisk (\*) make up the Autism Endorsement only.**



**For:**

This program is designed for students who wish to earn an Autism Endorsement in the state of Pennsylvania.

**What you learn:**

The hallmark of students who complete a program of studies in the School of Education at Holy Family University is a love of learning, a passion that manifests itself in two ways. The first is a drive for both personal and professional growth, resulting in the mastery of content to be taught and the pedagogical skills needed to create effective classrooms. The second is an affirmation of the dignity of each human person. Students take the initiative to learn about others and the diverse viewpoints they contribute to society. Their passion for learning is rooted in their deep respect for students, parents, and colleagues; a respect that prompts them to provide the kind of instruction that will maximize student achievement and challenge themselves and others to think deeply about their experiences and their learning. As a consequence, our graduates lead by example and model for their students and colleagues the intellectual and moral rigor that characterizes the very best of educators.

**How you learn:**

This program is offered in two different formats. There is a blended option or an online option. You will select the option that you prefer.

**Blended Option:** This is a blended cohort. For three nights out of each 8-week course, a face-to-face class session 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, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. For certification, students need to complete 80 hours of ASD observations. You will finish one course every 8 weeks. Following this schedule, you will complete the program in less than 1 year.

**Online Option:** This is a fully online cohort. Face-to-face class meetings are not required. You will log into the online classroom using our online learning management system to participate in online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically. For certification, students need to complete 80 hours of ASD observations. You will finish one course every 8 weeks. Following this schedule, you will complete the program in less than 1 year.

**Career Outcomes:**

Upon completion of this program students will be eligible for a PA Autism Endorsement. The autism endorsement is a 12 credit add-on endorsement to any current instructional I or II certification.

**Degree Requirements:**

Course Number	Course Name	Hours
EDSP 610	Instructional Management ASD Learner	3
EDSP 612	Evidenced Based Practice	3
EDSP 614	Communication Interventions	3
EDSP 616	Special Topics ASD	3
<b>Total Credit Hours:</b>		<b>12</b>

**Please Note: This is only an introduction to the program. Coursework may be taken in a different order.**



## For:

This degree is designed for individuals who wish to work with English Language Learners in grades K-12 and adult and college/university programs.

## What you learn:

The hallmark of students who complete a program of studies in the School of Education at Holy Family University is a love of learning, a passion that manifests itself in two ways. The first is a drive for both personal and professional growth, resulting in the mastery of content to be taught and the pedagogical skills needed to create effective classrooms. The second is an affirmation of the dignity of each human person. Students take the initiative to learn about others and the diverse viewpoints they contribute to society. Their passion for learning is rooted in their deep respect for students, parents, and colleagues; a respect that prompts them to provide the kind of instruction that will maximize student achievement and challenge themselves and others to think deeply about their experiences and their learning. As a consequence, our graduates lead by example and model for their students and colleagues the intellectual and moral rigor that characterizes the very best of educators.

## How you learn:

This program is offered in two different formats. There is a blended option or an online option. You will select the option that you prefer.

**Blended Option:** This is a blended cohort. For three nights out of each 8-week course, a face-to-face class session 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, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. You will finish one course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

**Online Option:** This is a fully online cohort. Face-to-face class meetings are not required. You will log into the online classroom using our online learning management system to participate in online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically. You will finish one course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

## Career Outcomes:

Upon completion of this program students will have earned a Master of Education degree and will be eligible for a PA English as a Second Language Program Specialist certificate.

## Degree Requirements:

Course Number	Course Name	Hours
EDUC 578	Legal, Social & Political Issues in School/Com	3
EDUC 539*	Linguistics for Language Teachers <i>(Includes 4 hours of embedded field experience.)</i>	3
EDUC 546*	Second Language Acquisition <i>(Includes 4 hours of embedded field experience.)</i>	3
EDUC 547*	Teaching Linguistically and Culturally Diverse Learners <i>(Includes 16 hours of embedded field experience.)</i>	3
EDUC 527	Process & Pedagogy of Communication	3
EDUC 548*	Assessment and Program Design for ESL Students <i>(Includes 4 hours of embedded field experience.)</i>	3
EDUC 534	Literature in Second Language Classrooms	3
EDUC 516*	Teaching Reading and Writing to ESL Students <i>(Includes 16 hours of embedded field experience.)</i>	3
EDUC 629*	Second Language Vocabulary: Teaching, Learning and Using <i>(Includes 16 hours of embedded field experience.)</i>	3
EDUC 607	Seminar in Reading Research	3
<b>Total Credit Hours:</b>		<b>30</b>

**Please Note: This is only an introduction to the program. Coursework may be taken in a different order. Courses denoted with an asterisk (\*) make up the ESL Certification only.**





**For:**

This degree is designed for professional educators who wish to develop into professional educators who are lifelong learners, respectful of all individuals, dedicated to social justice, knowledgeable about current legal, social, and political issues, effective communicators, and skilled in understanding, interpreting, and applying research findings.

**What you learn:**

The hallmark of students who complete a program of studies in the School of Education at Holy Family University is a love of learning, a passion that manifests itself in two ways. The first is a drive for both personal and professional growth, resulting in a mastery of content to be taught and the pedagogical skills needed to create effective classrooms. The second is an affirmation of the dignity of each human person. Students take the initiative to learn about others and the diverse viewpoints they contribute to society. Their passion for learning is rooted in their deep respect for students, parents, and colleagues; a respect that prompts them to provide the kind of instruction that will maximize student achievement and challenge themselves and others to think deeply about their experiences and their learning. As a consequence, our graduates lead by example and model for their students and colleagues the intellectual and moral rigor that characterizes the very best of educators.

**How you learn:**

This program is offered in two different formats. There is a blended option or an online option. You will select the option that you prefer.

**Blended Option:** This is a blended cohort. For three nights out of each 8-week course, a face-to-face class session 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, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically outside of class. You will finish one course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

**Online Option:** This is a fully online cohort. Face-to-face class meetings are not required. You will log into the online classroom using our online learning management system to participate in online activities which may include assignments, webinars or chats, materials, discussion threads, assessments and/or group activities completed electronically. You will finish one course every 8 weeks. Following this schedule, you will complete the program in approximately 2 years.

**Career Outcomes:**

Upon completion of this program students will have earned a Master of Education degree.

**Degree Requirements:**

Course Number	Course Name	Hours
EDUC 527	Process & Pedagogy of Communication	3
EDUC 578	Legal, Social & Political Issues in School/Com	3
EDUC 505	Introduction to Research	3
ELECTIVES	9 Credit Hours Chosen for the Cohort From a Given Concentration	9
ELECTIVES	9 Credit Hours Chosen for the Cohort From a Second Concentration	9
ELECTIVES	3 Credit Hours Chosen for the Cohort From any Concentration	3
<b>Total Credit Hours:</b>		<b>30</b>

**Please Note: This is only an introduction to the program. Coursework may be taken in a different order.**





## For:

This program is designed to provide individuals who have undergraduate degrees in fields other than education with the opportunity to pursue a career in teaching grades Pre K – 4. While earning a Master of Education degree, students also meet state requirements for Pre K – 4 teacher certification in Pennsylvania.

## What you learn:

Upon completion of the program, you will be able to

- Demonstrate an in-depth understanding of the cognitive, emotional, physical and social development of infants, toddlers, preschoolers, kindergartners, and children in the primary grades
- Design and implement a developmentally appropriate curriculum for all children
- Analyze the classroom environment to determine how it can be adapted to meet diverse needs of children
- Develop and implement appropriate formative and summative assessment strategies

## How you learn:

As part of the program, you will complete three different methods courses that are linked with field-based practicum experiences. This arrangement affords you the opportunity to design and deliver learning experiences for children in the PreK-4 classroom under the supervision of mentor teachers. The practicum needs to be completed within a general education classroom with a cooperating teacher in the PK-4 grade range. For each practicum, you are on-site at a school for a full day each week for three consecutive eight week sessions. In addition, you will complete at least one practicum in both PK-1 and 2-4 grade ranges.

The student teaching experience is held during a 15 week semester and you also participate in a weekly seminar meeting. Students who work in schools may complete student teaching at their place of employment if the placement is appropriate (state-approved school, general education classroom, grade range PK-4) and the school administration approves. If you maintain continuous enrollment, you may complete the program in approximately 2 and one-half years.

## Career Outcomes:

Upon completion of this program, you will have earned a Master of Education degree that leads to the Pennsylvania Instructional I Certificate in Pre K-4, which enables you to teach preschool through grade 4.

## Degree Requirements:

Course Name	Hours
Foundation of Early Childhood Education	3
Psychology of Learning and Development	3
Effective Teaching Practices: Creating Learner-Centered Classrooms	3
Foundations of Inclusive Education	3
Assessment in Inclusive Education	3
Effective Instruction in Inclusive Education	3
Teaching Literacy	3
Practicum I (Linked with Teaching Literacy course)	1
Teaching Science and Math	3
Practicum II (Linked with Teaching Science and Math course)	1
Teaching Language Arts and Social Studies	3
Practicum III (Linked with Teaching Language Arts & Social Studies course)	1
Addressing Needs of English Language Learners	3
Supervised Field Experience: Student Teaching	5
Graduate Student Teaching Seminar	1
<b>Total Credit Hours:</b>	<b>39</b>

Candidates may be asked to provide GRE/MAT scores, taken within 5 years, if their undergraduate GPA is below 3.0.

**Please Note: This is only an introduction to the program. Coursework may be taken in a different order than the sequence listed above.**



**Thank you for your interest in Holy Family University!**

**About the School of Education at Holy Family University**

At Holy Family University, we're out to change the world by producing educators who can help children and adults learn, develop, and reach their full potential. In the School of Education, teaching is much more than a job or career. It is a vocation—a high calling to serve our human family at home and around the world. Our outstanding professors are eager to get to know you and equip you with the knowledge, skills, and values you will need to live out that calling. Come join our family at Holy Family University and let's change the world!

Since 1977, more than 3,200 of our students have earned Pennsylvania teaching certification. We provide a high standard of education at reasonable cost and have become a leading choice for high school graduates, experienced teachers seeking advanced qualifications, and working adults who wish to start a new career. Our students have scored in the highest state quartile on the Praxis teacher certification tests, and this speaks to the quality of our distinguished faculty. Allow us to help you on the way to a more fulfilling career.

**Transferring Credits**

Upon applying to a graduate program, a student may present for evaluation graduate credits completed elsewhere within the last seven years and not applied toward completion of a degree. Maximum allowable transfer is six graduate credits. Acceptance of such credits will depend on whether or not the courses are related to the program, whether the student has obtained a grade of B or better in the course(s), and whether or not the college giving credit for the course would consider the course as acceptable for application to their degree program. Transfer credits are not posted on a student's record until the student successfully earns six graduate credits at Holy Family University.

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

**Cohort Information, Registration, and Refund Policies**

Although our classes are scheduled to meet three times per 8-week session, 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 20 students and a minimum number of student enrollments is required to begin a blended cohort in an off-campus location.

Students enrolling in the blended and online graduate programs will be registered for the entire cohort sequence. 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.

**Holy Family University Tuition & Fees**

The discounted tuition for these cohort programs beginning in Spring 2020 is \$495 per credit hour. Tuition is guaranteed for the length of the program, provided that a student does not miss more than one consecutive course in their cohort sequence. Students that miss more than one course consecutively may be required to pay a higher tuition rate for their remaining courses.

**Important Contacts**

Graduate Information Office	Kelly Foreman	(800) 946-9570	kforeman@graduateprogram.org
School of Education	Dr. Roseanna Wright		rwright@holyfamily.edu
Business Office (Billing)	Corine Williams	(267) 341-3334	cwilliams@holyfamily.edu
Financial Aid Office		(267) 341-3233	finaid@holyfamily.edu