



Off-Campus Master's Programs Student Information Packet

Thank you for your interest in off-campus Master's degree programs from the University of St. Thomas. We are pleased to bring our convenient, one-night-a-week graduate programs to your local area. Tuition for these programs includes a 28% discount for teachers, and space in each cohort is limited to 20 students (18 for online cohorts). Once you submit your application, application fee, and transcripts (Steps 1-3 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) 956-8492** or by email at astob@graduateprogram.org.



NOTE: The University of St. Thomas strictly limits class size to 20 students (18 for online cohorts) and accepts applications on a first-come, first-served basis.

Complete steps 1-3 below to reserve your seat in this program.

Apply online at <http://graduateprogram.org/university-of-st-thomas/application-checklist> for faster processing.

1 Application (Pages 3 & 4)

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



2 Application Fee (Page 5)

Use our secure payment center to submit your [application fee online](#) or complete page 5 and return by fax to **(800) 504-7618**.



3 Transcripts (Page 6)

Unofficial transcripts can be used to reserve your seat; however, official, sealed transcripts of all undergraduate and graduate coursework are required to become admitted to University of St. Thomas. If you attended a college or university outside of the United States, please contact the Graduate Information Office for further details **(800) 956-8492**.



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 the University of St. Thomas!

Sincerely,

Adam Stob

Graduate Information Office

(800) 956-8492

astob@graduateprogram.org



Application Checklist for Admission



Once you have 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.**

4

Financial Aid & Payment Options (Pages 7 & 8)



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

If using Financial Aid, Complete the [FAFSA](#) online. For more information, see page 7. **It is in your best interest to complete the financial aid process as early as possible.**

If using a Pay-As-You-Go plan, follow the instructions on Page 8.

5

Registration Form



This form will be made available by the Graduate Information Office once you have been conditionally accepted into a program.

6

ONLY if your GPA is Below a 3.0: Request Official Test Scores



If your GPA is between 2.75 and 3.0, please request that your official score from either the Miller Analogies Test (MAT) or Graduate Record Exam (GRE) be sent to University of St. Thomas. If you have questions about whether you need to submit a test score or where to take an exam, please contact the Graduate Information Office at **(800) 956-8492**.

Please note: Candidates who believe their GPA is below a 3.0 are recommended to submit unofficial transcripts of any coursework taken beyond their bachelor degree. This will provide a more accurate evaluation of the most recent 60 credit hours.

7

Service Record



Applicants for the Educational Leadership, Special Education Leadership, Educational Leadership for the Linguistically Diverse Learners, Reading, Professional School Counseling, Diagnostician, Bilingual Dual Language, and TESOL programs are required to submit a service record. The service record should state position held, and show the number of years as well as days employed. Applicants can obtain their record from the district where they are currently employed.

Please have all official records sent to:

University of St. Thomas
School of Education and Human Services
Attn: Certification Officer
3800 Montrose Blvd. Houston, TX 77006

Records can be sent electronically to: Ms. Jessica Hightower at jhighto@stthom.edu

Completing your application steps online at <http://graduateprogram.org/university-of-st-thomas/application-checklist> 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 faxed or mailed to:



University of St. Thomas
Graduate Admissions
Attn: Sean Stewart Box #6
3800 Montrose Blvd Houston, TX 77006



(800) 504-7618



gradadmissions@stthom.edu



Application for Admission (Page 1 of 2)

In order to reserve your seat, please complete the following Application for Admission, submit the \$35 non-refundable application fee, and provide a copy of your Bachelor's Degree transcripts by fax to (800) 504-7618 or send official sealed transcript copies by mail to Graduate Admissions, University of St. Thomas, 3800 Montrose Boulevard, Houston, TX, 77006-4626.

APPLICANT INFORMATION

Are you seeking an M.Ed. Degree? Yes No Do you plan to work toward Texas Certification? Yes No

If Yes, please list: and provide your TEA ID# or SS#:

Applicant Name Mr. Ms. Other:

Last First Middle

Please Indicate any other name(s) different from above on previous academic records (I.E.: Maiden, Former):

Last First Middle

Current Mailing Address: Number and Street or Box & Route

City State Zip Code Country

Telephone: Home Cell Email:

Date of Birth: / / Sex: Male Female

SEMESTER & LOCATION

Spring 2020: Alief Galena Park North Houston Pasadena Pearland Spring Branch Sugar Land Online

PROGRAM (Check Only One)

- | | |
|--|--|
| <input type="checkbox"/> M.Ed. Reading (<i>online only</i>) | <input type="checkbox"/> M.Ed. Curriculum & Instruction (<i>online only</i>) |
| <input type="checkbox"/> M.Ed. Counselor Education | <input type="checkbox"/> M.Ed. Teaching English to Speakers of Other Languages (TESOL) (<i>online only</i>) |
| <input type="checkbox"/> M.Ed. Educational Diagnostician | <input type="checkbox"/> M.Ed. Special Education Leadership w/Certification (<i>online only</i>) |
| <input type="checkbox"/> M.Ed. Educational Leadership with Principal as Instructional Leader Certification | <input type="checkbox"/> M.Ed. Educational Leadership for Linguistically Diverse Learners w/Certification (<i>online only</i>) |
| <input type="checkbox"/> M.Ed. Dual Language/Bilingual Education (<i>online only</i>) | <input type="checkbox"/> Educational Leadership Cert. Only (<i>for students who already hold a Master's degree</i>) (<i>online only</i>) |
| <input type="checkbox"/> M.Ed. Instructional Technology (<i>online only</i>) | |
| <input type="checkbox"/> M.Ed. Exceptionality/Special Education (<i>online only</i>) | |

ETHNIC BACKGROUND & CITIZENSHIP STATUS:

Are you of Hispanic, Latino, or Spanish Origin? Yes No

Select one or more of the following racial categories to describe yourself:

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

Please note your primary ethnicity:

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

Religious Preference: Baptist Buddhist Catholic Episcopalian Hindu Jewish Methodist

Mormon Muslim Orthodox Protestant Not Given Unitarian Other:

Veteran Status: Veteran Disabled Veteran Widow of Veteran Child of Veteran Other:

VA File #:

Citizenship Status: U.S. Citizen - Birth U.S. Citizen - Naturalized (Birth Country)
 Permanent Resident International Student

If permanent resident of the U.S. How long? Registration #: Have you applied for citizenship?

If you are an international Student: What is your visa type? Have you applied for permanent residency?

NOTE: Information regarding race, ethnicity or religion is voluntary and will be used in a nondiscriminatory manner, consistent with applicable civil rights laws.



Application for Admission (Page 2 of 2)

ACADEMIC RECORD - List **ALL** colleges and universities attended in chronological order.

Institution	Location	Dates Attended	Major	Degree Earned

LIST ALL EDUCATOR CERTIFICATES HELD - (If applying for the Educational Diagnostician program, submit a copy of a valid classroom teacher's certificate.)

State	Certificate #, (if not issued in Texas)	Type	Issue Date

EMPLOYMENT RECORD

Employer	Location	Position	Date Started	Date Left

List other work experience that you think has contributed to your personal growth:

Honors, Achievements and Association Memberships - List all honors, awards, and scholarships received while in college:

List professional association memberships/honors:

How did you hear about the School of Education?

STATEMENT OF ACCURACY

I certify that the information contained in this application for admission is true and correct. I understand that misrepresentation or omission of information may result in dismissal or loss of credit. Should any of the information change prior to my acceptance I will immediately notify the Graduate Office of Admissions.

Signature of Applicant:

Date:



Application Fee Payment Form

Please use the following form to submit your \$35 non-refundable application fee.

TO PAY APPLICATION FEE BY CREDIT CARD:

- Please go online to our [secure online payment center](#).
- Enter name and email address
- Select payment method (Visa, MasterCard, Discover, or American Express) and follow prompts to complete your transaction
- Payment record will be matched to your completed paper application and registration forms

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

I will make my \$35 application fee payment online.

Student Name

TO PAY APPLICATION FEE BY PERSONAL CHECK OR MONEY ORDER:

- Please fill out this section only to pay your \$35 non-refundable application fee by check or money order.
- Please make checks payable to UNIVERSITY OF ST. THOMAS and mail your check to Graduate Admissions, University of St. Thomas, 3800 Montrose Boulevard, Houston, Texas, 77006-4626.

My personal check or money order for \$35 is attached or enclosed

I will be sending my application fee by check or money order on (Date):

Student Name

Student Signature

I understand that by submitting this form and completing this section I am agreeing to pay my \$35 non-refundable application fee and that my seat in the cohort program will not be reserved until the payment has been received.

Student Signature

Today's Date

Please e-mail, fax, or mail all application materials to:



University of St. Thomas
Graduate Admissions
Attn: Sean Stewart Box #6
3800 Montrose Blvd Houston, TX 77006



(800) 504-7618



gradadmissions@stthom.edu



How to Request Transcripts

University of St. Thomas requires official transcripts from all previously attended colleges and universities. Even though previous coursework may be listed on one transcript, an official transcript from each university attended must be included in your application. If you have copies of your transcripts available, they can be submitted as unofficial transcripts to expedite the seat reservation process; however, official sealed transcripts are required in order to be admitted to UST. Follow the steps below to request transcripts from each school 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.

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.

Please have all official transcripts sent to:

Sean Stewart
University of St. Thomas
Graduate Admissions Box #6
3800 Montrose Blvd Houston, TX 77006

-or-

E-mail electronic official transcripts to:

Sean Stewart
gradadmissions@stthom.edu

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



Financial Aid Information

Complete all steps below to apply for financial aid. **Note: There are financial aid options that are not based on need.** Most students in the off-campus programs use financial aid to pay for the program. We recommend that you complete these steps as soon as possible to make sure that your payment arrangements are in order by the first night of class. For help, please contact the Financial Aid Office at **(713) 525-2170**.

How to Apply for Financial Aid:

- 1 Complete the Free Application for Federal Student Aid at www.fafsa.gov.** Students beginning in Spring 2020 should submit the 2019-2020 form. You will need your 2017 Federal Tax Return. Students will also need your FSA ID (<https://fsaid.ed.gov/npas/index.htm>) and UST's School Code (003654). Graduate students are considered independent for financial aid purposes. Failure to provide your social security number on the FAFSA form and your UST application will delay processing of your financial aid.
- 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 UST.** This lists the financial aid that you 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 about 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).

Questions? Contact the Financial Aid Office
at **(713) 525-2170** or by e-mail at fnaid@stthom.edu

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

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. University of St. Thomas 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.

The TEACH Grant:

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides up to \$4,000 a year in grant assistance to students who are completing coursework towards certain high-need fields. Students enrolling in 6 hours per semester can expect an award amount of \$1000 per semester. In order to be eligible for a grant, a student must submit a FAFSA form, complete the TEACH questionnaire and sign an Agreement to Serve as a full-time teacher at certain low-income schools and within certain high-need fields for at least four academic years within eight years after completing (or ceasing enrollment in) the course of study for which the candidate received a grant. The U.S. Department of Education will determine your eligibility for this program.

For more information please contact the Financial Aid office
at **(713) 525-2170** for a TEACH Grant Eligibility Questionnaire.



Payment Plan Information

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

Federal Student Loans are also available for graduate students (see page 7).

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 via e-mail to your myStThom account. Tuition bills will be e-mailed on the 5th of the month following registration.

How to Enroll in a Deferred Payment Plan:

- 1 Choose a payment plan option. You can choose from (1) a monthly payment option through Nelnet, which will spread your tuition payments throughout the semester, or (2) you can choose to pay your tuition in full online at the start of each semester.
- 2 If you choose the Nelnet payment, please notify the Graduate Information Office to ensure that you are registered for classes in time to enroll in the Nelnet payment plan.
- 3 Once you are registered for classes, you will be able to enroll through your MyStThom account, via the student self service section. There is a non-refundable fee of \$35 per semester to use the Nelnet payment plan. If a credit/debit card is used, a convenience fee will also be assessed.
- 4 Payments will be withdrawn on the 5th of every month until the balance is paid in full. Please note, your professor will not be prepared to accept payment during class hours. Please make all payment arrangement directly with the Office of Student Financial Services.

**Questions? Contact the Office of Student Financial Services by phone
at (713) 525-6992 or by e-mail at businessoffice@stthom.edu**

Important:

- We will work with students who receive tuition reimbursement from their employers. Students may defer payment of tuition and fees until the end of the term for a non-refundable fee of \$50 if the student is eligible to participate in their employer's tuition reimbursement program. These arrangements must be set up **before** the start of each term. You may download a company deferment promissory note at http://www.stthom.edu/public/index.asp?page_ID=3834. Contact the Office of Student Financial Services for more information.



M.Ed. Educational Leadership with Principal as Instructional Leader Certification

For:

Experienced educators with at least two years teaching experience who are interested in becoming an administrator in a K-12 school or district.

What you learn:

The program leading to a professional Principal certificate is designed to provide individuals with an opportunity to acquire knowledge and practical experience for assuming the role of principal and a variety of other administrative positions in the public schools.

How you learn:

Face-to-Face: This is a cohort program. Students will take one course at a time, attending class one night a week from 5:00 to 8:00, with three (3) hours of additional online work every week. Every semester, students will complete two seven (7) week courses. EDUC 6330, Administrative Internship I, and EDUC 6331, Administrative Internship II, are both 15 week courses. Students will only meet three times a semester for a face-to-face meeting with the course professor. The bulk of the work is done on the student's campus and in independent work. During Summer Session, students will attend two different night classes. Summer Session begins the last week in May and continues until the first week in July. Summer Session hours run from 5:00 pm to 9:00 pm.

Online: This is an online cohort program. Students will check in online to complete assignments and participate in online discussions and group activities. While there are no face-to-face requirements, some live online sessions and/or conference call sessions may be required. Students will finish two courses every 15 weeks.

Career Outcomes:

Upon completion of the full program, students will earn a Master of Education degree in Educational Leadership and be eligible to take the TExES Principal Exam for principal certification in the state of Texas. Principal certification is typically used for all administrative positions, from assistant principal to assistant superintendent in Texas K-12 schools. Students who already hold a Master's degree have the option to complete Principal Certification as a second resource area on their transcripts.

Requirements:

Students working towards a Principal Certificate must have two years of creditable teaching experience as a classroom teacher in a TEA approved public/private school which is documented by a copy of a valid service record. Additionally, a valid Texas Teaching Certificate is required for the Principal certificate. Generally creditable teaching experience requires both a Content Exam and a PPR Exam. The following types of experience are identified as not creditable for the purpose of Professional Certification: Librarian, Speech Therapist, Teachers Aid, Substitute Teaching or Associate Teacher. For certification, candidates must achieve a satisfactory level of performance on the Texas Examination of Educator Standards (TExES) in the area of Principal.

Program Options:

The University of St. Thomas offers a M.Ed. Educational Leadership with Principal as Instructional Leader Certification, as well as a stand-alone Principal Certification Program for students who already hold a Master's degree. The full Leadership Program (M.Ed.) consists of 30 hours of coursework. Once students complete the program they will be prepared to sit for the Principal's certification exam.

If a student already has a non-UST Master's degree, a student is eligible to take the 18 hour certification program and will be eligible to sit for the Principal's Exam at the end of the 18 hours. Once the 18-hours certification program is completed, six credit hours from your previous Master's degree may be transferred, with the Program Chair's approval, to be used towards a second Master's degree in Educational Leadership. If a student chooses this option, another 6 hours of core course work at off-campus tuition cost will be required.

Students with a UST Masters of Education degree may add a second resource area to their Master's degree. By earning a second Master's degree or a second resource area, students keep current in the field which increases opportunities in the job market.

Degree Plan:*

EDUC 5391	School Law	3
EDUC 5392	The Principalship	3
EDUC 6335	Administrative Practicum I	3
EDUC 6336	Administrative Practicum II	3
EDUC 5310	Clinical Supervision	3
EDUC 5390	Educational Leadership	3
EDUC 6306	Introduction to School Finance	3
EDUC 6326	Educational Research and Scholarly Writing	3
EDUC 6327	Educational Research Design and Data Analysis	3
EDUC 5397	Curriculum Planning and Development	3
Total Credit Hours:		30

NOTE: This chart lists each of the courses that make up the M.Ed. degree, but it is not an official class schedule and is subject to change.

***Courses highlighted in gray are the 18 credit hours required for Principal certification.**



M.Ed. Reading

For:

Experienced educators with at least two years teaching experience and a valid Texas K-12 teaching certificate who are interested in becoming more effective teachers in the area of reading.

What you learn:

The graduate program leading to the professional Reading Specialist certificate is designed to produce master classroom teachers with special expertise in the area of reading skill development.

How you learn:

Online: This is an online cohort program. Students will check in online to complete assignments and participate in online discussions and group activities. While there are no face-to-face requirements, some live online sessions and/or conference call sessions may be required. Students will finish two courses every 15 weeks.

Career Outcomes:

Upon completion of the program, students will earn a Master of Education degree in Reading and be eligible for Reading Specialist certification in the state of Texas.

Requirements:

Students working towards a Reading Specialist Professional Certification must have two years of creditable teaching experience as a classroom teacher in a TEA approved public/private school which is documented by a copy of a valid service record. This two year requirement is not needed prior to entrance to the program. Additionally, a valid Texas Teaching Certificate is required for the Reading Specialist certificate. Generally creditable teaching experience requires both a Content Exam and a PPR Exam. The following types of experience are identified as not creditable for the purpose of Professional Certification: Librarian, Speech Therapist, ROTC Instructors, Teachers Aid, Substitute Teaching or Associate Teacher. For certification, candidates must achieve a satisfactory level of performance on the Texas Examination of Educator Standards (TExES) in the area of Reading Specialist.

Degree Plan:

EDUC 5370	Foundations of Reading	3
EDUC 5303	Cultural Foundations	3
EDUC 6326	Educational Research and Scholarly Writing	3
EDUC 5377	Emergent Literacy	3
EDUC 5331	Differentiating Instruction	3
EDUC 5380	Content Area Reading	3
EDUC 5325	Diagnosis and Remediation of Reading Difficulties	3
EDUC 6327	Educational Research Design and Data Analysis	3
EDUC 6304	Literacy Coaching	3
EDUC 6308	Teaching Writing in a K-12 Setting	3
Total Credit Hours:		30

NOTE: The chart above lists each of the courses that make up the M.Ed. degree, but it is not an official class schedule and is subject to change.



M.Ed. Bilingual/ Dual Language Education

For:

Experienced educators who are interested in developing their skills in the area of bilingual and Dual Language Education.

What you learn:

The program is designed to provide individuals with an opportunity to acquire knowledge and practical experience to become highly qualified teachers in the area of Bilingual and Dual Language Education.

How you learn:

Online: This is an online cohort program. Students will check in online to complete assignments and participate in online discussions and group activities. While there are no face-to-face requirements, some live online sessions and/or conference call sessions may be required. Students will finish two courses every 15 weeks.

Career Outcomes:

Upon completion of the program, students will earn a Master of Education degree in Bilingual/Dual Language Education and will be prepared to add the Bilingual supplemental certification in the state of Texas "By Exam" if not already certified.

Requirements:

Candidates for this program will be experienced teachers. If not already certified in Bilingual Education, in addition to the coursework outlined below, candidates must achieve a satisfactory level of performance on the BTLPT Spanish language proficiency examination and have taught two years in an accredited public or private school. This two year requirement is not needed prior to entrance to the program. For certification, candidates must achieve a satisfactory level of performance on the Texas Examination of Educator Standards (TExES) in the area of Bilingual.

Degree Plan:

EDUC 5314	Theories of Second Language Acquisition	
BIE/DL 5337	Dual Language Methodology	3
EDUC 6326	Educational Research and Scholarly Writing	3
BIE/DL 5301	Language Policy and Research	3
BIE/DL 5333	Applied Linguistics	3
BIE/DL 5364*	Spanish Language Arts for the Spanish Dominant Child	3
BIE/DL 5365	Assessment Strategies for Linguistically Diverse Students	3
BIE/DL 5338	Biliteracy Strategies for Dual Language Learners	3
EDUC 6327	Educational Research Design and Data Analysis	3
BIE/DL 5351	Instructional Strategies for Dual Language Learners	3
Total Credit Hours:		30

Please Note: The chart above lists each of the courses that make up the M.Ed. degree, but it is not an official class schedule and is subject to change.

*** An alternate course provided for non-Spanish speakers.**



M.Ed Professional School Counseling Off-Campus Counselor Education Program (Professional School Counselor Track)

For:

Experienced educators having completed at least two years teaching in an accredited school who are interested in becoming professional school counselors qualify to apply for this program.

What you learn:

This off-campus Counselor Education Graduate Program (CEP) of 48 hours leads to the professional school counseling credential in the State of Texas. The CEP is a hybrid program; that is, it involves face-to-face and on-line components.

How you learn:

Counseling Coursework.

Face-to-Face: This is a cohort program. Students will take one course at a time, attending class one night a week from 5:00 to 8:00, with three (3) hours of commitment in additional work every week. Every semester, students will complete two seven week courses. Toward the culmination of the CEP, COUN 5368 – School Counseling Practicum meets in a traditional, 15 weeks, face-to-face format. During Summer Session, students will attend two different night classes. Summer Session begins the last week in May and continues until the first week in July. Summer Session hours run from 5:00 pm to 9:00 pm.

Online: The School Counselor Program at the University of St. Thomas is excited to launch the School Counselor Online Program. Students enrolled in our online program will have the opportunity to earn a Masters of Education degree in Counselor Education with a specialization in School Counseling. Students who qualify will be eligible for certification as school counselor in the State of Texas. Students will enroll in a 48 credit hour degree program focused on the social and emotional development of children in the K-12 setting.

Counseling Practicum: COUN 5368 Counseling Practicum is the capstone course. This course is a 15-week course. Prerequisites for this course are the successful completion of all academic courses. COUN 6320 Research Seminar: Research Proposal may be taken with this course. If so, students will attend classes twice a week. This course requires 160 hours of counseling, supervision, observation, and preparation, 80 hours of which are in direct client contact (individual counseling, small group counseling, classroom guidance). All counseling is done under the supervision of an on-site, administrative supervisor with whom students meet once a week for one hour. The university professor functions as the clinical supervisor. Students are required to have malpractice insurance to take this course. Demonstration of Level 3 competencies (accurate reflection of content and feeling, paraphrasing, summarizing, probing with declarative sentences) are required to successfully complete this course. The successful completion of all of the requirements of the syllabus is required before a grade is submitted.

Requirements:

Students working towards a Counselor Educator Professional Certification must have two years of creditable teaching experience as a classroom teacher in a TEA approved public/public school which is documented by a copy of a valid service record. This two year requirement is not needed prior to entrance to the program. Generally creditable teaching experience requires both a Content Exam and a PPR Exam. Candidates who are not certified must have taught in a content recognized by the state. The following types of experience are identified as not creditable for the purpose of Professional Certification: Librarian, Speech Therapist, ROTC Instructors, Teachers Aid, Substitute Teaching or Associate Teacher. For certification, candidates must achieve a satisfactory level of performance on the Texas Examination of Educator Standards (TExES) in the area of Counselor Educator.

Degree Plan for Professional School Counseling:

COUN 6326	Educational Research and Scholarly Writing	3
COUN 6327	Educational Research Design and Data Analysis	3
COUN 5304	Introduction to Counseling Methodology	3
COUN 5335	Multicultural Populations	3
COUN 5339	Human Growth and Development	3
COUN 5358	Group Procedures Dynamics of Group Counseling	3
COUN 5359	Lifestyles and Career Development	3
COUN 5366	Counseling Theories and Approaches	3
COUN 5367	Appraisal Techniques	3
COUN 6302	Issues and Trends in Counseling	3
COUN 5310	Ethical and Legal Issues in Counseling	3
COUN 5312	Responsive Services in Schools	3
COUN 5318	Developmental School Counseling	3
COUN 5314	Consultation in School Settings	3
COUN 5316	Family Counseling with Children & Adolescents	3
COUN 5368	Practicum	3
Total Credit Hours:		48

Please Note: The chart above lists each of the courses that make up the M.Ed. degree, but it is not an official class schedule and is subject to change.



M.Ed. Exceptionality/Special Education

For:

Experienced educators who are interested in adding special education as a teaching field and who hold a general education teaching certificate.

What you learn:

The program is designed to provide individuals with an opportunity to acquire knowledge and practical experience to become highly qualified teachers in the area of Special Education/Exceptionality.

How you learn:

Online: This is an online cohort program. Students will check in online to complete assignments and participate in online discussions and group activities. While there are no face-to-face requirements, some live online sessions and/or conference call sessions may be required. Students will finish two courses every 15 weeks.

Career Outcomes:

Upon completion of the program, students will earn a Master of Education degree in Special Education.

Requirements:

Candidates for this program will be experienced teachers.

Degree Plan:

EDUC 5320	Exceptionality in Today's Schools	3
EDUC 5303	Cultural Foundations	3
EDUC 5339	Human Growth and Development	3
EDUC 5314	Theories of Second Language Acquisition	3
EDUC 6326	Educational Research and Scholarly Writing	3
EDUC 5322	Evidence Based Practices for Students with Emotional Disorders	3
EDUC 6327	Educational Research Design and Data Analysis	3
EDUC 5345	Evidence Based Practices for Students with Mild Disabilities	3
EDUC 5331	Differentiating Instruction	3
EDUC 5325	Diagnosis and Remediation of Reading Difficulties	3
EDUC 5370	Foundations of Reading	3
BIE/DL 5362	Techniques of Teaching English as a Second Language	3
Total Credit Hours:		36

NOTE: The chart above lists each of the courses that make up the M.Ed. degree, but it is not an official class schedule and is subject to change.



For:

Experienced educators who are interested in becoming excellent classroom teachers, Instructional Specialists, District/camps Academic Coordinators, Curricular Consultants (District or State), Peer Mentors/Coaches, Curriculum Specialist in Subject Areas, Lead Teachers, Department/Grade Level or Director of Program(s), and other Curricular Roles.

What you learn:

The program is geared towards teachers who want to become experts in their fields, who desire to become leaders and effectively work with colleagues and to influence curricular pedagogy, inform how students learn, how teachers teach, help others how to work effectively with parents, families, and the community, and diverse populations, implement curriculum and instruction and assess in technology, art, mathematics, science, and better help English language learning (ESL), and students with special needs.

How you learn:

Online: This is an online cohort program. Students will check in online to complete assignments and participate in online discussions and group activities. While there are no face-to-face requirements, some live online sessions and/or conference call sessions may be required. Students will finish two courses every 15 weeks.

Career Outcomes:

Upon completion of the program, students will earn a Master of Education degree in Curriculum & Instruction. Towards the end of the program, students will have the choice to complete the program on time, or defer their graduation to complete additional courses and earn one of the following: Principal Certification, Reading Certification, or TESOL Certification.

Requirements:

Candidates for this program will be experienced teachers.

Degree Plan:

EDUC 5330	Curriculum and Instruction	3
EDUC 5331	Differentiating Instruction	3
EDUC 5325	Diagnosis and Remediation of Reading Difficulties	3
EDUC 5303	Cultural Foundations	3
EDUC 6326	Educational Research and Scholarly Writing	3
EDUC 6314	Best Practices in Curriculum & Instruction	3
EDUC 6311	Issues and Trends in C&I	3
EDUC 6313	Curriculum Praxis in the 21st Century	3
EDUC 5397	Curriculum Planning and Development	3
EDUC 6315	Curriculum Assessment and Evaluation	3
Total Credit Hours:		30

NOTE: The chart above lists each of the courses that make up the M.Ed. degree, but it is not an official class schedule and is subject to change.



M.Ed. Educational Diagnostician

For:

Experienced educators who are interested in becoming an Educational Diagnostician.

What you learn:

The graduate program leading to the professional Educational Diagnostician certificate is designed to produce a skilled specialist in the administration and application of diagnostic techniques with demonstrated competency in the planning and implementation of instructional programs for exceptional children.

How you learn:

Face-to-Face: This is a cohort program. Students will take one course at a time, attending class one night a week from 5:00 to 8:00, with three (3) hours of additional work online every week. Every semester, students will complete two seven week courses.

Online: This is a hybrid/online cohort program. Students will check in online to complete assignments and participate in online discussions and group activities. While there are eight of the required twelve offered in an online format, there are four of the twelve courses that are only taught in a face-to-face modality. Both assessment courses and the practicum experience are taught face-to-face in a compressed-track format (7 weeks) on campus at UST. All online courses are taught in the traditional 15 weeks semester. The Program Director from UST will assist in the coordination of when and where this coursework will be completed.

Practicum Courses: Students will also take the two capstone practicum courses (EDUC 5343 Practicum in Psychoeducational Diagnosis and EDUC 5344 Practicum in Psychoeducational Remediation) during the last summer of the program. Under the guidance of a campus mentor and university supervisor, students will complete a minimum of 160 practicum hours including at least two full and individual evaluations. Additional possible practicum activities/requirements include test interpretation, report writing, parent interviews, facilitating ARD meetings, completing a daily log listing all practicum activities and their relationship to the TExES Educational Diagnostician Standards as well as other duties deemed appropriate by the campus mentor. Please note that students will need to rent the test kits from the UST Bookstore for the two testing courses. During Summer Session, students will attend two different night classes. Summer Session begins the last week in May and continues until the first week in July. Summer Session hours run from 5:00 pm to 9:00 pm.

Career Outcomes:

Upon completion of the program, students will earn a Master of Education degree in Educational Diagnostics and be eligible for Educational Diagnostician certification in the State of Texas.

Requirements:

Students working towards an Educational Diagnostician Professional Certification must have three years of creditable teaching experience as a classroom teacher in a TEA approved public/private school which is documented by a copy of a valid service record. In addition, one year of creditable teaching on record with the TEA, prior to entrance to the program. Additionally, a valid Texas Teaching Certificate is required for the Educational Diagnostician certificate. Generally creditable teaching experience requires both a Content Exam and a PPR Exam. The following types of experience are identified as not creditable for the purpose of Professional Certification: Librarian, Speech Therapist, ROTC Instructors, Teachers Aid, Substitute Teaching or Associate Teacher. For certification, candidates must achieve a satisfactory level of performance on the Texas Examination of Educator Standards (TExES) in the area of Educational Diagnostician.

Degree Plan:

EDUC 5320	Exceptionality in Today's Schools	3
EDUC 6326	Educational Research and Scholarly Writing	3
EDUC 5345	Evidence Based Practices for Students with Mild Disabilities	3
EDUC 5339	Human Growth and Development	3
EDUC 6327	Educational Research Design and Data Analysis	3
EDUC 5342	Psychoeducational Diagnostic Procedures: Cognitive	3
EDUC 5322	Evidence Based Practices for Students with Emotional Disorders	3
EDUC 5341	Psychoeducational Diagnostic Procedures: Achievement	3
EDUC 5343	Practicum in Psychoeducational Diagnosis	3
EDUC 5344	Practicum in Psychoeducational Remediation	3
EDUC 5331	Differentiating Instruction	3
EDUC 5303	Cultural Foundations	3
Total Credit Hours:		36

NOTE: The chart above lists each of the courses that make up the M.Ed. degree, but it is not an official class schedule and is subject to change. *Courses highlighted in gray are taken face to face.



M.Ed. Teaching English to Speakers of Other Languages (TESOL)

For:

Experienced educators who are interested in developing their skills in the area Teaching English to Speakers of Other Languages.

What you learn:

The program is designed to provide individuals with an opportunity to acquire knowledge and practical experience to become highly qualified teachers in the area of Teaching English to Speakers of Other Languages.

How you learn:

Online: This is an online cohort program. Students will check in online to complete assignments and participate in online discussions and group activities. While there are no face-to-face requirements, some live online sessions and/or conference call sessions may be required. Students will finish two courses every 15 weeks.

Career Outcomes:

Upon completion of the program, students will earn a Master of Education degree in Teaching English to Speakers of Other Languages (TESOL) Education and be eligible for English Second Language supplemental certification in the state of Texas.

Requirements:

Candidates for this program will be experienced teachers, and will teach in a Texas Education Agency approved English as a Second Language program for one year. If not already certified in ESL, in addition to the coursework outlined below, have taught two years in a TEA accredited public/private school which is documented by a copy of a valid service record. This two year requirement is not needed prior to entrance to the program. For certification, candidates must achieve a satisfactory level of performance on the Texas Examination of Educator Standards (TExES) in the area of ESL Supplemental.

Degree Plan:

EDUC 5314	Instructional Leadership	3
BIE/DL 5337	Dual Language Methodology	3
EDUC 6326	Educational Research and Scholarly Writing	3
BIE/DL 5301	Language Policy and Research	3
BIE/DL 5333	Applied Linguistics	3
BIE/DL 5362	Techniques of Teaching ESL	3
BIE/DL 5365	Assessment Strategies for Linguistically Diverse Students	3
BIE/DL 5338	Biliteracy Strategies for Dual Language Learners	3
EDUC 6327	Educational Research Design and Data Analysis	3
BIE/DL 5351	Instructional Strategies for Dual Language Learners	3
Total Credit Hours:		30

Please Note: The chart above lists each of the courses that make up the M.Ed. degree, but it is not an official class schedule and is subject to change.



M.Ed. Educational Leadership for Linguistically Diverse Learners with Principal Certification

For:

Experienced educators with at least two years teaching experience who are interested in becoming an administrator in a K-12 school or district.

What you learn:

Advance your career with our M.Ed. in Educational Leadership for Linguistically Diverse Learners. This program combines courses in Educational Leadership with courses in bilingual and dual language to provide in-depth preparation for understanding and implementing programs for a linguistically diverse population. You will learn a variety of ways to deliver content and language to students who speak other languages or students who wish to become bilingual and bi-literate while enrolled in their schools of choice. The program requires 36 credit hours and can be completed in as few as six semesters. You do not need to be bilingual to apply for this program, but proficiency in another language may be useful.

How you learn:

Online: This is an online cohort program. Students will check in online to complete assignments and participate in online discussions and group activities. While there are no face-to-face requirements, some live online sessions and/or conference call sessions may be required. Students will finish two courses every 15 weeks.

Career Outcomes:

Upon completion of the full program, students will earn a Master of Education degree in Educational Leadership for Linguistically Diverse Learners and be eligible to take the TExES Principal Exam for principal certification in the state of Texas. Principal certification is typically used for all administrative positions, from assistant principal to assistant superintendent in Texas K-12 schools. Students who already hold a Master's degree have the option to complete Principal Certification as a second resource area on their transcripts. Students will also have 12 credit hours that can be used toward either the Bilingual Certification or ESL Certification.

Requirements:

Students working towards a Principal Certificate must have two years of creditable teaching experience as a classroom teacher in a TEA approved public/private school which is documented by a copy of a valid service record. This two year requirement is not needed prior to entrance to the program. Additionally, a valid Texas Teaching Certificate is required for the Principal certificate. Generally creditable teaching experience requires both a Content Exam and a PPR Exam. The following types of experience are identified as not creditable for the purpose of Professional Certification: Librarian, Speech Therapist, ROTC Instructors, Teachers Aid, Substitute Teaching or Associate Teacher. For certification, candidates must achieve a satisfactory level of performance on the Texas Examination of Educator Standards (TExES) in the area of Principal.

Degree Plan:

EDUC 5314	Theories of Second Language Acquisition	3
EDUC 5392	The Principalship	3
EDUC 6326	Educational Research and Scholarly Writing	3
EDUC 6335	Administrative Practicum I	3
EDUC 5390	Educational Leadership	3
BIED 5337	Dual Language Methodology	3
BIED 5365	Assessment Strategies for Linguistically Diverse Students	3
EDUC 5310	Clinical Supervision	3
BIED 5301	Policy and Research	3
EDUC 6336	Administrative Practicum II	3
Total Credit Hours:		30

NOTE: The chart above lists each of the courses that make up the M.Ed. degree, but it is not an official class schedule and is subject to change.



M.Ed. in Special Education Leadership

For:

Experienced educators with at least two years teaching experience who are interested in becoming an administrator in a K-12 school or district.

What you learn:

The program is designed to provide individuals with an opportunity to acquire knowledge and practical experience for assuming a leadership role within special education in a variety of administrative positions in the public schools.

How you learn:

Face-to-Face: This is a cohort program. Students will take one course at a time, attending class one night a week from 5:00 to 8:00, with three (3) hours of additional online work every week. Every semester, students will complete two seven (7) week courses. Students will only meet three times a semester for a face-to-face meeting with the course professor. The bulk of the work is done on the student's campus and in independent work. During Summer Session, students will attend two different night classes. Summer Session begins the last week in May and continues until the first week in July. Summer Session hours run from 5:00 pm to 9:00 pm.

Online: This is an online cohort program. Students will check in online to complete assignments and participate in online discussions and group activities. While there are no face-to-face requirements, some live online sessions and/or conference call sessions may be required. Students will finish two courses every 15 weeks.

Career Outcomes:

Upon completion of the full program, students will earn a Master of Education degree in Special Education Leadership. Once 2 additional elective courses towards Principal Certification have been completed, students will be eligible to take the TExES Principal Exam for principal certification in the state of Texas. Principal certification is typically used for all administrative positions, from assistant principal to assistant superintendent in Texas K-12 schools. Students who already hold a Master's degree have the option to complete Principal Certification as a second resource area on their transcripts.

Requirements:

You will have a two year service obligation for each of your two years of program participation. This service obligation will require you to be in a special education leadership role for four years following the completion of the program. If you are unable to secure a special education leadership position, you can meet this requirement in a non-leadership special education role.

Degree Plan:

EDUC 5390	Educational Leadership- CTA	3
EDUC 5320	Exceptionality in Children and Youth	3
EDUC 5345	Evidence Practices for Students With Mild Disabilities- CTA	3
EDUC 5391	School Law	3
EDUC 5322	Evidence Practices for Students with Emotional Disorders- CTA	3
EDUC 6320	Research Seminar	3
EDUC 6330	Administrative Internship- Community & Special Programs	3
EDUC 6321	Research Seminar	3
EDUC 6331	Administrative Internship- Operation	3
EDUC 5331	Differentiating Instruction	3
EDUC 5315	Instructional Leadership- CTA	3
EDUC 6324	Universal Design for Learning	3
Total Credit Hours:		36
*Optional Elective Courses Towards Principal Certification Eligibility:		
EDUC 5335	Multicultural Populations	3
EDUC 5314	Theories of Second Language Acquisition	3
EDUC 5392	The Principalship	3

Please Note: This chart lists each of the courses that make up the M.Ed. degree, but it is not an official class schedule and is subject to change. *Students will have completed 12 of the 18 credit hours need towards Principal Certification eligibility. Students can take the 2 remaining courses with the University of St. Thomas.



For:

Prospective and practicing educators and administrators wishing to enhance their technology skills and advance within their district to serve as technology coaches/mentors, technology coordinators, and technology leaders.

Program Highlights & Benefits:

- Earn a Master of Education degree in Instructional Technology
- Develop skills to serve districts as technology coach/mentor, coordinator, and leader.
- Able to innovate and evaluate the use of technology tools in teaching and learning.

What you learn:

The program is geared towards those in education desiring to increase the innovative and leadership capacity needed to increase the effectiveness of educators in using technology. Graduates from this program will become innovators and mentors, leading the way to changing how technology is used so as to become a seamless part of the educational process. Our graduates will embrace instructional technology, innovate with technology, and anticipate roadblocks and challenges to effective use of technology within the state's public schools and other organizations.

How you learn:

This program is an online cohort program. Students will check in online to complete assignments and participate in online discussions and group activities. While there are no face-to-face requirements, there may be some live online sessions and/or conference call sessions required. Students will complete two courses every semester.

Career Outcomes:

Upon completion of the program, students will have earned a Master of Education degree in Instructional Technology.

Requirements:

Candidates for this program are certified teachers and administrators. In some cases, those interested in corporate training would also benefit from this degree.

Degree Plan:

EDUC6326	Educational Research and Scholarly Writing	3
EDUC6327	Educational Research Design and Data Analysis	3
EDUC6340	Introduction to Instructional Technology	3
EDUC6341	Instructional Technology Methods	3
EDUC6342	Instructional Design of Learning	3
EDUC6343	Exploring Emerging Technologies	3
EDUC6344	Differentiation of Instruction with Technology	3
EDUC6345	Online and Blended Learning	3
EDUC6346	STEM-Learning	3
EDUC6347	Technology Assessment	3
EDUC6348	Technology Leadership	3
EDUC6349	Technology Management	3
Total Credit Hours:		36

Please Note: The chart above lists each of the courses that make up the M.Ed. degree, but it is not an official class schedule and is subject to change.



Thank You For Your Interest in the University of St. Thomas Houston!

Admission Requirements

Meeting either the UST Graduate Admission Requirements or the Alternative Admission Option below is required for admission into the Master of Education program:

- **UST Graduate Admission Requirements**
 - Posted baccalaureate or advanced degree GPA of 3.0 on transcript
- **Alternative Admission Option**
 - Posted baccalaureate or advanced degree GPA of 2.75 to 2.99 on transcript
 - A new GPA will be calculated by UST/School of Education admissions office using the last 60 credit hours; if this is not a 3.0 the student will be required to submit graduate admission test scores.
 - Acceptable scores: MAT score of 394 or GRE Verbal Score of 146/31st Percentile and Quantitative Score of 145/32nd Percentile and Analytical Writing score of 3.5

Transferring Credits

Once a student is admitted to the Master of Education program, he/she may not take courses toward a degree or certification from another institution without written permission from the M.Ed. Program Director. Core courses taken outside the University of St. Thomas School of Education may not be applied toward a degree. The School of Education will accept up to 6 graduate credit hours in transfer from accredited colleges or universities toward a graduate degree with the approval of the M.Ed. Program Director. Any course used toward a degree must have been completed prior to beginning M.Ed. course work at the University of St. Thomas. All graduate course work, whether transferred in or taken at the University of St. Thomas must be completed within an eight-year time frame.

University of St. Thomas Tuition Guarantee

The discounted tuition rate of \$598 per credit hour is guaranteed to students, provided that they remain continuously enrolled in the program. Fees are limited to a one-time new student fee and a student technology fee each semester. A student is considered "continuously enrolled" provided that the student does not miss more than two courses (one semester) in their cohort sequence. University of St. Thomas reserves the right to raise tuition costs for future cohorts or other programs. The guarantee of discounted tuition does not extend to courses outside of the scheduled cohort beginning and end dates or to on-campus coursework taken in order to make-up a missed course.

Cohort Information

Although our off-campus programs are scheduled to meet one night per week at the same time and location, we reserve the right to change meeting times and/or locations due to any extenuating circumstances. These programs are dependent on a minimum enrollment of 12 and class size is limited to 20 students (18 for Online Programs).

Graduation and Grades Posted Information:

Beginning Semester	Last Semester	Graduation Activities	Grades posted on Transcript
Spring 2020	Summer 2021	1. Baccalaureate Mass 2. Students are eligible to participate in the following May or December Commencement Ceremony	December 2021

Important Contacts

Graduate Information Office	Adam Stob	(800) 956-8492	astob@graduateprogram.org
Admissions	Sean Stewart	(713) 525-3590	sastewar@stthom.edu
School of Education	Thembi Thomas	(713) 525-3571	tthomas@stthom.edu
Financial Aid Office	Lulu Aligo	(713) 525-2170	finaid@stthom.edu
Student Accounts Office	Richard Shuman	(713) 525-6974	businessoffice@stthom.edu