

Thank you for your interest in Molloy University's master's and certification programs. We are pleased to offer our convenient, online programs. We want what you want – for you to be a high-quality professional educator with a graduate degree. Children and their development and learning is our mission. Our partnership with you can bring that mission to a reality. An affordable tuition rate has been arranged for teachers, and space in each cohort is limited to 20 students. Once you submit your application (Step 1 below), I will be able to hold your place in class until your application file is complete.

This packet includes all the information 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 my team and I are here to support you. You can reach me by phone at **(516) 687-8900** or by email at kmiller@graduateprogram.org.



NOTE: Molloy University strictly limits enrollment in each program to 20 students and accepts students on a first-come, first-served basis.

Complete step 1 below to reserve your seat in this program.

1

Application for Graduate Admission

Complete and submit the graduate application **online** to reserve your seat.



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 graduate education degree with Molloy University!

Sincerely,

Karen Miller

Graduate Information Office

(516) 687-8900

kmiller@graduateprogram.org



Once you have submitted an application and reserved your seat, please continue with the following steps to complete your admission file. **NOTE:** You will not be eligible for financial aid until your admission file is complete.

2 Financial Aid & Payment Options (Page 3)

Determine how to pay for the program: Financial Aid or Pay-As-You-Go. If using Financial Aid, Complete the **FAFSA**. It is in your best interest to complete the financial aid process as early as possible.

3 Official Transcripts (Page 4)

Official transcripts from all institutions attended are required. If your college allows, please send electronic transcripts to admissions.

4 Goals Statement

A statement is required which addresses why you want to pursue a graduate degree in the field of education, how your past or ongoing work experiences will enhance your experiences in the program, and the goals/plans you wish to pursue upon completion of the graduate education degree. You may upload your statement electronically, or email to kmiller@graduateprogram.org.

5 Letter of Recommendation

All Graduate Education programs require two letters of reference. One letter of recommendation must be from an academic or professional reference such as professors, field supervisors, and employment supervisors in the field of education. One letter of recommendation may address character, work ethic, and ability to work with children and young adults.

SBL/SDL Candidates: One letter must be from a School Building Leader (for SBL Program) or from a School District Leader (for SDL Program). One letter of recommendation may address character, work ethic, and ability to work with children and adults.

6 Personal Interview

Participate in a personal interview with the program director and/or coordinator of graduate programs

Completing your application steps online at <https://www.graduateprogram.org/molloy-university/apply-now/> will allow for more immediate processing of your application. If you choose to submit paper forms for any of the steps above, documents should be emailed, faxed or mailed to:



Molloy University
Office of Admissions
1000 Hempstead Avenue Wilbur Arts Center
Room 226, Rockville Centre, NY, 11571



(800) 504-7618

kmiller@graduateprogram.org

How to Apply 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 online programs use financial aid to pay for their program. We recommend that you complete these steps as soon as possible to make sure that your payment arrangements are in order by the first night of class. For help, please contact the Financial Aid Office at **(516) 323-4200** or Office-of-FinancialAid@molloy.edu.

- 1 Complete the Free Application for Federal Student Aid at www.fafsa.gov.** Students should submit the 2022-2023 form. You will need your 2020 Federal Tax Return, your FSA ID (<https://fsaid.ed.gov/npas/index.htm>) and Molloy University's School Code (002775). 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 You will receive your financial aid award letter from Molloy once you have been academically accepted.** This lists the financial aid you will qualify for. If you wish to decline all or a portion of the award, notify the Financial Aid Office in writing. Be sure to contact the Financial Aid Office if you have any questions on your award.
- 4 Complete Loan Entrance Counseling and the Master Promissory Note.** Entrance Counseling is only required for first time Federal Direct Loan borrowers; all borrowers must complete a Master Promissory Note. Both can be completed at www.studentloans.gov (you will need your FSA ID from Step 1).

Federal Loan Requirements:

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

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

Enrolling in a Pay-As-You-Go Payment Plan:

The Monthly Payment Plan at Molloy University allows you to pay your education expenses in smaller, more manageable monthly installments. Payment plans are done by semester, with five monthly payments each semester due on the 25th of each month. Payment plans are interest free, and require a \$45 enrollment fee.

For more information and to enroll, go to www.molloy.afford.com or call TMS at **1-800-722-4867**. You can also contact the Office of the Bursar by phone at **(516) 323-4100** or by email at officeofthebursar@molloy.edu.

The Federal (Title One) 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; Molloy University is not responsible to verify your eligibility for this 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 an application.**

Important Notes:

- We will work with students who receive tuition reimbursement from their employer.
- If you are using financial aid to pay for tuition, you must be enrolled and admitted to the program of your choice before your student loan funds can be released. You may be required to make payments until your financial aid funds are released.

Molloy University requires official transcripts from all previously attended colleges and universities to be fully admitted into the program of your choice. Follow the steps below to request transcripts from each of the schools that you attended.

TO ORDER TRANSCRIPTS:

There are multiple ways to request transcripts, and each college or university will have their own process. Typically, the easiest way to order official transcripts is:

- 1** 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.
- 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 (516)-687-8900.

Please have all official transcripts sent electronically to: admissions@molloy.edu

Or by mail to:

**Molloy University
Office of Admissions
1000 Hempstead Avenue
Wilbur Arts Center, Room 226
Rockville Centre, NY, 1157-5002**

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

For:

Teachers who wish to earn their initial certification to teach students with disabilities in a 1-6 grade level

What you learn:

Teacher candidates will be prepared to teach students with disabilities through the use of evidence based teaching approaches, cutting edge technology, in an intimate and personalized higher education setting.

How you learn:

Courses are all online asynchronous.

Career Outcomes:

Upon completion of the program students will receive a Master of Science in addition to Initial Certification in SWD Grades 1-6.

Degree Requirements:

EDU 5020	Theoretical Foundations and Teaching Practices of Regular and Special Education for Birth-Grade 2, Childhood 1-6, Adolescence 7-12	3
EDU 5130	Meeting the Needs of Culturally Diverse Students in Inclusive Classrooms in Birth-Grade 2, Childhood 1-6 and Adolescence 7-12	3
EDU 5220	Current Issues in Early Childhood Education, Birth-Grade 2: Assessment of Progress, Relationships, Families, Legal & Community Issues	3
EDU 5230	Instructional Applications of the Internet- Integrating Digital Age Tools into Instruction, Classroom Management, Communication, Collaboration	3
EDUC 5240	Diverse Abilities and Needs of Students in Inclusive Classrooms Birth Grade-2, Childhood 1-6 and Adolescence 7-12	3
EDU 5275	Characteristics of Students with Disabilities, Including Developmental Disabilities and Autism Spectrum Disorder	3
EDU 5276	Assessment, Diagnosis and Evaluation of Students with Disabilities	3
EDU 5277	Strategies, Methods and Environments for Teaching Childhood Students with Disabilities	3
EDU 5279	Curriculum Content, Practices and Environmental Issues for Teaching Childhood Students with Disabilities	3
EDUC 5641	Thesis and Capstone Proposal Development for Special Education and Inclusive Classrooms in Childhood Education	3
EDU 5651	Thesis and Capstone Project for Special Education and Inclusive Classrooms in Childhood Education	3
EDUC 5630	Special Education Practicum	0
EDUC 5540	Special Education Practicum Seminar	3
Total Credit Hours		36

For:

Teachers who hold their initial certification in Teaching Students with Disabilities 1-6 who wish to advance to a professional certification.

What you learn:

Teachers will further enhance their knowledge on teaching students with disabilities through the use of evidence based teaching approaches, cutting edge technology, in an intimate and personalized higher education setting.

How you learn:

Courses are all online asynchronous.

Career Outcomes:

Upon completion of the program students will receive a Master of Science in addition to Professional Certification in SWD 1-6.

Degree Requirements:

EDU 5020	Theoretical Foundations and Teaching Practices of Regular and Special Education for Birth-Grade 2, Childhood 1-6, Adolescence 7-12	3
EDU 5130	Meeting the Needs of Culturally Diverse Students in Inclusive Classrooms in Birth-Grade 2, Childhood 1-6 and Adolescence 7-12	3
EDU 5220	Current Issues in Early Childhood Education, Birth-Grade 2: Assessment of Progress, Relationships, Families, Legal & Community Issues	3
EDU 5230	Instructional Applications of the Internet- Integrating Digital Age Tools into Instruction, Classroom Management, Communication, Collaboration	3
EDUC 5240	Diverse Abilities and Needs of Students in Inclusive Classrooms Birth Grade-2, Childhood 1-6 and Adolescence 7-12	3
EDU 5275	Characteristics of Students with Disabilities, Including Developmental Disabilities and Autism Spectrum Disorder	3
EDU 5276	Assessment, Diagnosis and Evaluation of Students with Disabilities	3
EDU 5277	Strategies, Methods and Environments for Teaching Childhood Students with Disabilities	3
EDU 5279	Curriculum Content, Practices and Environmental Issues for Teaching Childhood Students with Disabilities	3
EDUC 5641	Thesis and Capstone Proposal Development for Special Education and Inclusive Classrooms in Childhood Education	3
EDU 5651	Thesis and Capstone Project for Special Education and Inclusive Classrooms in Childhood Education	3
EDUC 5274	Autism Spectrum Disorder	3
Total Credit Hours		36

For:

Teachers who wish to earn their initial certification to teach students with disabilities in the 7-12 grade level.

What you learn:

Teacher candidates will be prepared to teach students with disabilities through the use of evidence based teaching approaches, cutting edge technology, in an intimate and personalized higher education setting.

How you learn:

Courses are all online asynchronous.

Career Outcomes:

Upon completion of the program students will receive a Master of Science in addition to Initial Certification in SWD Generalist Grades 7-12.

Degree Requirements:

EDU 5020	Theoretical Foundations and Teaching Practices of Regular and Special Education for Birth-Grade 2, Childhood 1-6, Adolescence 7-12	3
EDU 5130	Meeting the Needs of Culturally Diverse Students in Inclusive Classrooms in Birth-Grade 2, Childhood 1-6 and Adolescence 7-12	3
EDU 5230	Instructional Applications of the Internet – Integrating Digital Age Tools into Instruction, Classroom Management, Communication and Collaboration	3
EDUC 5240	Diverse Abilities and Needs of Students in Inclusive Classrooms Birth Grade-2, Childhood 1-6 and Adolescence 7-12	3
EDU 5275	Characteristics of Students with Disabilities, Including Developmental Disabilities and Autism Spectrum Disorder	3
EDU 5276	Assessment, Diagnosis and Evaluation of Students with Disabilities	3
EDU 5278	Strategies, Methods and Environments for Teaching Adolescent Students with Disabilities	3
EDU 5280	Curriculum Content, Practices and Environmental Issues for Teaching Adolescent Students with Disabilities	3
EDUC 5642	Thesis and Capstone Proposal Development for Special Education and Inclusive Classrooms in Adolescent Education	3
EDU 5652	Thesis and Capstone Project for Special Education and Inclusive Classrooms in Adolescent Education	3
EDUC 5630	Special Education Practicum	3
EDUC 5540	Special Education Practicum Seminar	0
Total Credit Hours		33

For:

Teachers who hold their initial certification in Teaching Students with Disabilities 7-12 who wish to advance to professional certification.

What you learn:

Teachers will further enhance their knowledge on teaching students with disabilities through the use of evidence based teaching approaches, cutting edge technology, in an intimate and personalized higher education setting.

How you learn:

Courses are all online asynchronous.

Career Outcomes:

Upon completion of the program students will receive a Master of Science in addition to Professional Certification in SWD Generalist Grades 7-12.

Degree Requirements:

EDU 5020	Theoretical Foundations and Teaching Practices of Regular and Special Education for Birth-Grade 2, Childhood 1-6, Adolescence 7-12	3
EDU 5130	Meeting the Needs of Culturally Diverse Students in Inclusive Classrooms in Birth-Grade 2, Childhood 1-6 and Adolescence 7-12	3
EDU 5230	Instructional Applications of the Internet- Integrating Digital Age Tools into Instruction, Classroom Management, Communication, Collaboration	3
EDUC 5240	Diverse Abilities and Needs of Students in Inclusive Classrooms Birth Grade-2, Childhood 1-6 and Adolescence 7-12	3
EDU 5275	Characteristics of Students with Disabilities, Including Developmental Disabilities and Autism Spectrum Disorder	3
EDU 5276	Assessment, Diagnosis and Evaluation of Students with Disabilities	3
EDU 5278	Strategies, Methods and Environments for Teaching Adolescent Students with Disabilities	3
EDU 5280	Curriculum Content, Practices and Environmental Issues for Teaching Adolescent Students with Disabilities	3
EDUC 5642	Thesis and Capstone Proposal Development for Special Education and Inclusive Classrooms in Adolescent Education	3
EDU 5652	Thesis and Capstone Project for Special Education and Inclusive Classrooms in Adolescent Education	3
Choose one of the following courses (Or other pre-approved special education course):		
EDU 5270	Global Issues Relating to the Education of Students with Severe Disabilities	3
EDU 5273	Characteristics of Students with Severe Disabilities: Birth-2, 1-6 and 7-12	3
EDU 5274	Autism Spectrum Disorder	3
EDUC 5281	Intro to DIRFloorTime Model	3
Total Credit Hours		33

For:

Experienced teachers who wish to earn a Master's Degree and TESOL PK-12 Initial Certification. Candidates in possession of an Initial Childhood or Adolescent Education certification in a content area will be able to apply for professional certification with this degree through the NYSED Teach Online system.

What you learn:

The TESOL (PK-12) Initial Certification MS program will focus on evidence-based contemporary pedagogy and current research that informs, authentic classroom practices to support teachers working with culturally and linguistically diverse multilingual learners throughout the United States. Coursework incorporates a multimodal design infused with technology to support equity and inclusion in diverse learning environments. You will learn from faculty members who are highly-skilled classroom practitioners, international known researchers, and best-selling authors.

How you learn:

All courses are offered in a synchronous online format.

Career Outcomes:

Candidates with this degree and certification will be able to teach English to speakers of other languages in grades PreK-12 in New York State.

Degree Requirements:

EDU 5006	Apprentice Field Experience in TESOL Inclusive Classroom (20 Hours, 20 Hours, 4 Seminars)	0
EDU 5010	E-Portfolio	0
EDU 5130	Meeting the Needs of Culturally Diverse Students in Inclusive Classrooms in Birth-Grade 2, Childhood 1-6 and Adolescence 7-12	3
EDU 5230	Instructional Applications of the Internet- Integrating Digital Age Tools into Instruction, Classroom Management, Communication, Collaboration	3
EDUC 5240	Diverse Abilities and Needs of Students in Inclusive Classrooms Birth Grade-2, Childhood 1-6 and Adolescence 7-12	3
EDU 5252	Introduction to Linguistics for TESOL and Bilingual Professionals	3
EDU 5253	Second Language Acquisition, TESOL and Bilingual Education: Theory and Practice	3
EDU 5254	Structure and Application of American English	3
EDU 5255	Interdisciplinary Teaching Methods and English Language Arts for PK-12 Bilingual and English Language Learners	3
EDU 5256	PK-12 Bilingual and TESOL Teaching Practices and Assessment in the Content Areas	3
EDU 5484	Pre-Student Teaching TESOL PK-12 Field Experiences in Inclusive Classrooms (30 Hrs, 4 Seminars)	0
EDU 5502	TESOL Student Teaching Seminar PK-12	0
EDU 5611	TESOL Practicum	3
EDU 5643	Thesis and Capstone Proposal Development for Teaching English to Speakers of Other Languages	3
EDU 5653	Theses and Capstone Project for Teaching English to Speakers of Other Languages	3
Total Credit Hours		33

For:

Experienced teachers who wish to advance their Educational Technology Specialist certification to Professional. Candidates must hold initial certification in Educational Technology and meet other requirements set forth by the NYS.

What you learn:

The Master's of Science Initial to Professional Educational Technology Specialist certification provides candidates the opportunity to enhance their content area in Educational Technology, allowing to teach digital literacy technology curriculum to K-12 students and provide professional development support to educators integrating educational technology into everyday teaching.

How you learn:

Courses are all online asynchronous.

Career Outcomes:

Candidates with this certification will be eligible to apply for their Professional Certification upon meeting all NYS requirements

Degree Requirements:

EDU 5010	E-Portfolio	0
EDU 5130	Meeting the Needs of Culturally Diverse Students in Inclusive Classrooms in Birth-Grade 2, Childhood 1-6 and Adolescence 7-12	3
EDU 5230	Instructional Applications of the Internet – Integrating Digital Age Tools into Instruction, Classroom Management, Communication and Collaboration	3
EDU 5240	Diverse Abilities and Needs of Students in Inclusive Classrooms Birth-Grade 2, Childhood 1-6 and Adolescence 7-12	3
EDU 5300	Foundations of Education and Technology	3
EDU 5301	Analyzing Digital Media in Teaching and Learning	3
EDU 5302	Interdisciplinary Curriculum and Methods in Educational Technology	3
EDU 5303	Assessment Tools for Educational Technology	3
EDU 5304	Educational Website Design, Video Integration, Distance Learning, Blended and Virtual Schools	3
EDU 5305	Mobile Learning and Teaching with Social Media for Educational Technology Courses	3
EDU 5530	Educational Technology Practicum Seminar	0
EDU 5620	Educational Technology Practicum	3
EDU 5644	Thesis and Capstone Proposal Development in the Technology Rich Classroom Environment	3
EDU 5654	Thesis and Capstone Project for the Technology Rich Classroom	3
Total Credit Hours		36

For:

Experienced teachers who have earned a Master's Degree, and wish to obtain the New York State School Building Leader (SBL) certification. Candidates must hold three years of teaching experience.

What you learn:

The Post-Master's Advanced Certificate Program for School Building Leader (SBL) certification develops leadership in the areas of curriculum, assessment, administration, and supervision. The program focuses on providing a strong foundation in order to apply knowledge, concepts, and theory into practice. Through diverse and comprehensive experiences candidates will be exposed to strategies, theories, and fieldwork necessary to create and develop skills to address the challenges of our diverse learning communities and includes experiences in districts serving students at different development levels and with a variety of characteristics and socioeconomic backgrounds.

How you learn:

Courses are all online asynchronous with four Zoom synchronous sessions per course. The first course required for the certificate program is EDU 5680: Leadership Theory and Practice. After this course is successfully completed, students may take all other coursework in any order. There will be assignments due at specific times.

Career Outcomes:

Candidates with this certification will be eligible for positions in school administration in New York State.

Degree Requirements:

EDU 5680	Leadership Perspectives: Theory and Practice	3
EDU 5682	Educational Leadership for the Improvement of Instruction	3
EDU 5684	Ethical, Moral, and Legal Aspects in School Leadership	3
EDU 5686	Curriculum and Instruction: Design for Learning	3
EDU 5688	School Based Administration and Management	3
EDU 5690	Data and Program Analysis to Improve Teaching and Learning	3
EDU 5692	School Finance	3
EDU 5694	Internship for School Building Leaders	3
Total Credit Hours		24

For:

Experienced teachers who have earned a Master's Degree, and wish to obtain the New York State School District Leader (SDL) certification. Candidates must hold a minimum of three years full-time teaching or pupil personnel services experience in an N-12 setting.

What you learn:

The Post-Master's Advanced Certificate Program for School District Leader (SDL) certification develops leadership in the areas of strategic planning, governance, compliance and supervision. The program focus on providing a strong foundation in order to apply knowledge, concepts, and theory into practice. Through diverse and comprehensive experiences candidates will be exposed to strategies, theories, and fieldwork necessary to create and develop skills to address the challenges of our diverse learning communities and includes experiences in districts serving students at different developmental levels and with a variety of characteristics and socioeconomic backgrounds.

How you learn:

Courses are structured in an online hybrid format with four Zoom synchronous meetings per course with the remainder completed online. The online portion of our courses are asynchronous meaning students do not have to login during a specific time. However, there will be assignments due at specific times. 150 Internship hours are required. Hours of internship may be completed in current school/district under guidance of a certified School District Leader.

Career Outcomes:

Candidates with this certification will be eligible for positions in district administration in New York State.

Degree Requirements:

EDU 5700	Strategic Planning and Organizational Change	3
EDU 5702	District Level Governance and Policy	3
EDU 5704	District Resources and Compliance Administration	3
EDU 5706	District Educational Programs: Administration and Supervision for Equity and Excellence	3
EDU 5708	Internship for School District Leaders	3
Total Credit Hours		15

About Molloy University

The Graduate Program of the Division of Education at Molloy College is a rigorous program which will lead to a rewarding career. Our Graduate Programs are made up of educators with vast experience at the childhood and adolescent levels who are ready to share their expertise with you and mentor you along your career path. Additionally, our programs are accredited by the prestigious Council for the Accreditation of Educator Preparation (CAEP).

Since their inception, Molloy's Graduate Education Programs have become well respected throughout the educational community. Our programs lead to initial or professional certification in areas including early childhood, childhood, adolescence, special education, educational technology, and Teaching English to Speakers of Other Languages (TESOL). Classroom-based action research and other research opportunities are exciting components of our professional certificate programs. Initial certificate programs include supervised field experiences, which will help you put your theoretical knowledge into practice in actual classrooms.

Molloy faculty mentors will guide you along every step of the way. You will find a stimulating academic environment in all our graduate classes, which will help you to further your professional growth.

Admission Requirements

Candidates for a degree program at Molloy University must submit the following: 1) Completed Application; 2) Official Transcripts from all institutions attended; 3) Goals Statement; 5) Two Letters of Recommendation; 6) Interview. Admissions requirements may vary by program.

Transfer Credits

Students who have completed graduate-level courses at another institution may transfer six (6) credits with a grade of "B" or higher, if the courses are judged equivalent to those required in Molloy's Graduate Program. Transfer courses must have been completed within five years to be considered.

Cohort Information

These programs are dependent on a minimum of ten and class size is limited to 20 students.

Textbook Information

The Molloy Online Bookstore offers options for digital new and used textbooks. Visit the Molloy University Bookstore website at <https://www.bkstr.com/molloystore>.

Important Contacts

Graduate Information Office	Karen Miller	516-687-8900	kmiller@graduateprogram.org
Admissions Office		516-323-4000	admissions@molloy.edu
Financial Aid Office		516-323-4200	office-of-financialaid@molloy.edu
Student Accounts		516-323-4100	officeofthebursar@molloy.edu