

2022-2023

GRADUATE CATALOG

COLLEGE OF GRADUATE STUDIES



IMMACULATA
UNIVERSITY



IMMACULATA UNIVERSITY

1145 KING ROAD
IMMACULATA, PA 19345
[IMMACULATA.EDU/GRADUATE](https://www.immaculata.edu/graduate)

GRADUATE CATALOG

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ACCREDITATION

Immaculata University is currently granted accreditation by the Middle States Commission on Higher Education, 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801; (267) 284-5000; website: www.msche.org.

The Immaculata University associates and baccalaureate business programs are currently granted accreditation and the accounting programs are also granted separate specialized accreditation by the Accreditation Council for Business Schools and Programs, 11520 West 119th Street, Overland Park, Kansas 66213; (913) 339-9356.

Immaculata University, offering the Bachelor of Arts in Music, Bachelor of Music in Music Education, Bachelor of Music in Music Therapy, and Master of Arts in Music Therapy, is accredited by the National Association of Schools of Music, 11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248; (703) 437-0700.

The Master of Science in Nursing and the Bachelor of Science in Nursing are accredited by the Commission on Collegiate Nursing Education, One DuPont Circle, NW, Suite 530, Washington, DC 20036; (202) 887-6791.

The Dietetic Internship is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995; 800-877-1600, ext. 5400.

The Didactic Program in Dietetics is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995; 800-877-1600, ext. 5400.

The Master of Arts program in Clinical Mental Health Counseling is accredited by the Council for Accreditation of Counseling and Related Programs (CACREP), 1001 North Fairfax Street, Suite 510, Alexandria, VA 22314. www.cacrep.org.

The Doctor of Psychology Program in Clinical Psychology is accredited by the Commission on Accreditation of the American Psychological Association (APA), 750 First Street, NE, Washington, DC 20002-4242; (202) 336-5979; email: apaaccred@apa.org; web: www.apa.org/ed/accreditation.

The Immaculata University Psychology Internship Consortium is accredited by the Commission on Accreditation of the American Psychological Association (APA), 750 First Street, NE, Washington, DC 20002-4242; (202) 336-5979; email: apaaccred@apa.org; www.apa.org/ed/accreditation

The Immaculata University Psychology Internship Consortium (IU-PIC) is a member of the Association of Psychological Postdoctoral and Internship Centers (APPIC), 17225 El Camino Real, Suite #170, Houston, TX 77058-2748; web: www.apic.org

Important Notice

The provisions of this catalog should not be regarded as a contract between any student and the University. Course content, tuition and fees, admissions criteria, graduation requirements, and regulations are constantly being reviewed and revised. The University reserves the right to make any changes to this content when deemed necessary.

Non-Discriminatory Policy

Immaculata University is committed to the principle of equal educational opportunity without unlawful discrimination because of an applicant's or student's race, gender, ethnicity, religion, age, national origin, color, disability, marital status, familial status, veteran status, ancestry, genetic characteristics, pregnancy, or other classifications protected by law or University policy.

Table of Contents

College of Graduate Studies

Academic Calendar.....	Page 4
Mission Statement.....	Page 5
Admission	
Master's level.....	Page 12
Doctoral level.....	Page 15
Academic Life	
Academic Standing and Progress.....	Page 18
Registration and Transcripts.....	Page 31
Honors Societies.....	Page 164
Expenses.....	Page 38
Financial Assistance.....	Page 39
Academic Programs.....	Page 46
Core/General Curriculum.....	Page 48
Areas of Concentration	
Athletic Training.....	Page 51
Educational Leadership.....	Page 55
Higher Education.....	Page 83
HealthCare Management.....	Page 94
Management and Leadership.....	Page 97
Music Therapy.....	Page 101
Nursing.....	Page 116
Certificate in Nursing Administration.....	Page 118
Certificate in Nursing Education.....	Page 118
Nutrition Programs.....	Page 121
Psychology and Counseling.....	Page 127
Certificate in Addiction Studies and Therapeutic Practice.....	Page 129
Administration and Faculty.....	Page 148
Lines of Communication.....	Page 170
Index.....	Page 172

Academic Calendar

2022-23 Calendar

August 29	Fall Semester Classes Begin
September 5	Labor Day – No Classes
November 22-November 27	Thanksgiving Recess begins after Day Classes on 11/22
November 28	Classes Resume
December 8	Feast of the Immaculate Conception – No Classes
December 10	Semester Ends
January 6	January Graduation
January 17	Spring Semester Classes Begin
March 6-10	Spring Break
March 13	Classes Resume
April 13 -17	Easter Break
April 18	Classes Resume
May 10	Semester Ends
May 12	Commencement – College of Graduate Studies
May 13	Baccalaureate Mass
May 15	Summer I Classes Begin
May 29	Memorial Day – No Classes
July 4	Holiday – No Classes
July 5	Summer II Classes Begin
August 23	August Graduation

Mission Statement

Immaculata University, a Catholic academic community, founded and sponsored by the Sisters, Servants of the Immaculate Heart of Mary, is committed to scholarship, formation of the whole person for leadership and service, and empowerment of all to seek truth, promote justice, and engage in dialogue between faith and culture.

Vision

In the IHM tradition, Immaculata will be a growing community of faith, learning and service.

Core Values

Faith * Community * Knowledge * Virtue * Service

Philosophy/Goals

Immaculata University has been built on the firm belief that the highest service a college can render its students is to prepare them for life, both the present life and the life to come.

Immaculata University, aware of the demands of a changing world, offers students the means to grow as integral persons, responsible to God, the Church, and one another, and stimulates growth within a Christ-centered academic community.

As a community of faith and learning, Immaculata dedicates all available resources to the search for truth. In this community, students are challenged to recognize and fulfill their roles as responsible persons and potential leaders in dedicated concern for and service to humanity and our world. The Immaculata faculty assists students in the pursuit of these goals.

Immaculata's program, based on the liberal arts, is designed to encourage logical and critical thought, independent study, and the integration of knowledge. The University strives to develop in students an aesthetic sense and the ability to communicate ideas effectively.

In this intellectual atmosphere, the University hopes that students will comprehend the issues posed by human achievements and failures, and reach an understanding of the full meaning of the individual as a Christian witness in all phases of life.

Motto

The University motto, which reads in Latin, *Scientia floret virtute* (Knowledge flourishes in virtue), expresses the ideal of a true liberal arts education in the Christian tradition. The dual meaning of the Latin word, *virtute*, is virtue or power. It is symbolic of the kind of strength that comes from the wisdom earned by reflective study and vigorous application. Whether one takes the word virtue in its ethical sense or in its dimension of force and energy, the intellectual and moral values that students choose to make their own enable them to go "from strength to strength." Liberally educated, Immaculata graduates have acquired that flexibility and sense of personal worth that will make them prudent risk-takers in a world that belongs to those who dare and those who care.

The University

Immaculata University consists of three colleges – the College of Undergraduate Studies, the College of Adult Professional Studies, and the College of Graduate Studies. This publication conveys information about the policies, procedures, and programs in the College of Graduate Studies only. A separate catalog is available from the College of Undergraduate Studies.

LOCATION

Immaculata's 373-acre campus overlooks Chester Valley and is located on the Main Line about 20 miles west of Philadelphia. The student body is composed of approximately 3,000 full- and part-time students in the College of Undergraduate Studies, the College of Adult Professional Studies, and the College of Graduate Studies, who seek, within the framework of a private, Catholic institution, education and preparation for positions of leadership and responsibility. Sharing in co-curricular and social activities, the student quickly becomes part of the academic community, which is characterized by a spirit of friendliness and warm, personal relations among the students and between the students and the faculty.

FACULTY

Approximately 100 sisters, laymen, and laywomen make up the full-time faculty. An additional part-time faculty serves the College of Undergraduate Studies, the College of Adult Professional Studies, and the College of Graduate Studies. Members of the faculty act as academic advisors offering personal assistance and guidance to students. Thus, student advisement at the University is not simply a token gesture, but a meaningful relationship between student and faculty member.

CAMPUS AND BUILDINGS

Over the past 100 years, the campus of Immaculata has expanded to include 15 principal buildings and facilities for outdoor sports and recreation. Today the University's physical plant represents a multi-million dollar investment. The general style of campus architecture, a modern adaptation of Italian Renaissance, follows that of the original building, Villa Maria (1914), which houses administrative offices and various student facilities.

Adjoining the main building are Nazareth Hall (1914) and Lourdes Hall (1927), containing the departments of Fashion Merchandising and Nutrition and Dietetics, Graduate Psychology, chapel, and dining facilities, together with student residence areas, Campus Ministry, and the Great Hall. Other residence halls are Marian Hall (1955), DeChantal Hall (1967), and the first two buildings in the university's apartment-style housing (2014) on the west side of campus. DeChantal Hall terrace also houses the offices of Student Development & Engagement. Gillet Hall (1955) is the residence of the IHM Sisters. East of Lourdes Hall is the Admission and Financial Aid Center (2012).

The academic complex includes Good Counsel Hall (1955), which contains classrooms, seminar centers, a language laboratory, music listening rooms, the offices of the College of Adult Professional Studies, and the Immaculata University bookstore. Loyola Hall (1963), a science and arts building with laboratories, amphitheaters, audio-visual center, computer center, curriculum library, and food store, also houses the Mathematics, Education, and Art departments, and the office of the College of Graduate Studies. The new Center for Nursing and Allied Health Sciences is also located on the terrace level in Loyola Hall. The Faculty Center (1962) contains private offices, general conference rooms, lounges, and service facilities for the faculty. On the west campus, a performing arts and physical education center, Alumnae Hall (1970), completes the quadrangle of academic buildings. Also on the west campus stands the Draper Walsh Stadium, softball field, baseball field, as well as the Mighty Macs Training Facility, located on the west side of campus in the beautiful wooded area near Parking Lot B.

Gabriele Library (1993), a freestanding 52,500 square foot library, offers the latest advances in information technology and electronic access as well as the Writing Center and a campus coffee shop, Immaculatté, and the teaching and learning center (CASTLE).

In Spring 2019, Immaculata opened the IHM Student Center, situated next to the west campus apartment housing. The Student Center provides a state of the art hub for IU students to congregate, dine, relax, and socialize.

The Parsons Science Pavilion opens its doors in fall 2022, providing state of the art science labs for anyone taking lab science courses.

MISSION AND MINISTRY

The Office of Mission and Ministry seeks both to sustain the Catholic heritage of the University as supported by the IHM charism and to cultivate an ecumenical spirit in which the varied gifts of Immaculata's religiously diverse community can be nurtured and celebrated. The office of the Vice President of Mission and Ministry is located in Villa Maria Hall.

Campus Ministry at Immaculata University seeks to stimulate growth in faith, formation of Christian conscience, leadership and personal development, formation of human community, and an understanding of issues of peace and justice. Through participation in Campus Ministry activities, students are invited to explore their relationship to God, to each other, and to the global community. Activities include opportunities for prayer and worship, including Sunday and weekday liturgies, opportunities for reflection and discussion through retreats and other programs, and opportunities for a variety of service projects that meet human needs. Campus Ministry is located in the terrace level of Lourdes Hall.

HISTORY

The tradition of friendliness, creative hope, and vitality derives from a spirit fostered at Immaculata by the Sisters, Servants of the Immaculate Heart of Mary, who established and conduct the University.

The congregation, founded in Monroe, Michigan, has been engaged in the work of Catholic education for over 170 years.

Academic Highlights

- 1925 • Teacher Education approved by Pennsylvania Department of Instruction
 - First degrees conferred
- 1927 • Membership in National Catholic Educational Association
- 1928 • Accreditation by Middle States Association
- 1929 • Formal change of name from Villa Maria to Immaculata College
 - Membership in American Council of Education and Association of American Colleges
 - Recognition of Premedical Program by American Medical Association
- 1930 • Dietetic Program approved by The American Dietetic Association
- 1945 • Establishment of the Father Gillet Cancer Research Unit (terminated in 1974)
- 1953 • Approval of four-year program in Elementary Education by Pennsylvania State Council of Education
- 1957 • Approval by American Association of University Women
- 1964 • Renewal of accreditation by Middle States Association
- 1967 • Establishment of Center for the Teaching of the Americas
- 1969 • Establishment of the Evening Division
- 1973 • Initial approval of Early Childhood Teacher Education Program by Pennsylvania Department of Education
- 1974 • Establishment of the Early Learning Center
 - Renewal of accreditation by Middle States Association
 - Initial accreditation by National Association of Schools of Music
- 1976 • Renewal of Plan IV Dietetic Program in the areas of General and Clinical Dietetics by The American Dietetic Association
- 1977 • Establishment of Bicultural/Bilingual Studies Master's Program (in cooperation with Marywood College)
- 1978 • Renewal of Teacher Certification Programs by Pennsylvania Department of Education
 - Approval of Music Therapy Program by American Association for Music Therapy

- Full approval of Early Childhood Teacher Education Program by Pennsylvania Department of Education
- 1980 • Permanent approval of Music Therapy Program by American Association for Music Therapy
- Full membership in National Association of Schools of Music
- 1981 • Approval of Associate of Arts and Associate of Science Degree Programs by Pennsylvania Department of Education
- Affiliation with Brandywine and Chester County Hospital Schools of Nursing
- 1983 • Approval of Master of Arts Programs in Counseling Psychology, Educational Leadership and/or Administration, and Nutrition Education by Pennsylvania Department of Education
- Renewal of Teacher Education Program by Pennsylvania Department of Education
- Approval of Elementary-Middle School Principal Certification Program by Pennsylvania Department of Education
- 1984 • Accreditation of Coordinated Undergraduate Program (CUP) in the area of General Dietetics by Commission on Accreditation of The American Dietetic Association
- Renewal of accreditation by Middle States Association
- Approval of upper-division Bachelor of Science in Nursing Degree for Registered Nurses by Pennsylvania Department of Education
- 1987 • Approval of School Psychology Certification Program by Pennsylvania Department of Education
- Additional focus of Graduate Educational Leadership Program: Leadership in Teaching and Learning
- 1988 • Renewal of accreditation of Coordinated Undergraduate Program (CUP) in the area of General Dietetics by the Council on Education Division of Education
- Accreditation/Approval of The American Dietetic Association
- 1989 • Initial accreditation of Nursing Program by National League for Nursing
- Approval of Master of Arts in Music Therapy Program by National Association of Schools of Music
- Approval by Council on Education, Division of Education
- Accreditation/Approval of the American Dietetic Association of the Preprofessional Practice Program (AP4)
- 1990 • Approval of Elementary School Guidance Certification and Secondary School Guidance Certification Programs by Pennsylvania Department of Education
- Approval of Letter of Eligibility for Superintendent/Assistant Superintendent and Executive Director/Assistant Executive Director by Pennsylvania Department of Education
- Approval of Master of Arts Program in Music Therapy by Pennsylvania Department of Education
- Renewal of Teacher Education Program by Pennsylvania Department of Education
- 1991 • Renewal of approval of Didactic Program in Dietetics by The American Dietetic Association
- Approval of Master of Arts Program in Bilingual/Multicultural Studies by Pennsylvania Department of Education
- Approval of Master of Arts in the Teaching of Mathematics Program by Pennsylvania Department of Education
- Approval of Master Teacher and Elementary Certification Program by Pennsylvania Department of Education
- Approval of School Nurse Certification Program by Pennsylvania Department of Education
- Approval of Doctor of Psychology in Clinical Psychology Program by Pennsylvania Department of Education
- Approval of Doctor of Education in Educational Leadership and Administration Program by Pennsylvania Department of Education
- 1994 • Renewal of accreditation by Middle States Association
- Approval by Council on Education Division of Education
- Accreditation/Approval of The American Dietetic Association of change of the Preprofessional Practice Program to Developmental Accreditation as a Dietetic Internship
- 1995 • Celebration of 75th Anniversary
- Final approval of Doctor of Psychology Program in Clinical Psychology by the Pennsylvania Department of Education
- Final approval of Master of Arts Program in Music Therapy by the National Association of Schools of Music
- Renewal of Teacher Education Program by Pennsylvania Department of Education
- Establishment of ACCEL® (Accelerated Continuing and Experiential Learning) Programs
- 1996 • Approval of change of name of Master of Arts Program in Bilingual/Multicultural Studies to Cultural and Linguistic Diversity by Pennsylvania Department of Education

- 1997 • Renewal of accreditation of Nursing Program by the National League of Nursing
- Final approval of Doctor of Education Program by the Pennsylvania Department of Education
- 1998 • Initiation of Phi Kappa Delta Honor Society
- Approval of certification for Mentally and/or Physically Handicapped Program and Supervisor Certification Programs by the Pennsylvania Department of Education
- 1999 • Approval of Master of Arts degree in Organization Leadership by the Pennsylvania Department of Education
- Accreditation of Dietetic Internship by the American Dietetic Association
- Accreditation of Doctor of Clinical Psychology by the American Psychological Association
- First International Institute for Expressive Arts (IEAAA) held at Immaculata
- Renewal of Middle States accreditation
- Approval of official site for National Counselors Exam
- 2000 • Initial Approval of program in School Psychology leading to Doctor of Psychology by the Pennsylvania Department of Education
- Renewal of Teacher Education by Pennsylvania Department of Education
- Establishment of three-college structure: the Women's College; the College of LifeLong Learning; and the College of Graduate Studies
- Accreditation granted for the Dietetic Internship by the Commission on Accreditation for Dietetics Education of the American Dietetic Association
- 2001 • Initial approval of program in Theology leading to an Associate Degree by the Department of Education
- Initial accreditation of the Didactic Program in Dietetics by the Commission on Accreditation of the American Dietetic Association
- 2002 • Renewal of accreditation by the National Association of Schools of Music (NASM) and the American Music Therapy Association (AMTA)
- Approval of teacher certification for Citizenship; Social Justice; General Science; and Business, Computers and Information Technology Programs by the Pennsylvania Department of Education
- Renewal of accreditation of the Bachelor of Science in Nursing Program by the National League for Nursing Accrediting Commission, Inc. (NLNAC)
- Approval of Health Care specialization by Pennsylvania Department of Education
- Final approval of MA in Organization Leadership by Pennsylvania Department of Education
- Initial approval of English as a Second Language (ESL) program specialist training by the Pennsylvania Department of Education
- Immaculata College awarded University status in June 2002 by the Pennsylvania Department of Education
- Initial accreditation of the Didactic Program in Dietetics by American Dietetic Association Commission on Accreditation for Dietetic Education
- 2003 • Approval by Pennsylvania Department of Education of ESL track within MA in Educational Leadership
- Initial approval by Pennsylvania Department of Education for Master of Science in Nursing
- Board of Trustees approved the College of Undergraduate Studies to become co-educational starting Fall 2005
- 2004 • Final Approval for Doctor of Psychology (PsyD) in School Psychology by Pennsylvania Department of Education
- Renewal of accreditation by Middle States Commission on Higher Education
- Approval of Bachelor of Science Degree in Accounting, Business Administration, Biology, Chemistry, Exercise Science, Mathematics/Computer Science, Information Technology by the Pennsylvania Department of Education
- Approval of Associate of Science Degree in Biology, Mathematics/Computer Science, Information Technology by the Pennsylvania Department of Education
- Accreditation of Bachelor of Science in Nursing degree by Commission on Collegiate Nursing Education (CCNE)
- 2005 • Renewal of accreditation of Doctor of Psychology Program in Clinical Psychology by the American Psychological Association
- 2006 • Approval by Pennsylvania Department of Education for Bachelor of Science Degree in Marketing Management
- Approval by Middle States Association to offer first online accelerated program in Organization Dynamics
- Approval by Pennsylvania Department of Education for Master of Science Degree in Nursing
- Approval by Pennsylvania Department of Education for Bachelor of Science Degree in Health Care Management

- Approval by Pennsylvania Department of Education for Bachelor of Science Degree in Allied Health
- 2007 • Approval by the National Association of Schools of Music for a Bachelor of Arts Degree in Music (Performance [Instrumental, Vocal])
- Approval by Middle States Association to offer online accelerated programs in Financial Management, Human Performance Management and Healthcare Management
- 2008 • Approval by Pennsylvania Department of Education for Master of Arts Degree in Applied Communication
- Approval to offer RN to BSN program in state of Maryland
- Approval by the Servicemembers Opportunity Colleges (SOC) as a member of the SOC Consortium
- Agreement with Brandywine Hospital to provide the academic leadership for the Brandywine School of Nursing leading to the transition to close the two-year program at Brandywine School of Nursing and open the four-year pre-licensure BSN program at Immaculata
- 2009 • Approval by the State Board of Nursing to deliver the Bachelor of Science in Nursing degree as a pre-licensure Nursing program
- Approval by Pennsylvania Department of Education to deliver the Bachelor of Science in Nursing degree as a pre-licensure Nursing program
- Approval of change of name of Master of Arts Program in Applied Communication to Public Relations by Pennsylvania Department of Education
- Celebration of College of Graduate Studies 25th anniversary
- Approval of Periodic Review Report by Middle States Commission on Higher Education
- Establishment of the Division of Education and the Division of Nursing
- Awarded SunGard Higher Education Award for Institutional Performance
- Institutional approval of revisions to liberal arts core curriculum
- 2010 • Approval by Pennsylvania Department of Education for Master of Arts program in Clinical Psychology
- Celebration of Nursing department's 25th anniversary
- Approval by Department of Veterans Affairs to participate in the Yellow Ribbon Program
- Incorporation of the pre-licensure program in Nursing into existing accreditation of Bachelor of Science in Nursing degree by Commission on Collegiate Nursing Education (CCNE)
- 2011 • Initial approval of Doctorate in Education in Higher Education by Pennsylvania Department of education
- Renewal of accreditation for 10 years of MSN program by Commission on Collegiate Nursing Education (CCNE)
- Approval of Special Education and English Language Learning provisions by Pennsylvania Department of Education; Approval of Post-Baccalaureate Certification (Pre K-4 and Pre-K with Special Education) by Pennsylvania Department of Education
- Awarded the Excellence in Holistic Nursing Education Award from the American Holistic Nurses Association (AHNA)
- Accreditation of its Business Programs and Separate Specialized Accreditation of its Accounting program by the Accreditation Council for Business Schools and Programs (ACBSP)
- Approval of Bachelor of Science Degree in Athletic Training by the Pennsylvania Department of Education
- 2012 • Renewal of accreditation of Doctor of Psychology program in Clinical Psychology by the American Psychological Association
- Institutional approval of the Department of Professional Studies
- Institutional approval of the Emergency Planning and Management major
- Renewal of accreditation of the Didactic Program in Dietetics by the Commission on Accreditation for Dietetics Education Accreditation of the American Dietetic Association
- 2013 • Renewal of accreditation by the National Association of Schools of Music (NASM) and the American Music Therapy Association (AMTA)
- 2014 • Institutional approval of Human Resources Management and Health Information Management majors
- Renewal of accreditation by Middle States Commission on Higher Education
- Initial accreditation of Athletic Training Program by the Commission on Accreditation of Athletic Training Education (CAATE)
- 2015 • Renewal of accreditation of Doctor of Psychology Program in Clinical Psychology by the American Psychological Association
- Institution of partnership with DeSales University to offer a 4+1 MBA program to Immaculata students
- Institutional approval of Interactive Digital Media and Cybersecurity majors
- 2016 • Achievement of Council for Accreditation of Counseling and Related Educational Programs (CACREP) accreditation for the Clinical Mental Health Counselor Master of Arts programs
- 2017 • Installation of Immaculata University's first lay president, Barbara Lettiere (IU class of '72)

- 2018 • Official change of College of LifeLong Learning name to College of Adult Professional Studies
- Accreditation of Business Leadership and Human Resource Management programs by the Accreditation Council for Business Schools and Programs (ACBSP)
- Institution of several partnerships with area graduate programs to benefit IU students (DeSales University, Penn State University –Great Valley, Temple University, and Widener University and its Delaware Law School)
- 2019 • Institutional approval of new Undergraduate Core curriculum, Master of Science in Health Care Management, and Master of Science in Athletic Training
- Effective January 2019, Immaculata approved as a SARA institution, allowing for nationwide offering of online programs
- Approval by Pennsylvania Department of Education for Pupil Personnel Services Certification, Social, Emotional and Behavioral Wellness Endorsment
- 2020 • Approval by Pennsylvania Department of Education for Reading Specialist Certification, Special Education PreK-12
- 2021 • Institutional approval of new Associate of Arts degree in Psychology, Associate of Science degree in Cybersecurity, and Bachelor of Science in Sport and Business Management
- Bachelor of Science in Financial Planning program receives approval by Certified Financial Planning Board of Standards (CFP ® Board)
- Renewal of accreditation for 10 years of both the BSN and MSN programs by Commission on Collegiate Nursing Education (CCNE)
- 2022 • Renewal of accreditation for 10 years for business programs by the Association of College Business Schools and Programs (ACBSP)
- Renewal of approval for all education certification programs by the Pennsylvania Department of Education (PDE)
- Institutional approval for new degree programs: Bachelor of Arts programs in Public Administration and Public Health; Master of Science program in Higher Education; Master of Music program in Music Education; and Master of Science in Nursing, Nurse Practitioner program.

Admission

Immaculata University seeks to admit students whose interests, goals, and abilities are compatible with its mission and endeavors to retain them through the pursuit of the students' education goals. Those students who are best qualified to profit from the distinctive education opportunities offered by the University will be admitted. The admission process endeavors to bring together a group of students whose intellectual ability, personal qualities, varied interests and talents, and diverse backgrounds provide a cultural and intellectual atmosphere in which each may become a well-rounded person.

Applications are processed without unlawful discrimination based on an individual's race, gender, ethnicity, religion, age, national origin, color, disability, marital status, familial status, veteran status, ancestry, genetic characteristics, pregnancy, or any other characteristic protected by federal, state or local law or University policy. Each applicant is considered as an individual and consideration is given to special cases. The university reserves the right to modify admission requirements at any time without prior notice.

MASTER'S DEGREE PROGRAMS

An applicant who has completed a bachelor's or master's degree from an accredited institution and has completed prerequisites in the proposed area of concentration with a "B" average may apply for admission to a graduate program. The following materials must be submitted to the College of Graduate Studies:

1. Applications for master's degree programs may be submitted online at www.immaculata.edu/gradapply
2. Official transcripts from each undergraduate and graduate school attended should be sent directly to the Office of Graduate Admission from the school registrar(s).
3. Two letters of reference appraising the applicant's personal and professional qualities as well as capability for graduate study. References must be completed by academic professors or employers and forwarded directly to the Office of Graduate Admission.
4. Applicants to the Master of Arts in Clinical Mental Health Counseling must provide test scores from the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE). Official score reports should be sent directly to the Office of Graduate Admission by the Testing Center. (Applicants with an undergraduate grade point average of 3.0 or greater are not required to submit test scores.)
5. A one-page essay addressing the following: Discuss your professional goals and how graduate study at Immaculata will enable you to achieve those goals (certain MA programs only).
6. Resume
7. MSN applicants must have a BSN from NLNAC or CCNE accredited school with a minimum GPA of 3.0. A copy of current RN license and current professional resume is also required for admission. RNs from an NLNAC or CCNE accredited nursing program with a non-nursing baccalaureate degree may be admitted but must meet BSN equivalent competencies* in nursing leadership, research, and

community health. These competencies may be met through documentation in a professional portfolio or collegiate course work after admission. *BSN equivalent competencies as outlined in the Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008).

8. An official interview with the department/division chair or designated advisor may be required. Group interview dates for the master's program in Clinical Mental Health Counseling are listed on the program's website.
9. International Students, see page 17.

Immaculata updates its requirements to remain in compliance with all federal and state laws as these are issued. Based on the admission packet, students may be required to fulfill additional specified prerequisites prior to matriculation. Please submit all inquiries and admission materials to:

Immaculata University
College of Graduate Studies
1145 King Road
Immaculata, PA 19345

Students are selected for admission on the basis of individual merit. Immaculata uses the following criteria for making decisions concerning admission to graduate programs:

- Quality of previous academic work
- Ability to respond to personal or group interview
- Evaluation of standardized test scores
- Strength of candidate's writing sample and recommendations

Admission to graduate study does not imply admission to candidacy for an advanced degree.

Special Considerations

- A student may transfer up to 18 credits deemed appropriate with the approval of the department/division chair.

These courses should meet the requirements of the program and have been awarded a minimum grade of B. Only transfer credits from a regionally accredited graduate program will be accepted. Transfer credits are generally accepted at the time of admission. (See transfer credit policy)

- An applicant deficient in some of the admission requirements who shows promise of being able to satisfy these requirements may be granted non-matriculated status for a limited period to make up deficiencies. Students with a final GPA ranging from 2.5-2.9 may only be considered for non-matriculated admission and only in designated departments/divisions.

Any credits earned under non-matriculated status are considered graduate credits toward a degree only after the student has achieved matriculated status. Non-matriculated status is not offered to doctoral students. A student matriculates under the catalog in effect at that time.

CERTIFICATE/CERTIFICATION PROGRAMS

An applicant who has completed a bachelor's or master's degree from an accredited institution and has completed prerequisites in the proposed area of concentration, and with a minimum GPA of 3.0 may apply for admission to a certificate or certification program. The following materials must be submitted to the College of Graduate Studies:

1. Applications for master's degree programs may be submitted online at www.immaculata.edu/gradapply
2. Official transcripts from each undergraduate and graduate school attended should be sent directly to the Office of Graduate Admission from the school registrar(s).
3. Two letters of reference appraising the applicant's personal and professional qualities as well as capability for graduate study. References should be completed by academic professors or employers and forwarded directly to the Office of Graduate Admission.
4. Some departments/divisions have specific prerequisites for admission to certification programs. More information may be found in the department/division listing.

ENDORSEMENTS

1. Applications may be submitted online at www.immaculata.edu/gradapply
2. Official transcripts from each undergraduate and graduate school attended should be sent directly to the Office of Graduate Admission from the school registrar(s)
3. One [reference form](#)
4. Copy of Level I or Level II Certification

POST GRADUATE STUDIES

An applicant who has completed a master's degree from an accredited institution with a "B" average may pursue up to 15 credits of master's level coursework in the fields of education, psychology, music therapy, or nursing. The following materials must be submitted to the College of Graduate Studies:

1. Applications may be submitted online at www.immaculata.edu/gradapply
2. Official transcripts from each undergraduate and graduate school attended should be sent directly to the Office of Graduate Admission from the school registrar(s).
3. One recommendation completed by an academic professor or employer and forwarded directly to the Office of Graduate Admission.

DOCTORAL DEGREE PROGRAMS

Applications for doctoral degree programs may be submitted online at www.immaculata.edu/gradapply

Doctor of Psychology (Psy.D.) Clinical Psychology

Admission for the doctoral program in clinical psychology is available for the Fall semester. The application deadline is January 15. Qualified applicants must possess a master's degree and a bachelor's degree from an accredited institution with a minimum 3.0 in the master's degree program (B) grade point average OR a bachelor's degree in psychology or a related field with a minimum of 12 credits in psychology from an accredited institution with a minimum 3.3 grade point average. A complete application for admission will include the following:

1. Official transcript(s) of your academic record from each undergraduate and graduate school attended. An official transcript verifying completion of prerequisite degrees is required. Official transcripts should be sent directly from the schools' registrar(s).
2. Three completed reference forms appraising the student's capacity for doctoral study.
3. A two page, double-spaced, typed and signed statement detailing the student's educational pursuits in psychology.
4. Optional official score reports for the Miller Analogies Test (MAT) or Graduate Record Examination (GRE) sent directly to the Office of Graduate Admission by the testing center. For MAT information, contact the Psychological Corporation, Control Testing Center, 555 Academic Court, San Antonio, TX 78204 (1-500-622-3231). For GRE information, contact Graduate Record Examinations Educational Testing Services, PO Box 6000, Princeton, NJ 08541-6000 (1-800-473-2255).
5. Official TOEFL or IELTS score sent directly to the Office of Graduate Admission, if an international student.
6. International students, see page 17.

Admission to the Psy.D. program is highly competitive and limited. Applications are reviewed on a comparative basis among all students applying and with respect to the number of spaces available for a new class. Immaculata uses the following criteria for making decisions concerning admission to the Psy.D. program:

1. Quality of previous work, in the form of an acceptable GPA earned in both undergraduate and graduate studies;
2. Miller Analogies Test (MAT) or Graduate Record Examination (GRE) test scores (optional for Fall 2023), as well as the TOEFL or IELTS (for international students)
3. Strength of recommendations;
4. Strength of interview;

5. Strength of writing sample; and
6. Standing in applicant group on all areas considered.

Admission to graduate study does not imply admission to candidacy for an advanced degree.

Doctor of Education in Educational Leadership & Administration K-12 (Ed.D.)

Students may apply to the doctoral program in Educational Leadership and Administration or the Letter of Eligibility for the Fall, Spring or Summer semesters. Application deadlines are: July for Fall, November for Spring, and April for Summer. A complete application for admission will include the following:

1. Official transcript(s) of your academic record from each undergraduate and graduate school attended. An official transcript verifying completion of prerequisite degrees is required. Official transcripts should be forwarded directly from the schools' registrar(s).
2. Three completed reference forms appraising the student's capacity for doctoral study.
3. A goals statement in the form of two page, double-spaced, typed and signed statement of your pursuits in education.
4. Official TOEFL or IELTS score sent directly to the Office of Graduate Admission, if an international student.
5. International students, see page 17.

Doctor of Education in Higher Education (Ed.D.)

Students may apply to the doctoral program in Higher Education for the Fall or Spring. Application deadlines are: July 1 for Fall and December 1 for Spring. A complete application for admission will include the following:

1. Official transcript(s) of your academic record from each undergraduate and graduate school attended. An official transcript verifying completion of prerequisite degrees is required. Official transcripts should be forwarded directly from the schools' registrar(s). Applicants to the Nursing Education concentration must be a Registered Nurse (RN) and hold an earned Master of Science in the field of nursing.
2. Two completed reference forms appraising the student's capacity for doctoral study.
3. A goals statement in the form of two page, double-spaced, typed and signed statement of your pursuits in education.
4. A current curriculum vitae.
5. Official TOEFL or IELTS score sent directly to the Office of Graduate Admission, if an international student.
6. International students see page 17.

INTERNATIONAL STUDENTS

1. Original transcript of academic credentials. These must be accompanied by English translations and a course-by-course evaluation by World Education Services (www.wes.org).
2. Certification of financial support during the time of graduate study.
3. Official scores on Test of English as a Foreign Language (TOEFL) of 79 on the IBT (internet-based), 550 on the PBT (paper-based), or 213 on the CBT (computer-based), when appropriate. On the International English Language Testing System (IELTS) a score of 7.0 will also be accepted.
4. Certification of enrollment in an approved health and accident insurance program.
5. Formal admission to a program is required prior to issuance of the I-20.
6. Enrollment in an in-person, full-time course of study is required for those with a student visa.

Applicants with Criminal Histories

Applicants with criminal findings may not be eligible for admission to Immaculata University except in outstanding circumstances as determined by the president. Applicants having convictions (other than minor traffic violations) will be asked to submit full disclosure of the facts and circumstances of the incident for review by the office of admission or College offices on a case-by-case basis.

Academic Life

ACADEMIC STANDING AND PROGRESS

ADMISSION STATUS (at the master's level)

Admission is determined as follows:

Matriculated status

Students who have submitted all required application materials and have met admission criteria and prerequisites.

Certification program (only)

Students who have submitted all required application materials and have met admission criteria and prerequisites.

Non-Matriculated Status

Students who do not meet all criteria for matriculation, but who have been approved for a specific program of study. Students must submit official transcripts from all undergraduate and graduate schools attended, at least one letter of reference, and have a formal interview with a designated faculty member and/or admission counselor. Generally, no more than 12 graduate credits may be accrued under this status.

Enrichment Status

Students who seek to enrich themselves through graduate level courses; those with enrichment status are not considered students within the college's degree programs. A student with enrichment status is limited to no more than six credits at the Master's level. Enrichment status students must submit a completed College of Graduate Studies application and official copies of all undergraduate and graduate transcripts. Students must achieve a grade of "B" or better in any courses studied under this status in order to be considered for matriculation.

Note: Doctoral level courses may be taken only by matriculated students enrolled in a doctoral program.

APPLICATION RE-SUBMISSION (at the doctoral level)

The application packets of students who have been denied admission to a doctoral program will not be reconsidered unless there has been substantial change to the admission packet such as academic preparation and/or professional experience. In order to ensure objectivity during the admission process, all communication about admission must be restricted to the Director of Admission.

CHANGE OF PROGRAM

A student desiring to transfer from one graduate program to another graduate program offered at Immaculata must complete a new application form, goals statement, have an interview with the appropriate program advisor, and submit program specific documentation required for admission. Students will be notified in writing regarding their admission status.

CHANGE OF STATUS

Anyone seeking a change of status (enrichment, non-matriculated, matriculated) within any master's program of the College of Graduate Studies must request in writing a change of status. It is the student's responsibility to complete the admission process in a timely fashion.

COMPREHENSIVE EXAMINATIONS

Master's Students

Each candidate must successfully complete the comprehensive examination or its department/division equivalent. A candidate who fails the comprehensive examination may petition the department/division for a re-examination. If the petition is accepted, the re-examination may be taken on the next scheduled testing date. When the student fails, recommendations for academic remediation are made by the Chair. The comprehensive examination may not be taken more than twice.

(Management and Leadership students submit the portfolio and capstone to satisfy this requirement; Nursing and Nutrition and Dietetics students submit a capstone project).

Doctoral Students

Each candidate must successfully complete the comprehensive examination. A candidate who fails the comprehensive examination must seek department/division advisement and fulfill recommendations (additional information may be found in the department/division handbook).

The college retains the comprehensive examination for a period of 3 years. At that point the comprehensive examinations will be destroyed. The copy is retained by the college in the event grades are challenged, to prevent copying or using the comprehensive of one class as a measure of competency by a succeeding group, to ensure the anonymity of the graders, to avoid additional processing requirements by the office and to have validation of completion of the requirement.

Comprehensive examinations are not considered an assignment and, therefore, are not returned to the student.

CONCURRENT ENROLLMENT

Senior undergraduate students who have earned a 3.3 GPA or better may enroll in graduate programs with the written approval of their academic advisor and graduate program director/chair.* All prerequisites for the graduate course must be met and the student must follow guidelines as outlined by the graduate program chair/director. The graduate credits earned may be counted toward the undergraduate degree.

Undergraduate students with a 3.3 GPA or better who intend to continue study toward an advanced degree at Immaculata University upon graduation may be permitted to apply credits towards a graduate degree. Students may complete up to 9 credits of graduate work while enrolled as an undergraduate student. Courses permitted for concurrent enrollment will be the decision of the program director.

Enrollment in a graduate-level course does not in any way imply subsequent departmental or College of Graduate Studies approval for credit for a graduate degree at Immaculata, except in relation to approved accelerated bachelor's/master's programs. Students will be required to meet all graduate degree requirements for the catalog year in which they are admitted into the graduate program.

Graduate courses completed while an undergraduate student will be evaluated once the student has been accepted into a graduate program.

Graduate courses taken by undergraduate students will be transcribed on the students' undergraduate transcript and students will be charged undergraduate tuition for the courses.

*with a strong recommendation from their advisor or professor in major, students with a GPA lower than a 3.3, but meeting at least the minimum 3.0, will be considered.

DEGREE CANDIDACY

Master's Degree Students:

Matriculated students who have completed 12 semester hours at Immaculata with a minimum GPA are considered degree candidates. In order to be considered a degree candidate, a student must have maintained a B average in his/her course work, have the recommendation of the program chair, and must be matriculated. (See Admission Status.)

Doctoral Degree Students:

Degree candidacy is achieved upon successful completion of the Comprehensive Examination.

DOUBLE COUNTING OF CREDITS

Students enrolled in a Master of Arts degree program who are pursuing a Certificate may "double count" a maximum of 9 credits. This total of 9 credits includes both Core and Certificate-specific courses. Chairs of individual departments/divisions will make a determination as to whether courses within the Certificate curriculum may be accepted towards the Master of Arts program.

DUAL DEGREES AT IMMACULATA

For students interested in pursuing a dual major or second graduate degree at Immaculata, the credits for the Core Curriculum will be applied to both degrees. The student is required to fulfill all major requirements and may not "double count" any other courses or credits beyond the Core Curriculum, except when determined by the individual departments. Students are responsible for the Comprehensive Examination or its equivalent in both major areas. Two separate degrees will result from successful completion of all requirements. Students must be officially admitted to a second program.

COMMENCEMENT

Students must complete all academic requirements and clear all financial obligations with the University to be eligible to participate in the commencement activities and receive their diploma and academic transcript. No more than three semesters before intended graduation date, students are directed to indicate intent to graduate through S.S.IU, completing the "Apply to Graduate" form in the Student Records section. Students should contact the College of Graduate Studies office should they need assistance with this process.

COMMENCEMENT WALKING POLICY

Immaculata University holds its annual commencement ceremony at the end of each spring semester. Students approved to graduate are strongly encouraged to participate in commencement for the conferring of the degree.

Students who do not meet graduation requirements in time for the May ceremony may still be allowed to “walk” in commencement provided they meet the criteria listed below:

- Have six (6) or fewer semester hours to complete.
- Have a minimum a 3.0* cumulative grade point average at the Master’s level and 3.3 for Doctoral level.
- Doctoral students must have successfully defended their dissertation.
- Complete a Petition to Participate in Commencement Ceremonies, which must outline student’s plan to complete all degree requirements.

Students may not participate in commencement if they have any outstanding balances.

Names of both walkers and graduates will be printed in the commencement program, and there will be no asterisk or special notation in the program differentiating walkers from actual graduates of the University. “Walkers” do not receive public or printed recognition of honors (cum laude, etc.) in the commencement program.

All graduation requirements and all financial obligations must be satisfied in order to receive the diploma. Degree will be conferred and officially awarded only after all graduation requirements have been met.

A student may participate in only one commencement ceremony. If, after declaring an intention to walk, a student does not participate in the ceremony and fails to notify the Office of the University Registrar at least four days prior to the commencement date, that student is ineligible to participate in any subsequent commencement ceremony.

POSTHUMOUS CONFERRAL OF DEGREES

On rare occasions, a student who has completed all or nearly all of the requirements for a degree meets an untimely death before the degree is conferred. In such cases, it may be appropriate for this student to be recognized for his/her work by means of conferring a degree posthumously.

Graduate students shall be in good academic standing and substantially complete with courses and the required culminating experience for the graduate degree, including thesis/dissertation if required, and as confirmed in the petition by the graduate program director. Petitions shall be forwarded to the Dean of the College of Graduate Studies for review and recommended to the VPAA, then to the President for approval.

If approved, the President will notify the VPAA and dean. The official commencement program will include the student’s name with the annotation that the degree was conferred posthumously. The student’s academic record will be similarly annotated.

ACADEMIC INTEGRITY POLICY

Immaculata University, through its faculty, staff and students, strives to create an environment of trust, mutual respect, and integrity that fosters scholarly pursuits in an academically challenging and supportive setting. To further the pursuit of truth and the exercise of honest, intelligent inquiry, the University maintains an academic integrity code that promotes the assumption of personal responsibility and integrity and prohibits all forms of academic dishonesty. The most common form of academic dishonesty is plagiarism. Other forms of academic dishonesty are also described in the sections below.

Academic Code of Conduct

Immaculata University's Academic Code of Conduct is designed to assist in the development of a supportive and productive learning environment. It is both a description of the University's ethical expectations of students as well as a guarantee of students' rights and responsibilities as members of a learning community. The Academic Code of Conduct provides clarity related to policy and procedure regarding academic conduct.

The Academic Code of Conduct is not associated with the Grade Appeal Procedure for a course. Please see Grade Appeal Procedures for the procedures regarding a Grade Appeal.

Violations of this Code

Violations of this Code involve attempts to be dishonest or deceptive in the performance of academic work in or out of the classroom, alterations of academic records, alterations of official data on paper or electronic resumes, or unauthorized collaboration with another student or students.

The Academic Code of Conduct addresses disruption or obstruction of teaching and research.

Additionally, the Academic Conduct Code addresses behavior that is not congruent with the professional standards and personal conduct of the student's field of study.

Violations are grouped into two categories:

Category A:

- **Cheating.** Cheating is defined as using, or attempting to use, in any academic exercise materials, information, study aids, or electronic data that the student knows or should know is unauthorized. Cheating also encompasses the provision or acceptance of any unauthorized assistance during an examination or assignment to be completed individually, including but not limited to talking to another student, viewing, or copying another student's examination or assignment, making or receiving gestures from another student, or engaging another person to complete an assessment or examination in place of the student.
- **Plagiarism** is failing to acknowledge adequately the source of words or ideas that are not one's own. Plagiarism includes, but is not limited to:
 1. The quotation or other use of another person's words, ideas, logic, opinions, thoughts, or theories without use of quotation marks and acknowledgment of the source;
 2. The paraphrasing of another person's words, ideas, logic, opinions, thoughts, or theories without acknowledgment of the source;
 3. The quotation or other use of facts, statistics, or other data or materials that are not clearly common knowledge without acknowledgment of the source;
 4. Copying or purchasing all or any portion of another's academic, research, or creative work - even with the creator's knowledge and permission - and submitting it, in part or in its entirety, as one's own. This includes material available through the Internet or other electronic sources and any material that has copyright protection. Students are hereby advised that, when such material has been copyrighted, its unauthorized use constitutes not only a breach of academic integrity but also a violation of law that could lead to civil or criminal penalties.

The University considers plagiarism by a student to be a serious violation of professional and academic ethics and standards; ignorance of the rules governing plagiarism is not an excuse. When in doubt, students should seek clarification from the instructor who issued the assignment. A finding of plagiarism

may result in the imposition of a serious academic penalty such as, but not limited to, suspension, receipt of a failing grade, non-continuation or expulsion.

- **Recycling.** Recycling is defined as submission of a student's work that has previously counted for credit in another course. Recycling is not allowed unless explicitly authorized by the faculty members of both courses in such a case, students must reference their previous work.
- **Sabotage:** Sabotage is defined as the destruction or deliberate inhibition of progress of another's work, including but not limited to the destruction or hiding of shared resources such as library materials, computer software and hardware and tampering with another person's laboratory experiments.
- **Unauthorized communication during examinations.** Any unauthorized communication may be considered automatic evidence of cheating.
- **Failure to complete examinations in a specifically assigned location.**
- **Unauthorized downloading, uploading, sharing, and/or duplicating course materials** including, but not limited to, assignments, exams, quizzes, slides, videos, and any other material created and/or provided by the instructor without the instructor's express permission. This includes, but is not limited to, downloading/uploading/viewing/sharing/selling copyrighted material.

Category B:

- **Falsification of Data, Information or Records:** Furnishing or conspiring to furnish false information to the University by forgery, alteration or misuse of, among other things, University documents, academic records, research data or professional or academic credentials is strictly prohibited.
- **Theft of an examination.** Stealing or otherwise discovering and/or making known to others the contents of an examination that has not yet been administered.
- **Knowingly allowing another student to represent your work as their own.** This includes actions such as: providing a copy of your work to another student, and/or providing (including selling) class materials to third parties that sell or otherwise share such materials—including, but not limited to, homework, exams and exam solutions, submitted papers, or projects.
- **Misrepresentation of identity** in any interaction with a member of the Immaculata University community or on any academic work.
- **Conduct in a professional field assignment** that violates the policies and regulations of the host school or agency.
- **Conduct in violation of public law** occurring outside the University that directly affects the academic and professional status of the student, after civil authorities have imposed sanctions.
- **Attempting improperly to influence** the award of any credit, grade, or honor.
- **Intentionally making false statements** to faculty or University administrators.
- **Unprofessional treatment of patients and clients** including, but not limited to: Treating patients/clients without authorization or supervision by faculty; treating patients/clients in unauthorized clinical settings; Accepting personal monetary payment from patients/clients for services; waiving patient payment responsibilities without authorization, or otherwise acting in disregard of patient-related contracting and financial policies; failing to comply with policies and procedures related to patient/client care; failing to maintain accepted protocols regarding infection control and OSHA standards; treating a patient/client while

under the influence of alcohol or drugs; refusal to properly treat any patient/client for reasons of gender, race, color, religion, national origin, financial status, or disability; patient/client abandonment; violating patient/client rights to confidentiality or improperly disclosing confidential patient information; falsifying patient/client records in any manner, e.g., by changing previous entries, making false entries, or by forging signatures, with or without intent to defraud, injure or deceive; failure to maintain demonstrable and timely progression towards achievement of clinical competencies.

- **Behavior that is not congruent with the professional standards and personal conduct** of the student's field of study.
- Disruption or obstruction of class, lab, office hours, or other teaching or research functions.
- **Failure to comply** with the sanctions imposed under the authority of this Code.

REVIEW PROCEDURE FOR ACADEMIC INTEGRITY CODE OFFENSES

Category A Violations, First time infractions

1. **Faculty** who have reason to believe that a student has violated an item in Category A of the Code in a course which they are the instructor and the alleged violation occurred in their course shall follow the procedures below:
 - a. If the student has admitted to the academic misconduct, the faculty member may work directly with the student regarding sanctions. The faculty must submit the Academic Misconduct Form to the designated Dean's office.
 - b. The designated Dean, at their discretion, and considering the nature of the infraction or if it is not a first-time offense may convene the Academic Conduct Committee to review the alleged infraction (s).

If the alleged infraction is not the first violation of the Academic Code of Conduct, the alleged infraction will be handled through the process described in the "**Academic Conduct Committee Procedures**" section of this policy (below).

2. **Staff, Students or Faculty** who have reason to believe that a student has violated an item in Category A of the Code in a course for which they are not the instructor, and the alleged violation did not occur in their course shall:
 - a. Provide documentation to the course faculty of record
 - b. The faculty member of record shall proceed with process outlined in #1 under Category A.

Cases of Disputed Academic Misconduct, Repeat Offenders, or Category B alleged violations

If the student disputes the charge of Academic Misconduct (Category A), or if the designated Dean denies permission for a grading penalty because the student is a repeat offender as evidenced by a prior record of academic misconduct in the University, or because of the serious nature of the offense, the designated Dean shall then refer the charges and supporting evidence to the Academic Conduct Committee, which shall then proceed with a hearing.

Academic Conduct Committee Procedures:

All evidence should be carefully documented using the guidelines set forth below:

- A. The person originating the misconduct report shall present the report in writing, accompanied by suitable evidence, to the designated college Dean.

- B. Witnesses to the alleged infraction (s) of the Academic Conduct Code may be requested to file a report on the incident. The report may be provided via email to the designated college Dean.
- C. The Dean will contact the student outlining the alleged academic misconduct, and the process and procedures pertaining to the violations and potential sanctions.
- D. The Dean will convene an Academic Conduct Committee to review the alleged infraction (s). The committee will be comprised of three faculty members or administrators within academic affairs. The committee must be formed and provide documentation shared with the Dean within ten (10) days of the meeting with the Dean. The students may provide a written statement to the Dean, that will be forwarded to the Academic Conduct Committee.
- E. The Academic Conduct Committee must review the alleged infraction (s) and determine a sanction. Sanctions may include but are not limited to: precluding the ability to be in an honor society, non-admittance to academic events, educational/training requirements, dismissal from program of study, and expulsion from the University. The Academic Conduct Committee must render their decision within 14 days of the committee being formed. The decision will be sent to the student using the Academic Code of Conduct Committee Response Form, copying the designated college Dean.
- F. The student must submit the Academic Code of Conduct Committee Response Form to the college Dean within five (5) days of receipt. If the form is not returned it is assumed that the student accepts responsibility and the recommended sanctions.
- G. Student Response to Academic Code of Conduct Committee Response Form
 - Student accepts responsibility and agrees with the recommended sanction. Next step: Sanction imposed.
 - Student accepts responsibility but challenge the recommended sanction(s) and requested resolution via an appeal. An Academic Code of Conduct Resolution meeting will be held within ten (10) days of receiving the Academic Code of Conduct Committee Response Form indication from the student. The Academic Code of Conduct Resolution meeting will include the college Dean, and a second academic administrator. At the conclusion of the meeting the student may accept the resolution and recommended sanctions, or they can request a hearing through Formal Academic Hearing procedures (outlined below). If the student requests a hearing, it will be scheduled within ten (10) days after the Academic Code of Conduct Resolution meeting
 - If the student denies responsibility, a Formal Academic Hearing will be scheduled within ten (10) days of the student denying responsibility.

Formal Academic Hearing

The Formal Academic Hearing Committee will be comprised of three (3) faculty/administrators within academic affairs and two (2) students, studying at the same level (undergraduate/ graduate) as the student, designated by the Provost. Individuals serving on the committee must verify that they did not know the student and the alleged academic code infraction. The Dean's office shall inform the student by email at least 10 days prior to the hearing. The email shall be sent (read receipt/delivery notification enabled) to the student's official university email account. It shall include the following:

1. The date, time, and location of the hearing.
2. The fact that the student may request to reschedule the hearing, within a limited time, for a valid reason.

3. The fact that the student may be accompanied by an advisor (University employee) of their choice. At the discretion of the committee chair, the advisor may be allowed to make a brief statement on behalf of the student. The advisor may not otherwise participate directly in the hearing.
4. The fact that the student may also bring witnesses to provide additional information related to the alleged offense. The designated chair may limit or exclude the matters presented by any individual to the extent that such information is repetitive or is not pertinent to the academic infraction.
5. The fact that the student shall have the right to examine documentation supporting the charges.
6. The fact that the student may, but is not required, to submit a written statement and/or other documents for review by the Formal Academic Hearing Committee, provided that any such written statement is prepared by the student, and provided that any statement or documents that the student wishes the Formal Academic Hearing Committee to review are received by the Dean's Office at least seven (7) days prior to the scheduled date of the hearing. The Formal Academic Hearing Committee reserves the right not to accept or review any materials that are submitted after this deadline.
7. A student may waive the 10 day notice requirement. The committee may hold an expedited hearing when the Dean and student both believe that doing so is in the interest of fairness.
8. Members of the committee may be excused if the case might involve a conflict of interest (e.g., kinship, teacher-student relationship, etc.).
9. A hearing shall proceed in the absence of the accused student only if:
 - The student waives the right to be present or
 - The committee is satisfied that proper notice of the hearing was given to the student and that there is no legitimate cause for the absence.
10. Because the hearing is not a court hearing, the committee is not bound by legal rules of evidence. However, every effort will be made to conduct hearings as fairly and expeditiously as possible.
11. At the request of the accused student, the chair of the Formal Academic Hearing Committee may, at their discretion, elect to admit parents or legal guardians.
12. The school/college may, from time to time, make public the facts and decisions of cases that come before the committee. However, such reports shall not reveal the name of any student, professor, or course involved in a case that has been heard by the committee.

Formal Academic Hearing Final Decision

Within 14 days of the date of the Committee's final decision, the designated Dean of the student's school/college shall send an email (read receipt/delivery notification enabled) to the student's official university email account notifying the student of the judgment and penalty imposed.

Sanctions may include but are not limited to: precluding the ability to be in an honor society, non-admittance to academic events, educational/training requirements, dismissal from program of study, and expulsion from the University.

The decision of the Formal Academic Hearing Committee shall be final.

EXEMPTIONS

Students seeking an exemption from an academic policy stated in the catalog should submit a request in writing to the Dean for a catalog exemption. Exemptions related to coursework (such as a waiver of prerequisites, sequencing or courses, or course substitutions) should be submitted to the department/division chair.

GRADING POLICIES

The highest grade awarded is an A. The grade of “I” for “Incomplete” is a temporary grade and must be approved by the Dean. All such authorized grades of incomplete must be changed to traditional letter grades within three weeks of the beginning of the subsequent semester. An automatic F is transcribed if the work is not completed within the time frame.

The grade of “IP” for “In Progress” is given to students involved in practica and/or internships whose approved field experiences remain active after the grading period. The faculty moderator must submit the final grade (P-Pass or F-Failure) for the experience when all requirements have been met.

The grade of “W” is assigned to students who withdraw from a course after the third class session. The course will be included on the student’s transcript with this grade.

Access to semester grades is available through SSIU; grades will not be given over the phone. At the end of each semester, the university makes every effort to expedite grade processing.

GRADES

The following chart sets forth the grading system for graduate courses at Immaculata University.

Grade	Rating	Definition	Gr. Points per Credit
A	Outstanding	Performance of highest achievement: evidence of consistent ability	4.00
A-	Superior	Performance of high achievement	3.67
B+	Above average	Mastery of subject matter	3.33
B	Average/Satisfactory	Standard performance	3.00
B- C+ C	Less than satisfactory	Below standard performance	2.67
			2.33
			2.00
C- D+ D	Below acceptable standards	Performance does not meet minimal standards	1.67
			1.33
			1.00
F	Failure	No credit	0.00
I	Incomplete Pass Withdrawal	For a grave reason, all course work has not been completed within the timeframe of the semester	0.00
P	Pass	Equivalent of at least B for course taken as pass-fail option; completion of course requirements	0.00
W	Withdrawal	Not included in Grade Point Average toward earned credits	0.00

GRADUATION

A candidate is expected to complete degree requirements within a maximum of six years for master's programs and eight years for doctoral programs. The catalog indicates the minimum number of credits required within each program of study. In order to graduate, the candidate must fulfill the following requirements:

- a. completion of academic program with a minimum GPA of 3.0 for master's students and 3.3 for doctoral students
- b. recommendation of the faculty
- c. clearance of all financial accounts, academic holds, and library records
- d. payment of Graduation Fee
- e. apply online for graduation

PROBATION

Students may be placed on academic probation if they fail to maintain a minimum GPA of 3.0 (Master's) or 3.3 (Doctoral). Students who receive two grades in the category of "below standard performance" will be placed on academic probation. Any grade at the "D" level will result in academic probation.

When placed on academic probation, students will be informed in writing by the dean of the college. Students must contact the department/division immediately for academic advisement. The student will be issued a remediation plan that must be taken or completed within a specified timeframe. These remediation's could include, but are not limited to: repeating the course, meeting a certain GPA within a specified timeline, or other guidelines as determined by the department/division. Students on academic probation may not sit for the comprehensive examination, apply to internship/practica, or graduate. Students failing to fulfill recommendations will be dismissed from the University. Psy.D. students are referred to the Psy.D. handbook for elaboration of probation policy as it pertains specifically to Psy.D. students.

PUBLISHED LENGTH OF PROGRAM

Each academic program has a published program length, measured in years for the purposes of financial aid eligibility. The years are calculated based upon full-time study in the fall and spring semesters. Summer semesters do not count towards the published program lengths. To view a chart of program lengths for all Immaculata University programs eligible for federal financial aid, please visit immaculata.edu/admissions/financial-aid/policies/. Please note that exceeding 150% of the published length of program may impact Title IV financial assistance. For additional information students should contact their financial aid counselor.

TEMPORARY SUSPENSION, NON-CONTINUATION, OR EXCLUSION

Temporary suspension, non-continuation, or exclusion from the programs and services of the college may occur for academic or disciplinary reasons.

In the case of unsatisfactory work, unsatisfactory progress toward the degree, disruptive or inappropriate behavior within or beyond the program, or failure to complete the basic program requirements in a timely fashion, the program chair may recommend the temporary suspension, non-continuation, or exclusion of a student to the Dean of the College of Graduate Studies, who will notify the student of the decision. A decision to suspend temporarily, to discontinue, or to exclude a student means that the academic programs and services of the College are no longer open to that student except in cases where the student is admitted, through the standard admission procedure, to another program.

Temporary Suspension consists of a designated period during which the student may not participate in programs and services. Non-continuation involves the termination of a student's acceptance in a specific program of study. Following a ruling of non-continuation, a student may not participate in the programs of the associated major.

Exclusion involves the termination of a student's status. Following a ruling of exclusion, the student may not participate in any of the programs, services, or activities of the College.

In cases of suspension or exclusion during the course of the academic year, fees will not be refunded or remitted in whole or in part. Exclusion and non-continuation will be noted on the transcript with the date.

RE-ADMISSION

If a student has not been enrolled in graduate courses at the master's or doctoral level for a period of one year and has not requested a leave of absence, the student is considered to have withdrawn and must re-apply for admission. Readmitted students are subject to the rules and policies of the catalog under which they are readmitted and may be re-enrolled in their previously declared major if the program is available at the university at the time of their re-admission. If a student has attended another institution during the interim, official transcripts must be submitted. Programs which have been discontinued will be unavailable to re-admitted students. The timeframe for degree completion (not to exceed 6 years-master's; 8 years-doctoral) as well as program requirements for graduation will be assessed and formalized at time of re-admission. Re-admission is not guaranteed. This time frame does not necessarily apply to financial aid eligibility. **See Published Length of Program.**

For consideration of re-admission at the master's level, an application must be submitted. Students must also submit an updated goals statement and complete an interview with the appropriate department/division faculty member. Doctoral students seeking re-admission must complete the formal admission process.

RE-ADMISSION OF SERVICE MEMBERS AND RESERVISTS POLICY

Immaculata University academic community includes a number of veteran and military students. At times, these students may be called to fulfill their duties for training or deployment. Immaculata has a number of procedures in place to support such students during service related absences. Short Absences (less than 30 days): Military students (including those in the Reserve or National Guard) may have required military activities which cause the student to be absent from class for a short period of time (typically 2-3 weeks once a year). These absences qualify as "excused absences", which means that the absence, with proper arrangement, is not subject to penalty, and coursework may be satisfied through agreement between the instructor and the student. A copy of military orders should be presented to the instructor as soon as they are available. Long absences (30 days or greater): In the case of a longer activation or deployment, the student should consult with his/her advisor and appropriate dean for coordination with instructors to determine the best course of action based on the length of absence and percentage of the term completed. The resolutions may include: course drops without academic or financial penalty, alternate methods to complete coursework, or an incomplete.

RETURN OF TUITION ASSISTANCE: Military Tuition Assistance (TA)

The TA is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, (Immaculata University) will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch.

Instances when a Service member stops attending due to a military service obligation, the educational institution will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

8- Week Course withdraw submitted				
Before or during week 1	During week 2	During weeks 3-4	During week 5	During weeks 6-8
100%	75%	50%	40%	No Return
15-Week Course Withdraw submitted				
Before or during weeks 1-3	During weeks 4-5	During weeks 6-8	During weeks 9	During weeks 10-15
100%	75%	50%	40%	No Return

STATUS: FULL-TIME/HALF-TIME

For purposes of enrollment, full-time status requires enrollment in a minimum of 9 credits per semester. Half-time status requires a minimum of 4.5 credits per semester.

WITHDRAWAL FROM COLLEGE

Complete withdrawal should not be confused with changes in registration status. Requests for complete withdrawal from the College must be made in writing to the Dean of the College of Graduate Studies. If students have completely withdrawn from a program, they may not resume their studies unless they have been formally re-admitted. If students are withdrawing from the University prior to the end of the semester, they must follow the procedure outlined for withdrawal from classes in order to avoid receiving failing grades for their courses. Students who withdraw without approval will receive an F grade in any courses in which they are enrolled. Students who have not enrolled for the period of one year will be withdrawn.

WRITING

It is required that graduate students are able to write clearly and coherently. The quality of writing is considered in evaluating students' work. Students demonstrating deficiency in writing ability may be advised to rectify this through appropriate redemption procedures. APA style is the required format.

REGISTRATION AND TRANSCRIPTS

CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. The Annual Campus Security Report for Immaculata University is available on <https://www.immaculata.edu>. The website also provides information on campus safety and security measures and services.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The family Educational Rights and Privacy Act of 1974 was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, 5411 Switzer Building, 330 C Street SW, Washington, DC 20201, concerning alleged failures by the institution to comply with the Act. Questions concerning the Family Educational Rights and Privacy Act may be referred to the College of Graduate Studies.

ACADEMIC ADVISEMENT

Each student is appointed an academic advisor at the time of admission to graduate study. Questions pertaining to the academic program instruction and related concerns are discussed with the advisor. At the time of registration, students should seek advisement regarding their program of study. Course registration is approved by the academic advisor.

AUDITING COURSES

Having met prerequisites and, with approval from the department/division chair and dean, a student may register to audit a course without receiving grades or credits. Audited courses must be indicated with an "AUD" in the credit-hour column on the registration form. Tuition for a course audited is the same as for a course taken for credit. While attendance at all class sessions is expected, completion of assignments, including examinations and term papers, is not required. Changing course registration from credit status to audit status is permitted only during the Drop/Add Period. Changing course registration from audit status to credit status is not permitted. The University reserves the right to cancel an audit registration if class size exceeds space available.

CHANGE OF COURSES – DROP/ADD/WITHDRAWAL

The University maintains an add/drop period on a schedule that varies based upon the course length within the program in which a student is enrolled.

Students at Immaculata University may add or drop classes online up until the first day of class. Students may not drop their last 3 credit course online. Requests to change courses after registration or after web registration closes should be directed to the College of Graduate Studies. Prior to the third class, students should process these changes by completing an Add/Drop form available from the College of Graduate Studies; these courses will not appear on the transcript. Classes may be added only

prior to the second class meeting, assuming all financial obligations are met. Requests for dropping a course after the third class will be processed as course withdrawals. Adding and dropping courses after registration requires the approval of the academic advisor.

Requests for withdrawal from a course must be submitted in writing on the official withdrawal form, which may be obtained in the Graduate office.

A student is urged to consult with the instructors before initiating withdrawal procedures. Failure to withdraw in the manner prescribed may result in a grade of "F" for the course. Date of withdrawal (determinant of refund) will be the date with written notice is received in the Graduate Office. If there is an alleged Academic Code of Conduct allegation pending, the student may not drop or withdraw from the course. If the student is found responsible for any prohibited academic conduct, she/he will not be permitted to drop or withdraw from the course.

Drops/Withdrawal from Semester Length Courses (12-14 weeks)

Drops/withdrawals from semester length Graduate courses have the following tuition and transcription implications:

Type	Definition	Tuition	Transcribed as
Drop	Notification has been received prior to the first class meeting	100% Refund	Not Recorded
Drop	Notification after the first but prior to the second class meeting	80% Refund	Not Recorded
Drop	Notification after the second but prior to the third class meeting	60% Refund	Not Recorded
Withdrawal	Notification after the third but prior to the fourth class meeting	40% Refund	W
Withdrawal	Notification after the fourth but prior to the fifth class meeting	20% Refund	W
Withdrawal	Notification after the fifth class meeting	No Refund	W

Drop/Withdrawal from 7 Week Courses

Drops/withdrawal from 7 week courses have the following tuition and transcript implications:

Type	Definition	Tuition	Transcribed as
Drop	Notification has been received prior to the first class meeting	100% Refund	Not Recorded
Drop	Notification after the first but prior to the second class meeting	80% Refund	Not Recorded

Drop	Notification after the second but prior to the third class meeting	40% Refund	Not Recorded
Withdrawal	Notification after the third class meeting	No Refund	W

Refunds for special topics and other courses scheduled in special formats will be pro-rated.

DEGREE WORKS

Degree Works is a web-based degree audit tool designed to assist both students and advisors by providing information on completed and outstanding requirements necessary to complete your chosen degree and/or certification program. To access Degree Works, log into MyIU and click the Degree Works icon.

DISSERTATION CONTINUOUS REGISTRATION

Students who have completed all of their coursework towards dissertation (EDL 798-799-800, HED 798-799-800, or PSYC 798-799-800) but need additional time to complete the dissertation will be required to register for continuous registration status. For the first semester of continuous registration (EDL 000, HED 000 or PSYC 000), dissertation students will be charged the equivalent of a one-credit doctoral course. In subsequent semesters of EDL 000, HED 000 or PSYC 000, students will be charged the equivalent of a three-credit course. Continuous registration will be recorded on the transcript with Pass/Fail grading, but will count for 0 credits. All students involved in the dissertation or thesis process must be registered. **A student must be registered during the semester in which he/she defends his/her dissertation.**

If a student remains on continuous registration for more than three semesters, a review of progress will be recommended to the department/division chair. Possible outcomes of the progress review include disbanding the committee, designating the case as non-completion by the student, imposing appropriate remediation, or implementation of other suggestions that the dissertation and department/division chairs deem appropriate based on the circumstances of the particular student.

EXTENSION TO COMPLETE DEGREE

Students pursuing master's degrees at Immaculata University are expected to complete the program in 6 years, while students pursuing doctoral degrees are expected to complete the program in 8 years. However, under unusual circumstances, students may have compelling reasons for needing to extend the time to complete the degree (6 years – master's; 8 years-doctoral). Students requesting an extension must submit a request in writing to the Dean of the College of Graduate Studies outlining the anticipated date for degree completion with a tentative course schedule. This timeline should be designed in consultation with the department/division chair and will be confirmed in writing by the dean. These timeframes do not guarantee financial aid eligibility. **See Published Length of Program**

GRADE APPEALS PROCEDURE

Faculty members are responsible for outlining grading policies in writing to students at the beginning of each course. If a student wishes to question a grade, the initial step is to discuss the grade directly with the faculty member teaching the course.

If the step does not result in a satisfactory explanation or resolution of the perceived problem, the student may bring the matter to the attention of the respective department/division chair.

Documentation supporting the student's appeal must be provided.

Should the student continue to contest the grade and wish to pursue an appeal, additional documentation supporting the student's claim should be brought to the Dean of the College of Graduate Studies, whose decision is final. All grade appeals must be initiated within three weeks of the issuance of grades.

INCOMPLETE COURSES

The grade of incomplete is given as a temporary grade, and must be approved by the instructor, department/division chair, and graduate dean in writing using the official incomplete grade request form available in the graduate office. For semester based courses, all such authorized incompletes must be changed to traditional grades within three weeks of the start of the following semester. For courses offered in an alternate, non-semester based format, all authorized completes must be changed to traditional grades within three weeks of the end of the course in which the Incomplete is given. If the course is not completed within the allotted time, the student will receive an F. If there are extenuating circumstances, extensions to the incomplete time period may be granted subject to appropriate approvals.

INDEPENDENT STUDY

Independent study courses will be offered when special circumstances require that such a course be given to meet a student's need. Approval to take such a course must be obtained through the following procedures:

- a. The student will consult with the department/division chair about the nature of the interest; the Chair will direct the student to a faculty member with whom the study might be conducted.
- b. The student will obtain the faculty member's approval.
- c. The student will complete the registration form for Independent Study available in the Graduate Office; this form requires a brief description of the study and the signature of the faculty member.
- d. The student will submit the registration form for Independent Study to the Graduate Office for approval by the dean.

LEAVE OF ABSENCE

A student who is unable to register for courses because of a serious illness, personal/professional reasons, extraordinary job requirements or military service may be granted a leave of absence from the University without penalty. The leave of absence is normally limited to one year. The student must inform the chair in writing of his/her intention. A leave of absence must be confirmed by the dean. All requirements must be completed within six years (Master's Degree Candidates) and eight years (Doctoral Degree Candidates) of the first admission.

Students should be aware that there must be a reasonable expectation that students will return from a leave of absence. Leaves of absence will not be approved for students subject to disqualification or dismissal due to academic deficiencies or disciplinary action. The dean of the college will determine any conditions that must be met for the student's return to the University. If a student is enrolled in courses at the time of requesting a leave, the registrar will then take the following actions:

1. Student will be issued grades of W for each course in the current semester (if applicable).
2. Student will be dropped from all future courses.

Once the student is ready to return from leave, the student should register for courses. If a student does not return at the end of the leave, the student's withdrawal date will be the first date of the leave. Students who are absent from the University for one year without taking a formal leave of absence, and those who attempt to extend their leave of absence beyond one year, must seek readmission.

Readmitted students will be governed by the new department/division guidelines in place at the time of readmission.

REGISTRATION PROCEDURES

Registration for each semester begins on the date published in the graduate course listing. Students can register online via SSIU (Self-Service at Immaculata University). Online registrations are processed in “real time” (24/7) until the class limit has been reached.

Through the registration process, students assume academic and financial responsibilities for the classes in which they enroll. All financial obligations must be met prior to registration. The graduate office staff will submit course selections to the department faculty member for review, approval and signature. Registration is not complete until the student has signed the Student Financial Responsibility Agreement form online.

TRANSFER CREDITS

Students should be aware that the University’s transfer credit policy is college and program-specific, and requires consultation with one’s academic advisor and the dean of the college at the time of transfer credit review.

Immaculata recognizes the graduate study a student may have completed at other institutions of higher education, particularly when those courses closely match the Immaculata curriculum in the degree area the student is pursuing. The following guidelines govern transfer credit:

1. After receiving admission to graduate study at Immaculata University, students must petition the department/division chair for a review of graduate academic credits earned at other institutions. Students are encouraged to complete this process as early as possible. Courses should meet the requirements of the program and the student must have been awarded a minimum grade of B in the course. Only transfer credits from a regionally accredited college or university will be accepted.
2. Credits which have resulted in the receipt of an academic degree at another institution may not be counted again towards a new degree, and thus are not transferrable.
3. The department/division chair, with the approval of the dean, may accept up to 12 credits of transfer credit toward the Immaculata degree program. This determination will be made after the receipt of official academic transcripts from the other institution(s), a review of catalog descriptions, and as necessary, a detailed comparison of course descriptions and syllabi.
4. Only the equivalent of PSYC 608 can be transferred from a master’s program into the Psy.D. Program.
5. No more than 4 classes (12 credits) can transfer in from another APA accredited doctoral program, unless the dean and department/division chair approve additional credits. Field placements, dissertation, and internship are not eligible for transfer.
6. Additional credits beyond the 12 which the department/division chair may authorize may be accepted on the recommendation of the department/division chair and with the approval of the Dean of the College of Graduate Studies.

7. General practice requires that at least one half of all degree requirements must be completed at Immaculata.
8. Courses which were taken ten years prior to admission to Immaculata are not accepted in transfer. In addition, courses containing time sensitive content may need to be retaken. Decisions are made in consultation with the department/division chair/advisor.
9. All credits being transferred must have been received at a regionally accredited institution of higher education and must be documented by an official transcript sent directly to Immaculata from the Registrar of the granting institutions.
10. Credits will be officially transferred and transcribed by Immaculata University with the approval of the dean, generally at the time of admission.
11. Transfer credits will be recorded on the transcript using the course equivalency (title and credits) at Immaculata. Grades will all be recorded as TR (Transfer) and will not be factored into a student's Grade Point Average at Immaculata.
12. Students remain responsible for the content of all Immaculata courses at the time of Comprehensive Examinations, even if the student receives credit or course waivers for courses taken at other institutions.
13. Any requests for exception to the policy outlined above must be made at the recommendation of the department/division chair and requires the approval of the Dean of the College of Graduate Studies.
14. Graduate students must petition the advisor and receive approval before enrolling in courses at another institution. Generally, courses are not accepted in transfer after matriculation.

TRANSCRIPTS

Immaculata University students and alumni are able to order copies of their official academic transcripts via the National Student Clearinghouse. All outstanding financial obligations must be met before official transcript copies can be issued. Please go to www.immaculata.edu and click on Academics, then Registrar and **IU Transcript Ordering Center** to go to the National Student Clearinghouse web site. A valid Social Security Number or Immaculata University ID number and a signed consent form will be required. The fee is \$10 per official academic transcript.

Credit/debit card payment must be made via the National Student Clearinghouse in order for a transcript request to be processed. Your card will only be charged after your order has been completed. Transcript orders that require special handling and are placed during national holidays, University holidays, or in cases of weather related University closure will be processed when the University reopens for business operations. Order updates will be emailed to you. You may also track your order online using your email address and order number.

Transcript Processing Options:

- **Now** – Transcripts will include all grades/classes as of the day your request is processed.
- **Hold for Grades** – Transcripts will not be processed until all grades for the active term have been submitted.
- **Hold for Degree** – Transcripts will not be processed until degree is posted.

Transcript Delivery Options:

- **Email** – After the request is processed, your transcript will be electronically mailed to the recipient you have provided. Please make sure your intended recipient accepts electronic PDF transcripts.
- **Mail** – Transcripts will be sent via USPS after the request is processed. The USPS determines how long it take for the transcript to reach its destination.
- **Hold for Pick-Up** – An email notification is automatically generated when a transcript is ordered. **You will be contacted by the Registrar's Office when your transcript is available for pick up.**
- You may pick up transcripts in the Office of the Registrar, Villa Maria 30, during regular business hours.
- A valid photo ID is REQUIRED for pick-up.

Additional Documents

You may attach up to three additional PDF documents to your transcript order. Please ensure that the document is clear and legible; Immaculata University does not assume any liability regarding the print quality of your document.

Need Help?

If you need help ordering or retrieving your electronic transcript, please contact the Clearinghouse at 703-742-4200 or service@studentclearinghouse.org

For additional information and FAQs: <https://mystudentcenter.org/transcripts/>

If you have any further questions, please contact the Office of the Registrar at 610-647-4400, ext. 3095 or registrarhelp@immaculata.edu

Expenses

TUITION, CHARGES & FEES 2022-2023

Application fee (Master's)	\$50
Application Fee (Doctoral)	\$75
Tuition	
Master's Courses	\$710 per credit
Ed.D. Doctoral Courses	\$955 per credit
Psy.D. Doctoral Courses	\$990 per credit
 Practicum and Internship Fees (per term or per course as appropriate)	
Dietetic Internship	\$260
Music Therapy	\$50/\$100
Nursing	\$110
Psychology Field Site	\$250
Student Teaching & Observation	\$350
Special education Student Teaching	\$175
 Comprehensive Examination Fee	
Master's	\$75/\$150
Doctoral	\$150/\$160
Course Fees	
Athletic Training fee	\$100-400
Athletic Training Certification	\$350-800
Course fee	\$25
Exam fee	\$250
Management and Leadership Course Fee	\$95
PSY Exam/EPPP Materials	\$1099
 Miscellaneous Fees	
Graduation Fee	\$150
Late Payment Fee	\$30
 Parking Fines	Assessed by Campus Safety
Parking Permit	\$25/\$50
 Replacement ID Card	\$15
Returned Check Charge	\$30
Transcript Fee	\$10

Immaculata reserves the right to revise charges whenever it is considered to be appropriate, by the University or by the Board of Trustees.

Financial Assistance

GRADUATE FINANCIAL ASSISTANCE

Graduate students who have been accepted into a degree-seeking program are eligible to participate in the Direct Loan, and the Direct Graduate PLUS programs. Eligibility is determined on an individual semester half-time enrollment review basis. Full-time graduate students may be eligible to participate in Federal Work Study Programs.

You must be a degree candidate (MA, MS, MSN, Ed.D. and Psy.D.) or pursuing graduate certification in one of the areas listed as eligible for financial assistance and enrolled at least half-time. Federal regulations specify that federal financial aid recipients must be US citizens, US nationals or eligible non-citizens.

The maximum per year Direct Federal Unsubsidized Student loan amount students may borrow is \$20,500. In addition to the Direct Federal Unsubsidized Loan, students may apply for additional funding through the Federal Direct PLUS Loan program. Graduate students who are pursuing a Doctoral Degree of Clinical Psychology are eligible to receive an increased Direct Federal Unsubsidized loan amount for an Academic year and are also eligible for a higher aggregate limit for Direct Federal Unsubsidized loans.

Please note that graduate students may borrow the Direct Stafford Unsubsidized loan and the Direct Graduate PLUS Loan up to their education budget. These students must be enrolled at least halftime as a matriculated student in an eligible degree seeking program. The budget assigned to the graduate students encompasses tuition, living expenses, books, supplies, and personal, transportation, and misc., expenses. If your expenses are more than the allowed budget, we suggest that you submit the Budget Increase Form. This form can be found under www.immaculata.edu under financial aid. You will be asked to supply supporting documentation.

A Free Application for Federal Student Aid (FAFSA) must be filed annually to establish eligibility for the Direct Loan and Graduate PLUS loans. Applications are to be completed and are available online at www.studentaid.gov

How to Apply:

1. Free Application for Federal Student Aid (FASFA). You can complete it on the web at www.studentaid.gov signing with your FSA ID. The FASFA must be completed every year. Immaculata University code is 003276.
2. Immaculata University Student Aid Application. This is required, since it will be the way we will know if you want a Direct Loan and how much you are requesting. This will also give us your planned enrollment and registration status. Students will receive an FASFA Received email confirmation. Within the email will be a link to complete and submit the Institutional Application online.
3. Entrance Interview Counseling. New graduate students and all first-time borrowers at Immaculata must complete entrance counseling prior to receiving any loans. On-line loan counseling is available at www.studentaid.gov

4. Master Promissory Note (MPN). All student loan borrowers must complete a Direct Loan MPN. The MPN is available online at www.studentaid.gov

The application process will take about 4-6 weeks to complete. Please apply at least six weeks prior to your planned registration date. This will allow for sufficient time for processing prior to registration.

You will be emailed an award letter after:

1. All of your forms are complete and on file in the University Financial Aid Office and
2. You have enrolled at least half-time per semester and
3. All requests for additional documentation are fulfilled.

Please remember that you must maintain at least a 3.0 cumulative GPA for renewal of any student aid at the next academic year. Policy allows \$20,500 Direct Student loan per academic year.

We request that you enroll for classes at least half time prior to the beginning of each semester to ensure timely receipt of funds. In the graduate programs enrollment for financial assistance purposes is:

- Full time 9 credits per semester
- Half time 4.5 credits per semester

PRIVATE EDUCATIONAL LOAN PROGRAM

Private Educational Loans (also called Alternative Loans) are designed to help students who need additional funding to meet educational costs. Students are strongly encouraged to complete a FAFSA each academic year, and to make sure they have completed all the necessary steps to take advantage of any federal aid for which they are eligible. Students should also consider, and apply for, the federal Direct Loan programs (Direct Student Unsubsidized, and Federal Direct Parent and Graduate PLUS Loans) before applying for a private educational loan.

To apply to a Private Educational Loan, either submit an online application on the lender's website, or call the lender for a paper application. Lender will perform a credit check, and notify borrowers of approval or denial. Borrowers who apply with a co-signer/co-borrower greatly improve their chances for the loan to be approved and receive lower interest rates and fees. Borrowers are encouraged to apply by July 15 each year to ensure funds are available to be applied for each billing cycle.

Additional application and information regarding both Federal Student Loans and Private Educational loans may be reviewed at immaculata.edu.

PROGRAMS ELIGIBLE FOR FINANCIAL ASSISTANCE

Financial assistance in the form of a Direct student loan is available for the following graduate degree programs:

Doctoral Programs

Educational Leadership and Administration (Ed.D.)
Higher Education (Ed.D.)
Clinical Psychology (Psy.D.)

Master of Arts Programs

Clinical Mental Health Counseling
Educational Leadership
Music Therapy

Master of Science Programs

Clinical Nutrition, combined with Dietetic Internship
Nutrition Education and Counseling
Management and Leadership
Health Care Management
Higher Education
Master of Science in Nursing (MSN)

Master of Athletic Training

Financial assistance in the form of a **Direct student loan** is available for the following certification programs:

PreK-4 School Teacher
Secondary School Teacher
PreK-12 Special Education Teacher
Reading Specialist

Financial assistance in the form of an **Alternative student loan** is available for the following certifications:

Supervisor, Special Education
Supervisor, Single Subject
Supervisor, Curriculum and Instruction
Supervisor, Pupil Personnel Services PreK-12
Principal K-12
School Counseling (Pre K-12)
School Nurse
School Psychologist
Letter of Eligibility –
School District Superintendent
Endorsement in Instructional Coaching
Endorsement in Mathematics Coaching
Endorsement in Social, Emotional and Behavioral Wellness
STEM Endorsement

Teacher certification and graduate prerequisites

Financial assistance in the form of a Direct loan in the amount of \$5,500 subsidized and \$7,000 unsubsidized, depending on eligibility, is available for special education, elementary and secondary teacher certification and prerequisites required to be accepted into a graduate program.

Based on federal guidelines for student eligibility, students enrolled in post-baccalaureate teacher certification are considered 5th year undergraduates. Enrollment must be at least half time, 4.5 credits or more.

For teacher certification programs, a Free Application for Federal Student Aid must be filed every year and 24 credits passed in the academic year in which you initially borrowed if the maximum \$10,500 was borrowed.

ACADEMIC EXPERIENCES

Certain academic experiences, rather than credit hours, permit you to be classified as full- or half-time; these experiences include the following:

Practicum/Internship Students: the following guidelines outline most cases and indicate minimum number of required hours in a field placement. If you are registered for practica or internship with questions concerning financial assistance eligibility, you should consult with the financial aid office.

FINANCIAL AID – ACADEMIC EXPERIENCES

Practicum/Internships:

COUN692	300 hr	Half-time
COUN693	300 hr	Half-time
PSYC694	420 hr	Half-time
PSYC714	250 hr	Half-time
PSYC715	250 hr	Half-time
PSYC716	250 hr	Half-time
PSYC717	250 hr	Half-time
PSYC724	250 hr	Half-time
PSYC725	250 hr	Half-time
PSYC726	250 hr	Half-time
PSYC727	250 hr	Half-time
PSYC780	375 hr	Half-time
PSYC781	375 hr	Half-time
PSYC782	375 hr	Half-time
PSYC783	375 hr	Half-time
PSYC786 & 787	(3 cr/semester)	Full-time
PSYC788 & 791	(3 cr/semester)	Full-time
PSYC792 & 793	(3 cr/semester)	Full-time
PSYC794	0 cr	Half-time

Note: full-time Psy.D. internship registration sequences may vary.

PSYC 786, 787, 788, 791, 792, 793

(1.5 cr/semester)		Halftime
MUT 521, 522, 523	260 hr	Half-time
MUT 524, 525	520 hr	Full-time
NED 662, 663 or 664	(3 cr/semester)	Full-time

Dissertations:

EDL 798, 799, or 800	(3 cr/semester)	Half-time
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PSYC 798, 799 or 800 (3 cr/semester) Half-time
HED 798, 799 or 800 (3 cr/semester) Half-time

Student Teaching:

EDL591 (3 cr/semester) Half-time
EDL592 (6 cr/semester) Full-time

We request that you register for credits prior to the beginning of the semester. Loans will be delayed due to late registrations. Payment of all balances not covered by financial aid is the responsibility of the student. Grades and future enrollment may be jeopardized if account balances are not paid in full. Please see Payment Policy below.

Withdraws and Title IV funds

If, for any given semester, you received aid under Title IV funding (Direct Loan) and withdraw from the University prior to the semester completion, a portion of the aid received must be returned to the appropriate lending institution. The portion to be returned is determined by federal regulations. All Office of Financial Aid policies related to student status changes and aid eligibility may be viewed at immaculata.edu/admissions/financial-aid/policies/

Please contact the Student Financial Aid Office with any questions.

OFFICE LOCATION/HOURS:

Financial Aid Office
Immaculata University
Lettiere Center, Second Floor
Immaculata, PA 19345
Voice: 484-323-3028
FAX: 484-395-0068
Email: finaid@immaculata.edu

The office is open Monday-Friday, 9:00 am to 4:30 pm. Evening meetings with a counselor can be arranged.

Student Financial Responsibility Agreement

All students at Immaculata University are required to agree to the Student Financial Responsibility Agreement once each term before registering for courses. The Agreement is available in the registration area of SSIU, accessible through MyIU, and defines the financial terms and conditions associated with course registration. This includes the student's responsibility regarding payment of tuition and fees, IU email, electronic billing, late fees, financial holds, financial aid, course add/drop/withdrawal, change of name/address/phone number and debt collection.

Payment Policy

Tuition, charges and fees are assessed on a term basis and are due in full by the term payment due date unless a student enrolls into the IU Installment Payment Plan. Students registering on or after the term payment due date are required to pay at the time of registration. Once registered, a student assumes financial responsibility for charges. Term bills and monthly statements are generated electronically and available online in the Student Account Center tile, accessible through MyIU. Students are not

permitted to attend class or occupy University housing until registration confirmation and full payment has been remitted or payment arrangements have been made with the Business Office prior to the term due date. Late payment fees are assessed monthly.

It is the responsibility of all financial aid recipients to ensure that their financial aid is available by the term payment due date. Students with outstanding financial obligations will not be permitted to register for future terms, receive grades, teacher certifications, transcripts or diploma.

Collection Practices

Immaculata University reserves the right to assign outstanding account balances to collection agencies. Once an account is assigned to a collection agency, all communication by the student must be made through the collection agency. Accounts are reported to credit bureaus. Students are responsible for paying the collection agency fee, which may be based on a percentage at a maximum of 40% of the debt, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of a delinquent account. All payments must be made directly to the collection agency; Immaculata cannot accept direct payments once an account is placed with a collection agency. The account is considered paid in full when the total debt is paid.

Payment Methods

Payments are accepted online by logging in to [MyIU](#) and clicking on the Student Account Center tile or by mail. Checks should be made payable to Immaculata University and mailed to: Business Office Villa Maria 14, 1145 King Road, Immaculata, PA 19345. Payments made by credit cards will incur an additional 2.85% transaction fee. You can avoid this fee by making the online payment using e-check, by paper check, or money order sent via U.S. mail. In person credit card transaction will no longer be accepted. In person check payments may be dropped into our secure drop box located outside the Business Office doors in Villa Maria #14. Questions may be directed to studentaccounts@immaculata.edu or by phone at 484-323-3178.

IU Installment Payment Plan

Immaculata offers an installment plan which allows students to distribute term costs over three installment payment dates during a traditional term. There is a \$25 non-refundable installment plan enrollment fee payable at time of enrollment; this fee is not included as part of the installment payment plan. Installment plan due dates are based on a traditional term, not course schedules. Students must complete an enrollment form and pay the \$25 fee each term. Forms are available online at MyIU, using the menu bar to the left, select Resources and then Student Finances. Scroll down to Documents & Forms. Late payment fees apply.

Employer Reimbursement

Students who receive reimbursement from their employer may obtain a course enrollment document that includes course information, grade and cost. This document is available online at MyIU, SSIU, select Student from the menu then Student Course Reimbursement and enter enrollment term.

Employer Tuition Assistance Program – ETAP

Immaculata offers direct employer billing to those who qualify, according to the following requirements:

- Students must be enrolled
- Students must submit an ETAP Form or employer's Letter of Credit each term

- Employer must remit payment directly to IU within 30 days of billing
- Employer payment must not be dependent upon grade

For further information or to receive an ETAP Form, visit MyIU, using the menu bar on the left, select Resources then Student Finances. Scroll down to Documents & Forms.

Student Refund Policy

In compliance with Federal regulations, it is Immaculata University's policy that credit balances on a student account resulting from the receipt of Federal Funds be refunded to the student, third party (such as a borrower) or lending institution. Immaculata will process refunds within 14 days of the start of the term and weekly during the term in accordance with Federal guidelines.

The Business Office processes and mails refund checks to the home address provided by the student. By logging on to MyIU and selecting the Student Account Center tile, students may elect to have their refunds deposited directly into their bank account. Refunds are based on the disbursement of funds and the order in which they are received on the student account. Refunds are issued to the student unless the Parent PLUS Loan creates the credit to be refunded. In this case the refund will be issued to the borrower. Credit balances resulting from non-Federal funds will be processed within three weeks after the credit occurs and issued to the appropriate party. Refunds are processed for the full amount; partial refunds will not be processed.

Credit balances (up to \$800) may be transferred to the students' University One Card to purchase books at the Campus Bookstore.

Once a student has graduated or is no longer enrolled at Immaculata and all financial obligations have been met, eligible refunds will be issued.

Dismissal

The University assumes no responsibility to reduce or refund tuition and fees in the event of a student being dismissed from the University.

Business Office Hours and Contact Information

The Business Office is located in Room #14 Terrace Level, Villa Maria Hall and open Monday-Friday, 8:30 am - 4:00 pm. Modified summer hours begin in June and run through mid – August.

Voice: 484-323-3178

Fax: 610-251-9358

Email: studentaccounts@immaculata.edu

Graduate Assistantships

A limited number of full or partial graduate assistantships are available yearly. These provide for tuition reduction and stipend. Students are required to provide service under the supervision of a faculty or administrative mentor. Further details including the application and assistantship requirements will be made available in early spring.

Academic Programs

DEGREES AND PROGRAMS OF CONCENTRATION

Immaculata is chartered by the Commonwealth of Pennsylvania to grant the following graduate degrees:

DOCTORAL PROGRAMS

Doctor of Education (Ed.D.) in Higher Education
Doctor of Education (Ed.D.) in Educational Leadership & Administration (K-12)
Doctor of Psychology (Psy.D.) in Clinical Psychology

MASTER OF ARTS PROGRAMS

Clinical Mental Health Counseling
Clinical Psychology
Educational Leadership
Music Therapy

MASTER OF SCIENCE

Clinical Nutrition, combined with Dietetic Internship
Nutrition Education and Counseling
Management and Leadership
Health Care Management
Higher Education

MASTER OF ATHLETIC TRAINING

MASTER OF SCIENCE IN NURSING (MSN)

CERTIFICATIONS

The University is also authorized to grant Pennsylvania Department of Education (PDE) certifications through the College of Graduate Studies for:

Principal K-12
School Counselor (PK-12)
Elementary Certification (PK-4)
Secondary Certification
Reading Specialist
Letter of Eligibility – School District Superintendent
Special Education (PK-8) and (PK-12)
Supervisor, Special Education
Supervisor, Single Subject
Supervisor, Curriculum and Instruction
Supervisor, Pupil Personnel Services PK-12

CERTIFICATES

Addictions Studies
Addiction Studies and Therapeutic Practice

Healthcare Management
Leadership
Management
Nursing Administration
Nursing Education

ENDORSEMENTS

Instructional Coaching
Mathematics Coaching
STEM Endorsement
Social, Emotional, and Behavioral Wellness

CERTIFICATES OF EMPHASIS

(Open only to students in Psy.D. in Clinical Psychology)
Psychological Testing
Integrative Psychotherapy
Forensic Psychology
Human Cultural Diversity
Psychodynamic Psychotherapy
Neuropsychology

Core/General Curriculum

The Core Curriculum is an essential part of each graduate program and provides a framework for both creative and critical thinking. This interdisciplinary approach brings students together from various academic disciplines in Core courses in the finest tradition of Immaculata's holistic approach to education. Faculty and students in the Core share their unique perspectives to assist one another in understanding essential aspects of ethical professionalism such as personal development, human interaction, and rigorous research standards.

General Core Student Learning Outcomes and Requirements

Based on a personalized educational program emphasizing student commitment to individual development through reflection, demonstration of growth toward appropriate interpersonal behavior, moral responsibility and service to others.

Students will demonstrate:

- Advanced knowledge of the major methods and theoretical foundations of scholarly inquiry integrating this knowledge through research and professional practice.
- Higher order critical thinking in applying information literacy skills.
- Application of advanced knowledge and skills to achieve professional competence through appropriate university and program specific requirements.
- Involvement in current social issues through coursework, competent and ethical professional practice, and research initiatives.
- Ability to make ethical decisions in their life experiences that respect the values of others in accordance with codes of professional practice.

CORE COURSES

GEN 501	Human Development	3
GEN 502	Methods of Research	3
GEN 503	Interpersonal Relations	3
EDL 702	Methods of Doctoral Research	3
HED 702	Methods of Research	3
PSYC 705	Human Development	3
PSYC 706	Research and Statistics I	3
PSYC 707	Research and Statistics II	3
EDL 734/PYSC 790/HED 794	Dissertation Research Seminar	3
EDL 797/PSYC 797	Comprehensive Examination	0

COURSE DESCRIPTIONS

GEN 501 Human Development (3)

This course provides opportunities for students to understand and appreciate the developmental experiences of all people across the lifespan. This course includes: development theories related to the human growth process, and salient biological and environmental factors which affect the process of human growth and development.

GEN 502 Methods of Research (3)

This course is designed to examine comprehensive methodological approaches to qualitative and quantitative research and the basic research process. Skills in critiquing research, evaluating the research outcomes as valid, reliable and useful and the application of this knowledge and skill in the creation of a literature review are included. Students who receive a grade of B- or below in Methods of Research at the master's level will be required to repeat the course

GEN 503 Interpersonal Relations (3)

This course is a study of the meaning of interpersonal relationships, focusing on key concepts; raising the level of one's self-awareness, and developing a basic framework for understanding person-to-person and group interactions.

EDL 702 Methods of Doctoral Research (3)

An overview of methods used to conduct educational research with emphasis on locating and evaluating research literature. Course content includes the scientific method, development of research questions, formulation of research designs with ethical considerations, and professional critiques of methodologies. Qualitative, quantitative, and mixed-method designs will be reviewed. Design of an action research project will be required. Scholarly writing and APA formatting will be a focus. (Course must be taken within the first 12 credits of the doctoral program.

HED 702 Methods of Research (3)

This course provides an overview of methods used to conduct and evaluate research in the area of social science. This course will include discussion on the scientific method, development of research questions, exploration of literature, formulation of research designs, and professional critique of methodologies. Additionally, the focus of this course will be on the continuum of designs from the least to most constraint. Qualitative, quantitative, and mixed method designs will be reviewed.

PSYC 705 Human Development (3)

This course covers some of the major concepts and lines of research and inquiry within the field of human development, mainly for a theoretical and research based perspective. Development is considered as an overarching construct with which to view cognition, affect, social relatedness, etc. Recent theorists and researchers are studied especially for their clinical relevance. Issues related to diversity will be addressed specifically throughout the course. Open only to Psy.D. students in Clinical Psychology.

PSYC 706 Research and Statistics I (3)

This course is the first course in a 2-course series. Topics include developing research questions; designing experimental and non-experimental research studies; identifying threats to validity; conducting and writing systematic literature reviews; and applying research findings to psychological practice. Students will gain familiarity with research ethics, meta-analysis, data screening, univariate

statistical tests, power analysis, and the use of technology in data analysis. Each student will begin a two-semester individual research project, to be completed in PSYC 707, in this course. (Prerequisite: PSYC 703). Open only to Psy.D. students in Clinical Psychology.

PSYC 707 Research and Statistics II (3)

This course is the second course in a 2-course series. Students will gain familiarity with effect size calculation and advanced and multivariate statistical tests, including MANOVA, factor analysis, discriminant analysis, and regression techniques. Students will also become familiar with qualitative research models, methods, and data analysis techniques. Students will complete the individual research projects begun in PSYC 706 in this course. Prerequisite: PSYC 706. Open only to Psy.D. students in Clinical Psychology.

EDL 734 Dissertation Research Seminar (3)

Guidance of student efforts to translate theoretical constructions and research ideas into useful plans to be incorporated into the research proposal. Focus will be placed on developing effective APA writing skills as well as methods of defense of written plans. Course includes preparation for all aspects of the dissertation process. Grading is Pass or Fail. (Prerequisite: successful completion of required course work and comprehensive examination.)

HED 794 Dissertation Research and Evaluation (3)

In-depth exploration of research related to the dissertation topic culminating in a comprehensive literature review suitable to serve as Chapter 2 of the dissertation; pro and con arguments from the literature are explored; student's written work, the qualifying paper, serves as the basis for an oral defense of the need for the study. The defense fulfills the requirement of the qualifying examination for candidacy; the student is only permitted to participate in the qualifying hearing twice. In order to be eligible for HED 794, the student must have completed all required course work with a GPA of 3.3 or higher, and also must secure the approval of the Program Director. (See Dissertation Handbook for guidelines.) Grading is "pass/fail."

PSYC 790 Dissertation Research Seminar (1.5, 1.5)

This seminar is designed to prepare students for beginning the dissertation in the Fall semester. Students review the Dissertation Handbook, including dissertation requirements, formatting, information technology, committee selection, ethical issues in research and the department's timeline for completing the dissertation process. Students work in seminar format to refine dissertation topics and methodology, and complete a dissertation proposal prospectus. Grading is "Pass" or "Fail." Students take PSYC 790 in the fall semester and must then register consecutively for their first section of dissertation (PSYC 798) in the spring semester, second section in the summer (PSYC 799), and third section in the fall (PSYC 800). Open only to Psy.D. students in Clinical Psychology (Clinical Psychology prerequisite: PSYC 717 for bachelor admits and PSYC 726 for master's admits)

EDL 797/PSYC 797 Comprehensive Examination (0)

A culminating experience which assesses the students ability to synthesize and integrate knowledge. Grading is "Pass" or "Fail". See specific department for details.

Master of Athletic Training

Program Director: Kelly A. Stalker, Ed.D., LAT, ATC

PROGRAM OVERVIEW

The Master of Athletic Training (MAT) is a 60-credit curriculum that is completed in two years of full-time study. Through didactic coursework and six clinical education experiences, students will learn through evidence-based practices to prevent, diagnose, and treat various musculoskeletal and medical conditions. The rigorous curriculum is designed to develop critical thinking and autonomous decision making skills as students prepare to sit for the Board of Certification examination.

Program Goals:

The goals of the Athletic Training Program are to:

- Provide students with the knowledge, skills, and clinical integration proficiencies essential for Board of Certification eligibility
- Prepare students for meaningful careers in athletic training
- Prepare students for the diverse and changing world of healthcare
- Encourage a lifelong commitment to learning and professional excellence.

Program Learning Outcomes:

Upon completion of the athletic training curriculum students will be able to:

- Demonstrate knowledge and practical skills in prevention and risk management of athletic injuries and illness
- Demonstrate critical decision making and problem solving skills that are essential in the recognition, evaluation, and management of athletic injuries and illness
- Design, implement, and assess treatment and rehabilitation protocols and reconditioning programs
- Exhibit ethical decision making, administrative, and leadership skills essential for success in athletic training
- Demonstrate effective written and oral communication skills, and technological skills in academic and professional activities
- Apply and synthesize evidence-based athletic training knowledge to current issues in the variety of athletic training settings.

PROGRAM OF STUDY

ATP 501	Foundations in Athletic Training	(3)
ATP 503	Structural and Functional Kinesiology	(3)
ATP 504	Emergency Medical Care	(4)
ATP 505	Lower Extremity Assessment	(3)
ATP 506	Upper Extremity Assessment	(3)
ATP 507	Head & Spine Assessment	(3)
ATP 508	Therapeutic Exercise	(3)
ATP 509	Therapeutic Modalities	(3)
ATP 510	General Medical Conditions	(3)
ATP 511	Athletic Training Administration	(3)
ATP 512	Mental Health Strategies	(3)

ATP 513	Manual Therapy/Alternative Treatments	(3)
ATP 514	Orthopedic Procedures	(3)
ATP 599	Comprehensive Exam in Athletic Training	(0)
ATP 650	Special Topics	(3)
ATP 551	Clinical I	(2)
ATP 552	Clinical II	(2)
ATP 553	Clinical III	(2)
ATP 554	Clinical IV	(2)
ATP 555	Clinical V	(5)
ATP 556	General Medical Clinical	(1)
GEN 502	Methods of Research	(3)

COURSE DESCRIPTIONS

ATP 501 Foundations in Athletic Training (3)

A comprehensive course that exposes students to the fundamentals of athletic training, including the history, purpose, and professional standards of the National Athletic Trainers' Association (NATA), along with the fundamental skills of the profession. Students will utilize medical terminology while developing the essential competencies in taping, wrapping, fitting and fabrication of protective equipment and padding/splints, and modality application. Students will be introduced to the standards of the educational curriculum, professional ethics, and professional responsibilities. (\$250 course fee)

ATP 503 Structural and Functional Kinesiology (3)

This course will review the structural anatomy of the human body with focus on the skeletal, muscular, and neurological systems. Emphasis will be on appropriate anatomical palpations of soft tissue and skeletal structures. The course will include muscular analysis of gross movement patterns and introduction to manual muscle testing.

ATP 504 Emergency Medical Care (4)

This course will provide students with the knowledge and skills necessary to work as a first responder in an emergency situation. Topics include blood borne pathogens, emergency respiratory and cardiac care, spine boarding, transport techniques, airway insertions, supplemental oxygen, and emergency procedures to treat various medical conditions. At the completion of the course students will be prepared for American Red Cross certification in Emergency Response and CPR/AED for the Professional Rescuer and Health Care Provider. (\$250 course fee)

ATP 505 Lower Extremity Assessment (3)

This course will introduce students to the procedures and tests used to examine and diagnose injuries of the lower extremity. Students will be able to identify risk factors for musculoskeletal injuries and be instructed in theory and proper techniques for diagnostic and special tests, including ligamentous, neurological, strength and range of motion assessment. (2 hours lecture, 2 hours laboratory)

ATP 506 Upper Extremity Assessment (3)

This course will introduce students to the procedures and tests used to examine and diagnose injuries to the upper extremity. Students will be able to identify risk factors for musculoskeletal injuries and be instructed in theory and proper techniques for diagnostic and special tests, including

ligamentous, neurological, strength and range of motion assessment. (2 hours lecture, 2 hours laboratory)

ATP 507 Head and Spine Assessment (3)

This course will introduce students to the procedures and tests used to examine and diagnose injuries to the head, face, chest, and cervical, thoracic, and lumbar spine. Students will be able to identify risk factors for musculoskeletal injuries and illness and be instructed in theory and proper techniques for diagnostic and special tests, including ligamentous, neurological, strength and range of motion assessment.

ATP 508 Therapeutic Exercise (3)

This course will focus on therapeutic exercises and rehabilitation used in the treatment of athletic injuries and illness. Students will be introduced to various rehabilitation protocols stressing the importance of safe progression and body mechanics. Indications and contraindications for exercises will be thoroughly examined. (2 hours lecture, 2 hours laboratory)

ATP 509 Therapeutic Modalities (3)

This course will provide an overview of the planning and implementation of therapeutic modalities used to treat injuries and illness. An introduction to the physical, chemical, and mechanical modalities will complement the students' understanding of wound healing and their purpose in the treatment protocol. Students will gain an understanding of the human body's physiological response to various treatment methods. (2 hours lecture, 2 hours laboratory) (\$350 course fee)

ATP 510 General Medical Conditions (3)

This course examines how illnesses and pharmacological agents affect body function, including the cardiorespiratory and musculoskeletal systems. Focus will be on common illnesses and diseases that strike the physically active population, as well as, common medications prescribed to physically active individuals. The ethical dilemmas and legal ramifications surrounding the use of recreational drugs and performance enhancing drugs will also be discussed. (2 hours lecture, 2 hours laboratory) (\$100 course fee)

ATP 511 Athletic Training Administration (3)

This course examines the administrative policies and procedures related to state licensure, national certification, continuing education, legal concerns, and athletic training department facility planning, staffing, budgeting, equipment maintenance, and record keeping.

ATP 512 Mental Health Strategies (3)

This course will examine the various mental health concerns of the physically active population. Case studies will assist the students through discussion of the critical decision-making process to assist patients in receiving the appropriate care. Risk factors, management plans, referrals, and medications related to mental health concerns will be discussed. (\$25 course fee)

ATP 513 Manual Therapy and Alternative Treatments (3)

This course will introduce students to additional therapeutic interventions that can be used with their patient population. The physiological effects of manual therapy and other alternative treatments will be discussed. The benefits and risks associated with each treatment modality will be examined. (2 hours lecture, 2 hours laboratory) (\$800 course fee)

ATP 514 Orthopedic Procedures (3)

This course will examine the various techniques for diagnosis and care of common musculoskeletal injuries. Students will examine various forms of radiography used in the diagnosis of injuries, proper procedures for casting and bracing of injuries, and other techniques used on the orthopedic setting. This course will include experiences in the clinical orthopedic setting.

ATP 551 Clinical I (2)

This course will include both didactic and experiential learning. Students will be assigned to clinical education sites either on campus or at an affiliated site. Focus of this clinical experience will be on evaluation and therapeutic exercise techniques.

ATP 552 Clinical II (2)

This course will include both didactic and experiential learning. Students will be assigned to clinical education sites either on campus or at an affiliated site. Focus of this clinical experience will be on evaluation techniques and therapeutic modalities. (Pre-requisite: ATP 551)

ATP 553 Clinical III (2)

This course will include both didactic and experiential learning. Students will be assigned to clinical education sites either on campus or at an affiliated site. Focus of this clinical experience will be integrating evaluation and treatment techniques. (Pre-requisite: ATP 552)

ATP 554 Clinical IV (2)

This course will include both didactic and experiential learning. Students will be assigned to clinical education sites either on campus or at an affiliated site. Focus of this clinical experience will be emergency management skills through an immersive experience. (Pre-requisite: ATP 553) (\$400 course fee)

ATP 555 Clinical V (2)

This course will include both didactic and experiential learning. Students will be assigned to clinical education sites either on campus or at an affiliated site. Focus of this clinical experience will be preparing for independent function as an entry-level athletic trainer. (Pre-requisite: ATP 554)

ATP 556 General Medical Clinical (1)

This course will include both didactic and experiential learning. Students will be assigned to clinical education sites at various health care facilities. This clinical experience focuses on general medical skills. (Pre-requisite: ATP 551, Offered either Winter I or Summer II)

ATP 599 Comprehensive Examination (0)

A culminating experience which reflects the student's cumulative knowledge of athletic training concepts, procedures, and theories. All students pursuing a MAT are required to sit for the Comprehensive Examination. Students must receive permission from the Athletic Training Program Director to schedule the exam and must have successfully completed ATP 501-512. A "Pass" or "Fail" is awarded for the comprehensive exam. Students must earn a "Pass" in order to progress in the curriculum. (\$250 course fee)

ATP 650 Special Topics in Athletic Training (3)

Selected topics in athletic training and healthcare will be presented. Topics will rotate based on current issues and student and/or faculty interest. (\$350 course fee)

Educational Leadership

Chair: Melissa Reed, Ed.D.

The Education Division seeks to promote the preparation of authentic, knowledgeable, and exemplary school professionals by encouraging inquiry, analysis, creativity, and Christian values. To that end, studies are related to skills, knowledge, values, ethics, and professional standards. The Educational Leadership program is committed to excellence in preparing educational leaders. The program is an integrated, rigorous preparation of educational leaders who study on a part-time basis. The courses are designed to support professionals in their efforts to think systematically about practice, learn from experience, seek the advice of others, draw upon educational research and scholarship, and actively seek out opportunities to grow professionally.

PROGRAMS OF STUDY

M.A. in Educational Leadership (Administration Track)	30 credits
M.A. in Educational Leadership (Instructional Track)	30 credits
M.A. in Educational Leadership (Instructional Coach Endorsement Track)	30 credits
M.A. in Educational Leadership (Mathematics Coach Endorsement Track)	30 credits
M.A. in Educational Leadership (STEM Endorsement Track)	30 credits
M.A. in Educational Leadership (Social, Emotional, and Behavioral Wellness Endorsement Track)	31 credits
M.A. in Educational Leadership with Reading Specialist Certification (PK-12)	30 credits
M.A. combined with Principal Certification (PK-12)	36 credits
M.A. combined with Special Education Supervisor Certification (PK-12)	33 credits
M.A. combined with PK-4 certification	42 credits
M.A. combined with PK-12 Special Education Certification	45 credits
M.A. combined with Secondary certification in a content area - 42 credits plus any content area specific requirements	
M.A. combined with Single Subject Supervisor Certificate	33 credits
Ed.D. in Educational Leadership and Administration	54 credits
Ed.D. combined with Letter of Eligibility (PK-12)	63 credits

CERTIFICATIONS*

PK-4
Secondary (7-12) and Specialists (PK-12)
Special Education (PK-12)
PK-4 and Special Education (PK-12)
Reading Specialist (PK-12)
Principal (PK-12)
Supervisor, Single Subject Area
Supervisor, Curriculum and Instruction (PK-12)
Supervisor, Special Education (PK-12)
Supervisor, Pupil Personnel Services (PK-12)
Letter of Eligibility PK-12 (Superintendent)

ENDORSEMENTS*

Instructional Coaching Endorsement
Mathematics Coaching Endorsement
STEM Endorsement
Social, Emotional, and Behavioral Wellness Endorsement

*All certifications and endorsements (including course requirements) are subject to change to comply with the most current PA Department of Education (PDE) regulations. Upon a candidate's admission to any certification or endorsement program, professional experiences and previously completed coursework will be reviewed on a case-by-case basis. At the time of application for certification, students must be in compliance with the most current university requirements and PDE regulations. Students seeking Pennsylvania State certification in any specialization area are required to complete all requirements for certification including state-mandated tests and to submit completed forms to the Certification Office.

INSTRUCTIONAL CERTIFICATIONS

The INITIAL instructional certifications offered by Immaculata are:

- a) PK-4
- b) PK-4 with a dual certificate in Special Education (PK-12)
- c) Secondary Education (grades 7-12) and Specialists (PK-12)
- d) Special Education (PK-12)

ADD-ON INSTRUCTIONAL CERTIFICATION

Special Education (PK-12)

EDUCATIONAL ADMINISTRATION CERTIFICATIONS

Immaculata University's Educational Administration Certification (Principal, Supervisor and Superintendent) programs are designed to reflect the PA Inspired Leadership Initiative (PIL) Core Standards as follows:

- a) The leader has the knowledge and skills to think and plan strategically, creating an organizational vision around personalized student access.
- b) The leader is grounded in standards-based systems theory and design and is able to transfer that knowledge to his/her job as the architect of standards-based reform in the school.
- c) The leader knows how to access and use appropriate data to inform decision-making at all levels of the system.

The PIL Corollary Standards are also integrated into the programs:

- a) The leader creates a culture of teaching and learning with an emphasis on learning.
- b) The leader manages resources for effective results.
- c) The leader collaborates, communicates, engages, and empowers others inside and outside of the organization to pursue excellence in learning.
- d) The leader operates in a fair and equitable manner with personal and professional dignity.
- e) The leader advocates for children and public education in the larger political, social, economic, legal and cultural context.
- f) The leader supports professional growth of self and others through practice and inquire.

ENDORSEMENTS

(Entry into any endorsement program requirements are below: -

Immaculata University offers Endorsements in the following areas:

- a) Instructional Coaching Endorsement
To be admitted into an Instructional Coach Endorsement Program, candidates must hold an Instructional I or II certificate and have at least three years of successful teaching experience.
- b) Mathematics Coaching Endorsement
To be admitted into a Mathematics Coach Endorsement Program, a candidate must have at least three years of successful mathematics teaching experience and Instructional I or II certificate in one or more of the following areas: Elementary Education K-6; PK-4; 4-8; or 7-12 Mathematics.
- c) STEM Endorsement
To be admitted into a STEM Endorsement Program, candidates must be enrolled in an approved Level I program or hold a Level I or II certificate.
- d) Social, Emotional, and Behavioral Wellness
Added to existing Level I or Level II certificates. Candidates who have earned a Level I or Level II instructional, supervisory, educational specialist, or an administrative certificate may also complete the endorsement program.

MASTER OF ARTS DEGREE IN EDUCATIONAL LEADERSHIP (30 credits)

Learning Outcomes

The M.A. degree focuses on the personal and professional development of the student and provides a comprehensive preparation for one who aspires to leadership roles either as classroom teacher or as an educational administrator. Programs enable educational leaders to contribute to school effectiveness in their ethical practice and conduct by collaborating with other professionals and parents, by using community resources, and by working as advocates to improve opportunities for student learning.

The **Administration Track** enables the school administrator to:

- Express a clear, detailed vision and an explicitly stated philosophy in shaping a coherent curriculum and in fostering an effective school;
- Demonstrate instructional leadership which provides purpose and direction for student achievement; demonstrates organizational skills to implement school plans of action efficiently and effectively;
- Make systematic use of information to assess the needs and accomplishments of student, faculty and staff.

The **Instructional Track** enables teachers as educational leaders to:

- Demonstrate the central concepts, tools of inquiry, and structure of the specific discipline to be taught;

- Demonstrate how students learn and develop and plan learning opportunities to support their development through good instructional planning, creation of effective learning environments, use of a variety of teaching strategies and implementation of appropriate assessment tools;
- Create opportunities that foster achievement of diverse learners in an inclusive classroom by encouraging positive social interaction, active engagement in learning, and self-motivation.

The **Instructional Coach, Mathematics Coach, STEM, and Social Emotional and Behavioral Wellness Endorsement Tracks** Enable certified teachers as educational leaders to:

- Identify and assist teachers with implementing evidence-based practices that effectively meet the unique academic and behavioral needs of students.
- Develop and implement instructional strategies to improve academics in specific content areas.
- Be well versed in characteristics of learners and processes for successful coaching in the endorsement area.

COURSE REQUIREMENTS

REQUIRED CORE CURRICULUM (18 credits)

GEN 501	Human Development	3
GEN 502	Methods of Research	3
GEN 503	Interpersonal Relations	3
EDL 614	Instructional Needs of English Language Learners	3
EDL 615	Contemporary Professional Ethics	3
	Curriculum and Instruction	3
EDL 599	Comprehensive Examination	0

REQUIRED CONCENTRATION (Administration track – 12 credits)

EDL 621	Administration	3
EDL 623	Supervision	3
EDL 625	School Law	3
EDL 626	School Community Relations	3

REQUIRED CONCENTRATION (Instructional track - 12 credits)

EDL 629	Introduction to Special Education	3
EDL 634	Content Area Reading	3
OR		
EDL 644	Language Arts Methods (PK-4)	3
OR		
EDL 645	Language Arts Methods (5-12)	3
EDL 613	Testing and Assessment	3
OR		
EDL 637	Technology in Education	3
ELECTIVE	Master's Level EDL Course	3

REQUIRED CONCENTRATION**(Instructional Coaching track - 12 credits)**

EDL 660	Instructional Strats for Stand. Aligned Curr. in Literacy	3
EDL 661	Literacy in Education	3
EDL 664	Literacy Assessment and Intervention	3
EDL 665	Teacher Leaders: Coaching Principals	3

REQUIRED CONCENTRATION**(Mathematics Coaching track - 12 credits)**

EDL 662	Instructional Strategies for Standard Aligned Curriculum in Literacy	3
EDL 663	Literacy in Mathematics Education	3
EDL 664	Literacy Assessment and Intervention	3
EDL 665	Teacher Leaders: Coaching Principals	3

REQUIRED CONCENTRATION (STEM track - 12 credits)

EDL 654	Foundations of Integrative STEM Education (PK-12)	3
EDL 655	Curriculum, Instruction & Assessment in STEM Education (PK-12)	3
EDL 656	ETD & PBL for Early Childhood & Elementary Teachers	3
OR		
EDL 657	ETD & PBL for Secondary Teachers	3
EDL 658	STEM Integration & Application in the Classroom	3

REQUIRED CONCENTRATION**(Social, Emotional, and Behavioral Wellness PK-12 – 13 Credits)**

EDL 674	Prevention and Intervention for At-Risk Youth PK-12	3
EDL 675	Mental Health Literacy to Promote Positive Behaviors PK-12	3
EDL 676	Integrated Application of Wellness Education	4
ELECTIVE	Master's Level EDL Course	3

MASTER OF ARTS IN EDUCATIONAL LEADERSHIP w READING SPECIALIST CERTIFICATION (30 credits)**REQUIRED COURSES**

GEN 502	Methods of Research	3
EDL 599	Comprehensive Examination	0
EDL 614	Instructional Needs of English Language Learners	3
EDL 615	Contemporary Professional Ethics	3
EDL 629	Introduction to Special Education	3
EDL 644	Language Arts Methods (PK-4)	3
EDL 645	Language Arts Methods, (5-12)	3
EDL 677	Children's Literature	3
EDL 678	Reading Diagnosis and Remediation	3
EDL 679	Planning & Leading a Literacy Program	3
EDL 692	Reading Specialist Practicum	3

CERTIFICATIONS combined with M.A. in Educational Leadership

M.A. (Administration Track) plus PRINCIPAL PK-12 CERTIFICATION (36 credits)

A minimum of three years of relevant professional experience required for principal certification. For the purpose of this section, relevant professional experience is “professional experience in an educational setting that is related to the instructional process.” The experience needs to be validated by the school district. Students who meet the state requirements of professional school experience may take the following courses to obtain certification as principal at the elementary and secondary levels. Program requires a minimum of 360 hours of field experience, including a 180 hour practicum. (Certification also requires satisfactory completion of state-mandated tests.)

REQUIRED CORE CURRICULUM (18 credits)

GEN 501	Human Development	3
GEN 502	Methods of Research	3
GEN 503	Interpersonal Relations	3
EDL 614	Instructional Needs of English Language Learners	3
EDL 615	Contemporary Professional Ethics	3
EDL 622	Curriculum and Instruction	3
EDL 599	Comprehensive Examination	0

REQUIRED CONCENTRATION (Administration track – 18 credits)

EDL 621	Administration	3
EDL 623	Supervision	3
EDL 625	School Law	3
EDL 626	School Community Relations	3
EDL 643	Special Education for School Leaders	3
EDL 690	Practicum	3

M.A. (Administration Track) plus SUPERVISOR OF SPECIAL EDUCATION (33 credits)

Students may pursue this certification if they have a minimum of five years of professional school experience in the area for which the certificate is sought. Preparation for this professional certificate is at the graduate level and presumes in-depth study in the area of supervision. Five years of satisfactory experience as a certified Special Education teacher in classrooms with identified special education students. The teaching experience needs to be validated by the school district. Program requires a minimum of 360 hours of field experiences, including a 180 hour internship.

REQUIRED CORE CURRICULUM (18 credits)

GEN 501	Human Development	3
GEN 502	Methods of Research	3
GEN 503	Interpersonal Relations	3
EDL 614	Instructional Needs of English Language Learners	3
EDL 615	Contemporary Professional Ethics	3
EDL 622	Curriculum and Instruction	3
EDL 599	Comprehensive Examination	0

REQUIRED CONCENTRATION (Administration track – 15 credits)

EDL 621	Administration	3
EDL 623	Supervision	3
EDL 625	School Law	3
EDL 626	School Community Relations	3
EDL 693	Supervisory Internship	3

M.A. (Administration Track) plus SUPERVISOR SINGLE SUBJECT (33 credits)

Students may pursue this certification if they have a minimum of five years of professional school experience in the area for which the certificate is sought. Preparation for this professional certificate is at the graduate level and presumes in-depth study in the area of supervision. Validation of experience in a specific discipline needs to be provided. These certifications are limited to disciplines in which the institution may grant initial certification. Program requires a minimum of 360 hours of field experiences, including a 180 hour internship. The following courses need to be completed to obtain this supervisory certificate.

REQUIRED CORE CURRICULUM (18 credits)

GEN 501	Human Development	3
GEN 502	Methods of Research	3
GEN 503	Interpersonal Relations	3
EDL 614	Instructional Needs of English Language Learners	3
EDL 615	Contemporary Professional Ethics	3
EDL 622	Curriculum and Instruction	3
EDL 599	Comprehensive Examination	0

REQUIRED CONCENTRATION (Administration track – 15 credits)

EDL 621	Administration	3
EDL 623	Supervision	3
EDL 625	School Law	3
EDL 626	School Community Relations	3
EDL 693	Supervisory Internship	3

M.A. (Instructional Track) plus initial PK-4 (42 credits)

REQUIRED CORE CURRICULUM (18 credits)

GEN 501	Human Development	3
GEN 502	Methods of Research	3
GEN 503	Interpersonal Relations	3
EDL 614	Instructional Needs of English Language Learners	3
EDL 615	Contemporary Professional Ethics	3
EDL 622	Curriculum and Instruction	3
EDL 599	Comprehensive Examination	0

REQUIRED CONCENTRATION (Instructional Track plus PK-4 Certification – 24 credits)

EDL 613	Testing and Assessment	3
EDL 617	Foundations of Education and Learning	3
EDL 620	Curriculum Applications	3
EDL 629	Introduction to Special Education	3
EDL 640	Instructional Accommodation	3
EDL 644	Language Arts Methods (PK-4)	3
EDL 592*	Student Teaching	6

REQUIRED CONCENTRATION (Instructional Track plus Special Education PK-12 – 27 credits)

EDL 629	Intro to Special Education	3
EDL 640	Instructional Accommodation (<i>FE</i>)	3
EDL 644	Language Arts Methods (PK-4)	3
EDL 645	Language Arts Methods (5-12)	3
EDL 651	Procedures/Process in Special Education	3
EDL 652	High Incidence Disabilities (<i>FE</i>)	3
EDL 653	Low Incidence Disabilities (<i>FE</i>)	3
EDL 592	Student Teaching	6

*By arrangement with Director of Student Teaching at least one year prior to this experience Field Experiences (or prior classroom experiences/equivalences) are infused in EDL 640. (Certification also requires satisfactory completion of state-mandated test.)

M.A. (Instructional Track) plus initial SECONDARY CERTIFICATION (7-12)**AND SPECIALISTS (PK-12) - (42 credits)**

Students may pursue a master's degree and these certifications at the graduate level based on an earned baccalaureate degree in a specific content area which will be subject to departmental approval. In addition to content area specific requirements, the graduate courses required are:

REQUIRED CORE CURRICULUM (18 credits)

GEN 501	Human Development	3
GEN 502	Methods of Research	3
GEN 503	Interpersonal Relations	3
EDL 614	Instructional Needs of English Language Learners	3
EDL 615	Contemporary Professional Ethics	3
EDL 622	Curriculum and Instruction	3
EDL 599	Comprehensive Examination	0

REQUIRED CONCENTRATION (24 credits)**(Instructional Track plus Secondary Certification 7-12 & Specialists PK-12)**

EDL 613	Testing and Assessment	3
EDL 617	Foundations of Education and Learning	3
EDL 629	Introduction to Special Education	3
EDL 630	Strategies for Classroom Teacher	3
EDL 634	Content Area Reading	3
EDL 640	Instructional Accommodations	3

*By arrangement with Director of Student Teaching at least one year prior to this experience
Field Experiences (or prior classroom experiences/equivalences) are infused in EDL 630 and EDL 640.
(Certification also requires satisfactory completion of state-mandated test.)

M.A. (Instructional Track) plus initial PK-4 AND INITIAL SPECIAL EDUCATION (PK-12)

CERTIFICATIONS - (54 credits)

Students may pursue a master's degree and these certifications at the graduate level based on an earned baccalaureate degree in a specific content area which will be subject to departmental approval.
In addition to content area specific requirements, the graduate courses required are:

REQUIRED CORE CURRICULUM (18 credits)

GEN 501	Human Development	3
GEN 502	Methods of Research	3
GEN 503	Interpersonal Relations	3
EDL 614	Instructional Needs of English Language Learners	3
EDL 615	Contemporary Professional Ethics	3
EDL 622	Curriculum and Instruction	3
EDL 599	Comprehensive Examination	0

REQUIRED CONCENTRATION (36 credits)

(Instructional Track plus PK-4 and Special Education (PK-12) (Certifications)

EDL 613	Testing and Assessment	3
EDL 617	Foundations of Education and Learning	3
EDL 620	Curriculum Applications	3
EDL 629	Intro to Special Education	3
EDL 640	Instructional Accommodation (<i>FE</i>)	3
EDL 644	Language Arts Methods (PK-4)	3
EDL 645	Language Arts Methods (5-12)	3
EDL 651	Procedures/Process in Special Education	3
EDL 652	High Incidence Disabilities	3
EDL 653	Low Incidence Disabilities	3
EDL 592	Student Teaching	6

*By arrangement with Director of Student Teaching at least one year prior to this experience
Field Experiences (or prior classroom experiences/equivalences) are infused in EDL 640 and EDL 653.
(Certification also requires satisfactory completion of state-mandated test.)

PROFESSIONAL CERTIFICATIONS**POST-BACCALAUREATE LEVEL****INITIAL INSTRUCTIONAL (TEACHER) CERTIFICATIONS****SECONDARY CERTIFICATION (7-12) AND SPECIALISTS (K-12)****REQUIRED COURSES (30 credits)**

GEN 501	Human Development	3
EDL 613	Testing and Assessment	3
EDL 614	Instructional Needs of English Language Learners	3
EDL 617	Foundations of Education and Learning	3
EDL 629	Introduction to Special Education	3
EDL 630	Strategies for the Classroom Teacher	3
EDL 634	Content Area Reading	3
EDL 640	Instructional Accommodations	3
EDL 592*	Student Teaching	6

*By arrangement with Director of Student Teaching at least one year prior to this experience

Department requirements in the specific subject area must be met. Field Experiences (or prior classroom experiences/equivalences) are infused in EDL 630 and EDL 640. (Certification also requires satisfactory completion of state-mandated test.)

PK-4 (Pre-Kindergarten through Grade 4 (30 credits) CERTIFICATION**ONLY REQUIRED COURSES**

GEN 501	Human Development	3
EDL 613	Testing and Assessment	3
EDL 614	Instructional Needs of English Language Learners	3
EDL 617	Foundations of Education and Learning	3
EDL 620	Curriculum Applications	3
EDL 629	Introduction to Special Education	3
EDL 640	Instructional Accommodations	3
EDL 644	Language Arts Methods (PK-4)	3
EDL 592*	Student Teaching	6

*By arrangement with Director of Student Teaching at least one year prior to this experience.

Field Experiences (or prior classroom experiences/equivalences) are infused in EDL 640. (Certification also requires satisfactory completion of state-mandated test.)

PK-4 and Special Education (PK-12) (42 Credits)**CERTIFICATION ONLY REQUIRED COURSES**

GEN 501	Human Development	3
EDL 613	Testing and Assessment	3

EDL 614	Instructional Needs of English Language Learners	3
EDL 617	Foundations of Education and Learning	3
EDL 620	Curriculum Applications	3
EDL 629	Introduction to Special Education	3
EDL 640	Instructional Accommodations	3
EDL 644	Language Arts Methods (PK-4)	3
EDL 645	Language Arts Methods (5-12)	3
EDL 651	Procedures/Process in Special Education	3
EDL 652	High Incidence Disabilities	3
EDL 653	Low Incidence Disabilities	3
EDL 692	Student Teaching	6

SPECIAL EDUCATION PK-12 (30 credits)

CERTIFICATION ONLY REQUIRED COURSES

EDL 614	Instructional Needs of English Language Learners	3
EDL 629	Introduction to Special Education	3
EDL 640	Instructional Accommodations	3
EDL 644	Language Arts Methods (PK-4)	3
EDL 645	Language Arts Methods (5-12)	3
EDL 651	Procedures/Process in Special Education	3
EDL 652	High Incidence Disabilities	3
EDL 653	Low Incidence Disabilities	3
EDL 592*	Student Teaching	6

*By arrangement with Director of Student Teaching at least one year prior to this experience.

Field Experiences (or prior classroom experiences/equivalences) are infused in EDL 640 and EDL 653. (Certification also requires satisfactory completion of state-mandated test.)

*STUDENT TEACHING – students must contact Director of Student Teaching at least one year prior to this experience. Students spend full-time in the schools during the twelve weeks of student teaching. This experience is guided and directed by university staff in cooperation with school personnel. During this time student teachers participate in seminars conducted by university staff. Students are required to have a minimum number of specified hours of classroom observation prior to student teaching. Certification also requires satisfactory completion of the state-mandated tests required by the Pennsylvania Department of Education. All methods and strategies coursework must be completed prior to student teaching.

READING SPECIALIST (21 credits)

REQUIRED COURSES

EDL 614	Instructional Needs of English Language Learners	3
EDL 644	Language Arts Methods (PK-4)	3
EDL 645	Language Arts Methods (5-12)	3
EDL 677	Children's Literature	3

EDL 678	Reading Diagnosis and Remediation	3
EDL 679	Planning & Leading a Literacy Program	3
EDL 692	Reading Specialist Practicum	3

PROGRAM OUTCOMES

The **Reading Specialist Certification program** will enable certified teachers as educational leaders to:

- Understand reading methodologies and theories, recognizing reading as a process of constructing meaning through the interaction of reader, text, and contextual factors
- Select and implement effective instructional strategies, curriculum resources and technologies to meet the needs of diverse learners
- Identify literacy needs of individuals and groups of students based on multiple indicators of student progress
- Provide collaborative literacy leadership to teachers, administrators, and the school community.

ENDORSEMENTS (as stand-alone endorsements)

INSTRUCTIONAL COACHING ENDORSEMENT (All courses offered online)

REQUIRED COURSES

EDL 660	Instructional Strategies for Standards Aligned Curriculum in Literacy	3
EDL 661	Literacy in Education	3
EDL 664	Literacy Assessment and Intervention	3
EDL 665	Teacher Leaders: Coaching Principles	

MATHEMATICS COACHING ENDORSEMENT (All courses offered online)

REQUIRED COURSES

EDL 662	Instructional Strategies for Standards Aligned Curriculum in Mathematics	3
EDL 663	Literacy in Mathematics Education	3
EDL 664	Literacy Assessment and Intervention	3
EDL 665	Teacher Leaders: Coaching Principles	3

STEM ENDORSEMENT REQUIRED COURSES

EDL 654	Foundations of Integrative STEM Education PK-12	3
EDL 655	Curriculum, Instruction & Assessment in STEM Education PK-12	3
EDL 656	ETD & PBL for Early Childhood & Elementary Teachers	3
OR		
EDL 657	ETD & PBL for Secondary Teachers	3
EDL 658	STEM Integration & Application in the Classroom	3

SOCIAL EMOTIONAL AND BEHAVIORAL WELLNESS ENDORSEMENT
REQUIRED COURSES (All courses offered online)

EDL 674	Prevention and Intervention for At-Risk Youth PK-12	3
EDL 675	Mental Health Literacy to Promote Positive Behaviors PK-12	3
EDL 676	Integrated Application of Wellness Education	4

Field experience hours are required for EACH of the endorsements. These field experience hours are embedded within each course.

ADD-ON INSTRUCTIONAL CERTIFICATION: SPECIAL EDUCATION P K-12

Instructional certification holders may enroll in this certification program.

The intake/admissions process for add-on Special Education PK-12 certification is based on a thorough assessment of the following areas of the candidate's background: academic history, work experience, and continued professional development.

The academic history of course work will be individually evaluated against all courses listed under INITIAL INSTRUCTIONAL (TEACHER) CERTIFICATIONS.

Candidates seeking to add on Special Education PK-12 certification, will be required to participate in Field Experiences related to the new grade band(s). The comprehensive and coordinated field experiences will be embedded into specific courses that are aligned with the grade band and will follow the PDE Field Experience Competency Domains with Stages 1, 2 and 3. Candidates will also be required to do a modified student teaching experience (EDL 591) for a minimum of 6 weeks for 3 academic credits. All field experience and student teaching placements will be in licensed private and/or public schools.

ADMINISTRATIVE PROFESSIONAL CERTIFICATIONS

PRINCIPAL PK-12 CERTIFICATION

A minimum of three years of relevant professional experience. For the purpose of this section, relevant professional experience is "professional experience in an educational setting that is related to the instructional process." The experience needs to be validated by the school district. Students who meet the state requirements of professional school experience may take the following courses to obtain certification as principal at the elementary and secondary levels. Program requires a minimum of 360 hours of field experience, including a 180 hour practicum.

REQUIRED CONCENTRATION

EDL 621	Administration	3
EDL 622	Curriculum and Instruction	3
EDL 623	Supervision	3
EDL 625	School Law and the Legal Process	3
EDL 626	School Community Relations	3
EDL 643	Special Education for School Leaders	3
EDL 690	Practicum Experience	3

(Certification also requires satisfactory completion of state-mandated test.)

SUPERVISOR OF SPECIAL EDUCATION (PK-12)

Students may pursue this certification if they have a minimum of five years of professional school experience in the area for which the certificate is sought. Preparation for this professional certificate is at the graduate level and presumes in-depth study in the area of supervision. Five years of satisfactory experience as a certified Special Education teacher in classrooms with identified special education students. The teaching experience needs to be validated by the school district. Program requires a minimum of 360 hours of field experiences, including a 180 hour internship.

REQUIRED COURSES

GEN 501	Human Development	3
GEN 503	Interpersonal Relations	3
EDL 621	Administration	3
EDL 622	Curriculum and Instruction	3
EDL 623	Supervision	3
EDL 625	School Law and the Legal Process	3
EDL 626	School Community Relations	3
EDL 693	Supervisory Internship	3

(Certification also requires satisfactory completion of state-mandated test.)

SUPERVISOR – SINGLE SUBJECT

Students may pursue this certification if they have a minimum of five years of professional school experience in the area for which the certificate is sought. Preparation for this professional certificate is at the graduate level and presumes in-depth study in the area of supervision. Validation of experience in a specific discipline needs to be provided. These certifications are limited to disciplines in which the institution may grant initial certification. Program requires a minimum of 360 hours of field experiences, including a 180 hour internship. The following courses need to be completed to obtain this supervisory certificate.

REQUIRED COURSES

GEN 501	Human Development	3
GEN 503	Interpersonal Relations	3
EDL 621	Administration	3
EDL 622	Curriculum and Instruction	3
EDL 623	Supervision	3
EDL 625	School Law and the Legal Process	3
EDL 626	School Community Relations	3
EDL 693	Supervisory Internship	3

(Certification also requires satisfactory completion of state-mandated test.)

SUPERVISOR – CURRICULUM AND INSTRUCTION (PK-12)

Students who pursue this certification must have a minimum of five years certified school experience in an instructional area. This certification would be added to an existing state certificate. Validation of experience needs to be provided. Program requires a minimum of 360 hours of field experiences, including a 180 hour internship.

REQUIRED COURSES

EDL 622	Curriculum and Instruction	3
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EDL 623	Supervision	3
EDL 722	Personnel Management and Labor Relations	3
EDL 723	School Business Management	3
EDL 728	Curriculum Theory and Evaluation	3
EDL 729	Curriculum Management	3
EDL 731	Advanced Supervision	3
EDL 732	Staff Development	3
EDL 693	Supervisory Internship	3

(Certification also requires satisfactory completion of state-mandated test.)

SUPERVISOR – PUPIL PERSONNEL SERVICES (PK-12)

Students may pursue this certification if they have a minimum of five years certified school experience in a pupil personnel service area such as elementary or secondary school counselor, school psychologist, home and school visitor or school nurse. Validation of experience needs to be provided. The program requires a minimum of 360 hours of field experiences, including a practicum. The following courses need to be completed to obtain this supervisory certificate.

REQUIRED COURSES

EDL 615	Contemporary Professional Ethics	3
EDL 621	Administration	3
EDL 622	Curriculum and Instruction	3
EDL 623	Supervision	3
EDL 626	School Community Relations	3
EDL 640	Instructional Accommodations	3
EDL 691	Practicum Experience	3

(Certification also requires satisfactory completion of state-mandated test.)

LETTER OF ELIGIBILITY (PK-12)

For the letter of eligibility, students need to have a minimum of six years of satisfactory school experience, of which at least three must be in a supervisory or administrative capacity. This certification for the letter of eligibility would be added to an existing state certificate. Validation of experience needs to be provided. Program requires a minimum of 360 hours of field experiences, including a 180 hour internship. Students must be accepted through the doctoral admission process.

REQUIRED COURSES

EDL 643	Special Education for School Leaders	3
EDL 721	School Leadership in Teaching and Learning	3
EDL 722	Personnel Management and Labor Relations	3
EDL 723	School Business Management	3
EDL 724	Organizational Development and Change Theory	3
EDL 725	Communication Theory and Practice	3
EDL 726	Political, Economic, & Social Structures of the Culture	3
EDL 727	Pennsylvania School Code & School Board Policies	3
EDL 728	Curriculum Theory & Evaluation	3
EDL 730	Pupil Personnel Services	3
EDL 731	Advanced Supervision	3

EDL 735	The Superintendency	3
EDL 789	Clinical Experience	3

*Students who are seeking Letter of Eligibility who already hold a Supervisor of Special Education Certification are exempt from EDL 643.

DOCTOR OF EDUCATION (Ed.D. PK-12) Director: Sr. Carol Anne Couchara, Ed.D.

Learning Outcomes: An Ed.D. in Education Leadership is a professional degree that focuses on the preparation of educational leaders in the PK-12 environment who must confront and adapt to everyday situations encountered in the complex and every-changing life of the school setting. Therefore, the program is built not only upon a theoretical and research base but also upon an experiential understanding of pedagogy and administrative practice.

The Ed.D. program enables the educational leader to:

- Apply the central concepts of school leadership, tools of research and inquiry, and principles of teaching and learning that make educational administration effective and efficient;
- Understand the process of curriculum development, implementation and evaluation, and use this understanding to develop high quality curriculum for student learning in collaboration with teachers, administrators, parents, and community members;
- Use an understanding of individual and group motivation to create a professional development environment that engages teachers to develop and apply effective instructional techniques for all students;
- Demonstration knowledge and skills in supervision of instruction as well as effective communication with various school constituencies.

PREREQUISITES*

GEN 502	Methods of Research	3
EDL 622	Curriculum and Instruction	3
EDL 623	Supervision	3
EDL 625	School Law and the Legal Process	3

REQUIRED COURSES (54 credits)

EDL 702	Methods of Doctoral Research	3
EDL 720	Orientation to Doctoral Research	3
EDL 721	School Leadership in Teaching and Learning	3
EDL 722	Personnel Management and Labor Relations	3
EDL 723	School Business Management	3
EDL 724	Organizational Development and Change Theory	3
EDL 725	Communication Theory and Practice	3
EDL 726	Political, Economic, & Social Structures of the Culture	3
EDL 727	Pennsylvania School Code & School Board Policies	3
EDL 728	Curriculum Theory and Evaluation	3
EDL 729	Curriculum Management	3
EDL 730	Pupil Personnel Services	3

EDL 731	Advanced Supervision	3
EDL 732	Staff Development	3
EDL 734	Dissertation Research Seminar	3
EDL 797	Degree Candidacy Application	0
EDL 798-800	Dissertation	3, 3, 3
EDL 000	Dissertation Continuation	0

*Prerequisites – identified courses or their equivalent per advisement.

COURSE DESCRIPTIONS

EDL 591 Modified Student Teaching (3)

Modified Student Teaching is reserved for those candidates who are adding on the Special Education PK-12 instructional certification to an existing instructional certification(s). By arrangement with the Director of Student Teaching (one year in advance), students spend full-time in the schools during SIX weeks (more if needed). This experience is guided and directed by university staff in cooperation with school personnel. During this time student teachers participate in seminars conducted by university staff. Certification also requires satisfactory completion of the state mandated tests. Note: Methods and Strategies courses must be completed before student teaching.

EDL 592 Student Teaching (6)

By arrangement with the Director of Student Teaching (one year in advance), students spend full-time in the schools during the twelve weeks of student teaching. This experience is guided and directed by university staff in cooperation with school personnel. During this time student teachers participate in seminars conducted by university staff. Students are required to complete pre-student teaching observations in school settings prior to student teaching. Certification also requires satisfactory completion of the state-mandated tests. Note: Methods and Strategies courses must be completed before student teaching.

EDL 599 Comprehensive Examination in Educational Leadership (0)

The comprehensive examination is a culminating experience for the MA degree which reflects the student's synthesis and integration of knowledge in both Core and Education domains. It requires primary research investigations, using APA documentation within clear, cogent and logical responses. In order to be eligible for the comprehensive examination, the student must have completed the following requirements:

- all those required for admission to the program
- Common Core courses
- required concentration
- all courses with at least a "B" average

EDL 613 Testing and Assessment (3)

Candidates will learn how to develop and use a variety of evaluation methods to monitor student academic achievement and teaching effectiveness. Special emphasis will be placed on relating evaluations to curriculum and instruction. The course covers standardized tests and other diagnostic tools, including intelligence, achievement, aptitude and personality tests, frequently encountered and/or used by classroom teachers. Particular attention will be given to adapting assessments to meet

the needs of all students. Candidates will plan, construct, administer and analyze data for a diagnostic evaluation of achievement for a content unit. Contemporary issues related to testing, grading, evaluation, and accountability will also be addressed.

EDL 614 Instructional Needs of English Language Learners (3)

Course participants are introduced to the cultural and English learning needs of ELLs (both academic and communicative). Course emphases include knowledge and strategies for making academic content accessible to ELLs; recognizing linguistic and cultural bias in instruction; using assessment data for modifying instruction; knowing legal responsibilities to ELLs; and communicating with their families. (PA Code, 49.13)

EDL 615 Contemporary Professional Ethics (3)

An examination of the unique ethical challenges faced by leaders with an emphasis on building ethical competency through self-assessment, challenge, and feedback. Topics include: virtue ethics, evil, forgiveness, moral theories, moral reasoning, ethical decision-making, ethical influence, transformational leadership, servant leadership, ethical group problem solving, ethical organizational climate, ethical diversity, and ethical crisis leadership.

EDL 617 Foundations of Education and Learning (3)

This course provides coverage of the teaching profession and the issues/controversies confronting American Education. It includes how schools are organized, administered, regulated and financed, along with various philosophies of education, curriculum design, and instructional practices. In addition, it introduces critical analysis of major theories of human learning, cognition, and motivation while describing theories of behaviorism, cognitivism, and social learning.

EDL 620 Curriculum Applications (3)

This course focuses on curriculum, assessment, and methods in mathematics, social studies, science, and technology for early childhood education students. Content follows the Pennsylvania Department of Education Standards Aligned System with emphasis on twenty-first century learning skills including critical problem solving, inquiry-based learning, and accommodations for children with different learning styles.

EDL 621 Administration (3)

This course, aligned with the PA Leadership Core Standards and Corollary Standards, is a survey of the field of administration designed to provide aspiring administrators with a framework for understanding change as a process, educators as people, and leadership as a skill. Through research, problem-based learning, in-class scenarios, case studies and discussion, the course will focus on the skills needed for effective leadership, decision making and increased student achievement.

EDL 622 Curriculum and Instruction (3)

Examination of principles and procedures in curriculum development with a focus on adapting curriculum to the needs of students as well as implementation and teaching strategies. Emphasis on the elements of assessment is included.

EDL 623 Supervision (3)

This course, aligned with the PA Leadership core Standards and Corollary Standards, examines the goals, principles and approaches to supervision of instruction. Options for working with teachers in a learning community and for encouraging teacher leadership are included. Through research, problem-based learning, in-class scenarios, case studies, and discussion, the course will focus on leadership and the role of supervision in student achievement.

EDL 625 School Law and the Legal Process (3)

The purpose of the course is to provide students with a basic understanding of the legal system and the fundamental principles of law as they apply to education, as well as the social and political influences between state and local governments, organizations, and their influences on public education.

EDL 626 School Community Relations (3)

This course investigates the responsibility of the principal/supervisor to communicate effectively with all groups both internally and externally to the school/district. Importance is placed on the principal's and supervisor's responsibility to explain and interpret the school's goals to the community with emphasis on student learning and achievement.

EDL 629 Introduction to Special Education (3)

This is a survey course, introducing the general categories, etiologies and identification of children with disabilities as per the Individuals with Disabilities Education Improvement Act. It also covers the process of Special Education at the Federal and State (PA) levels. Factors that promote effective communication and collaboration among all school personnel, families, students and other community members are included.

EDL 630 Strategies for the Classroom Teacher (3)

Study which focuses on the development of effective teaching strategies. It includes strategies of supporting instructional efforts. Current effective instructional strategies will be explored. (Field experience required)

EDL 634 Content Area Reading (3)

This course is intended to help design and implement multimodal literacy strategies in various middle and high school content areas through the study of adolescent literacy, assessment practices and the reading process. There is a heavy emphasis on the use of technology as a means to engage and support students as readers, writers, thinkers and speakers.

EDL 637 Technology in Education (3)

A focus on the application of technology to the local school setting. Students will become knowledgeable of the latest innovations in computer and multi-media technology as they apply to classroom and administrative tasks.

EDL 640 Instructional Accommodations (3)

This course includes introductory level instructional adaptations and accommodations for all school-age students who are academically and functionally at risk for learning and/or for students identified as needing special education. It covers Universally Designed Instructional techniques in a standards aligned

system within the Least Restrictive Environment, primarily in inclusive school settings. Reviews of general assessments and data collection processes, along with progress monitoring techniques, are incorporated within the instructional components. Response to Intervention models are utilized to allow for appropriate educational decision making for these diverse learners. (Field Experience or equivalency required)

EDL 643 Special Education for School Leaders (3)

This course, designed for school leaders, addresses aspects of over-representation of diverse students in special education as well as prevention, early intervention and instructional strategies for students with disabilities in inclusive settings. More specifically, it addresses instructional adaptations and accommodations to meet the needs of the following student populations: a) academically and functionally at-risk for learning, b) identified as needing special education, c) culturally and linguistically diverse. The role the school leader plays as a potential Local Education Agency (LEA) representative is also covered.

In order to equip the school leaders with both knowledge and competence in leading, supervising and evaluating the skills of staff members engaged in student learning, the following concepts will be included: a) Universal Design for Learning (UDL) as instructional techniques in a standards aligned system within the Least Restrictive Environment, b) Response to Intervention models used as appropriate educational decision making for all learners, c) application of legal mandates from the Individuals with Disabilities Education Improvement Act (specifically IEPs) and other federal and state (PA) laws, d) factors that promote effective communication and collaboration among all school personnel, families, students and other community members.

EDL 644 Language Arts Methods, PK-4 (3)

This course will introduce candidates to the reading, writing, speaking and listening connection in the teaching of language arts to early childhood education students. Content follows the Pennsylvania Department of Education Standards Aligned System with emphasis on research-based approaches to instruction while making connections between and across the curriculum, students' lives, literature, and literacy. It is also designed to meet the individual needs of students while demonstrating formal and informal assessment measures specific to literacy.

EDL 645 Language Arts Methods, 5-12 (3)

This course will focus on the reading, writing, speaking and listening connection in the teaching of language arts to middle and high school students. Content follows the Pennsylvania Department of Education Standards Aligned System with emphasis on research-based approaches to instruction in grades 5 through 12 while making connections between and across the curriculum, students' lives, literature, and literacy. Emphasis will be placed on comprehension of print and digital texts, vocabulary development, and content area literacy. The course is also designed to teach candidates how to meet the individual needs of students through the use of formal and informal assessment measures specific to middle and high school literacy. This course is required for reading specialist certification.

EDL 651 Procedures/Process in Special Education (3)

This course includes federal and state level Professional and Ethical Practices required of the Special Education Teacher. In addition, it covers ADVANCED development (Instructional Planning) of Individual Education Plans (IEP), Individual Family Service Plans (IFSP), 504 Plans, and Positive Behavior Support Plans (PBSP) created as a result of comprehensive, multidisciplinary evaluations (MDE) (Evaluation Reports – ER, Functional Behavior Assessments – FBA) of students with disabilities in school settings.

Contents capture global procedures for screening/assessment, referral, classification, placement, instructional programming in a standards aligned system, and progress monitoring (data collection systems). (Prerequisite: EDL 629 or equivalency, EDL 640)

EDL 652 High Incidence Disabilities (3)

This course covers traits and research-based strategies for students who have HIGH INCIDENCE DISABILITIES (specific Learning Disabilities, Attention Deficit Disorders, Mild/Moderate intellectual/Developmental Disabilities, Speech/Language Disorders, Social-Emotional/Behavioral Disorders and High Functioning Autistic Disorders). It includes instructional planning and pedagogical techniques for all academic, social-behavioral and other functional skill areas, and monitoring of students' progress from these instructional techniques. (Prerequisites: EDL 629 or equivalency, EDL 640)

EDL 653 Low Incidence Disabilities (3)

This course covers traits and research-based strategies for students who have LOW INCIDENCE DISABILITIES: (Significant Cognitive Delays-Intellectual/ Developmental Disabilities, Low Functioning Autism Spectrum Disorders or Pervasive Developmental Disorders, Serious Physical Disabilities, Orthopedic Impairments, Complex Health Issues-Other Health Impairments, Multiple Disabilities, Visual Impairments including Blindness, Hearing Impairments including Deafness and Severe Emotional Disorders). It includes instructional planning and pedagogical techniques for all academic, social behavioral and other functional skill areas, and monitoring of students' progress from these instructional techniques. Medical and physical management techniques are also included. (Prerequisites: EDL 629 or equivalency, EDL 640) (Field Experience or equivalency required)

EDL 654 Foundations of Integrative STEM Education (3)

This introductory course places strong emphasis on the understanding of inquiry, project, and problem based approaches to STEM grounded state and national standards and Pennsylvania's Standards Aligned System (SAS). In this course, PK-12 educators will explore past and present social and political influences impacting STEM education, STEM related careers as well as the foundational principles of Integrative STEM Education to include: transdisciplinary standards based curriculum, supportive learning environment, and rigorous content. STEM curricular programs that reflect research-based practices will also be reviewed and critiqued.

EDL 655 Curriculum, Instruction & Assessment in STEM Education PK-12 (3)

This course addresses foundational issues of curriculum, instruction, and assessment in PK-12 STEM education. Educators will apply their knowledge of STEM education to revise or create a year-long standards-based curriculum map and a unit plan that incorporates STEM content and practices, transdisciplinary connections, inquiry based pedagogy and strategic use of technology to support all learners. This course includes five hours of field experiences.

EDL 656 ETD & PBL for Early Childhood & Elementary Teachers (3)

This course will prepare early childhood (PK-2) elementary teachers, (3-5), and special education teachers to use and apply problem solving and design processes to develop and answer questions and pose solutions to real word problems in STEM. Participants will implement the engineering design process developed by NASA entitled Beginning Engineering, Science and Technology (BEST) and NASA Summer of Innovation Curriculum grades 4-9. Using these approaches, participants will learn how to

introduce STEM careers and tie STEM education to other disciplines such as social studies, arts, health, and movement. This course includes five hours of field experiences. (Prerequisite: EDL 655)

EDL 657 ETD & PBL for Secondary Teachers (3)

This course will prepare middle and high school teachers to support secondary students in the implementation of the engineering design process. Teachers will gain the knowledge and skills necessary to develop effective and creative designs using ETD and PBL to analyze and solve real word problems and develop innovative solutions. Teachers will learn how to introduce STEM careers and tie STEM education to other disciplines such as social studies, arts, health, and movement. Teachers will incorporate science and math content to include the use of appropriate tools, numerical problem solving, and technology. This course includes five hours of field experience. (Prerequisite: EDL 655)

EDL 658 STEM Integration & Application in the Classroom (3)

In this course, educators will integrate learning from previous coursework into meaningful STEM instruction through a job embedded field experience in their own classroom. Students will document and compile projects and products from an integrative STEM unit through the use of a digital portfolio. This culminating course will prepare educators to: 1) implement appropriate assessment and technology tools to enhance STEM teaching, learning, student achievement and college career readiness. 2) Implement innovative problem-based approaches to teaching, learning and the integration of STEM practices. This course includes 37 hours field experience. (Prerequisites: EDL 654, 655, and 656 or 657.)

EDL 660 Instructional Strategies for Standards Aligned Curriculum in Literacy (3)

This course involves the examination of principles and procedures in curriculum development with a focus on adapting curriculum to the needs of students as well as implementation of research-based teaching strategies. Emphasis on the elements of assessment is included. Coaching Field Experiences include activities from Pennsylvania Department of Education: Competency II A- Instructional Coaching Skills and Abilities and Competency II B- Group Coaching. (10 Hours of Field Experience Required)

EDL 661 Literacy in Education (3)

This course is designed to support teachers that develop literacy skills for individuals and provide instruction that is integrated and helps students understand how to access, evaluate, synthesize, and contribute to information (National Council of Teachers of English [NCTE], 2007). Coaching Field Experiences include activities from Pennsylvania Department of Education: Competency II A- Instructional Coaching Skills and Abilities and Competency II B- Group Coaching. (10 Hours of Field Experience Required)

EDL 662 Instructional Strategies for Standards Aligned Curriculum in Mathematics (3) This course involves the examination of principles and procedures in mathematics curriculum development for teacher leaders with a strong preparation and background in mathematics content, mathematics pedagogical content knowledge, instructional strategies, and school leadership. There is a strong emphasis on adapting mathematics curriculum to the needs of students, identification and remediation of error patterns, scaffolding instruction as well as implementation of research-based teaching strategies. Emphasis on the elements of assessment in mathematics is included. Coaching Field Experiences include activities from Pennsylvania Department of Education: Competency II A- Instructional Coaching Skills and Abilities and Competency II B- Group Coaching. (10 Hours of Field Experience Required)

EDL 663 Literacy in Mathematics Education (3)

According to the Association of Mathematics Teacher Educators (2010), coaches are teacher leaders who are responsible for supporting effective mathematics instruction and student learning. This course focuses on Mathematical Literacy to support positive changes in teachers' practice including actively engaging students, emphasizing reasoning and problem solving over skills-based lessons, using students' work to inform instruction, and effectively planning lessons. Coaching Field Experiences include activities from Pennsylvania Department of Education: Competency II A- Instructional Coaching Skills and Abilities and Competency II B- Group Coaching. (10 Hours of Field Experience Required)

EDL 664 Literacy Assessment and Intervention (3)

In this course, participants will examine various assessment strategies and current methods of assessment, through the study of theory and effective practices in assessment. The philosophy of Pennsylvania's Standards Aligned System (SAS) is embedded in this course experience, as well as the required field experiences. Research based strategies for the assessment and instruction of diverse learners will be examined. The SAS Assessment Builder will be utilized to create an assessment at various grade levels. The Framework for Teaching Evaluation Instrument (Danielson, 2011 Edition) will be utilized to correlate all work to the appropriate Domains I and V. Coaching Field Experiences include activities from Pennsylvania Department of Education: Competency II A- Instructional Coaching Skills and Abilities and Competency II B- Group Coaching. (10 Hours of Field Experience Required)

EDL 665 Teacher Leaders: Coaching Principles (3)

This course, aligned with the PA Leadership Core Standards and Corollary Standards, examines the goals, principles, and approaches to the coaching model. The emphasis of the course work is an understanding of adult learning principles that support collaboration with the ultimate goal of improved student performance. Options for working with teachers in a learning community and for encouraging teacher leadership are included. Through research, problem-based learning, in-class scenarios, case studies, and discussion, the course will focus on leadership and the role of supervision in student achievement. Coaching Field Experiences include activities from Pennsylvania Department of Education: Competency II A- Instructional Coaching Skills and Abilities and Competency II B- Group Coaching. (15 Hours of Field Experience Required)

EDL674 Prevention and Intervention for At-Risk Youth PK-12 (3)

This course provides classroom teachers with information about factors that contribute to risky behaviors with a focus on the ecology of children's lives that includes the school, community and neighborhood environments that increase risk in PK-12. Family, school, and individual characteristics that provide a more prominent and direct influence on youth will be explored. Data on at-risk categories along with major treatment and prevention approaches are examined. Prevention strategies are presented that focus on family, school, peer groups, and the individual. (Required: 10 hours supervised or mentorship in the endorsement area).

EDL 675 Mental Health Literacy to Promote Positive Behaviors PK-12 (3)

This course seeks to inform teachers about the importance of mental health literacy in teaching students in PK-12. Mental Health issues include Substance Use and Abuse, STDs and Risky Behaviors, Youth Violence, Youth Suicide, Anxiety, Depression, Bullying, Child Abuse and Neglect, Coping with

Emergencies and disasters, Attention Deficit (ADD/ADHD), Eating Disorders: Anorexia and Bulimia, and Affective Mood Disorders with goal toward understanding and compassionate care of youth engaged in these behaviors. (Required: 10 hours supervised or mentorship in the endorsement area).

EDL 676 Integrated Application of Wellness Education (4)

Research shows that to be successful in adult life, students must master not only core academics (literacy, numeracy, etc.) but also social emotional skills and a mindset that embodies a good citizen (Bock, 2015). Socio-emotional functioning of students, a nonacademic component of schooling is inextricably intertwined with academic functioning. Immaculata University's approved endorsement program in Social, Emotional, and Behavioral Wellness PK-12 requires field experience of its students. This final course requires a culmination of 45 hours of field experience PK-12 (10 hours from each of the first 2 courses and 25 hours in integrated application of wellness with a portfolio of culminating supervisory or mentorship experiences.

EDL 677 Children's Literature (3)

This course will equip candidates with the ability to effectively integrate children's literature into instruction from Pre-K through high school. Various fiction and nonfiction genres will be explored in terms of motivating students, increasing their interest in reading, and developing an appreciation for a wide variety of types of texts. Emphasis will be placed on incorporating children's literature into core and intervention instruction to address the Pennsylvania Core ELA Standards. This course is required for reading specialist certification.

EDL 678 Reading Diagnosis and Remediation (3)

This course is designed to provide reading specialist candidates with the ability to successfully evaluate and diagnose children who are struggling with reading and writing. Students will gain an in-depth understanding of how to select, administer, and analyze data gleaned from a variety of formal, informal, and state-required assessment types, including but not limited to formative, diagnostic, progress monitoring, summative, curriculum-based, standardized, and informal reading inventories. Candidates will develop the ability to interpret and communicate those results to school personnel and families. Students will conduct a variety of assessments and will compose a case study diagnosing the strengths and needs of a struggling learner. This course is required for reading specialist certification. **(Prerequisites: EDL 644 and EDL 645)**

EDL 679 Planning and Leading a Literacy Program (3)

This course will focus on the study of the PK-12 literacy program. Emphasis is placed on the role of the reading specialist in developing, coordinating, and administering a literacy program at the school and district levels. Students will analyze the strengths and needs of a school's literacy program and make recommendations for improvement. Other topics that will be explored include involvement in professional organizations; instructional schedules, tasks, and procedures; selecting materials and programs providing professional support and development. **(Prerequisites: EDL 644 and EDL 645)**

EDL 690 Principal Practicum (3)

Provides the Principal Certification Candidate with the opportunity to apply educational theory and research findings to practical application in a variety of educational environments. Students are

required to experience appropriate activities in the areas of administration, curriculum, teaching and learning. These experiences provide students with opportunities to compare their varied practical educational experience with the knowledge base of educational administration to diagnose sources of difficulty, to identify problems, to develop plans and strategies as well as to assess developing outcomes. Includes 360 hours of documented activities of which 180 may be accumulated prior to taking the Principal Practicum. The hours may be accumulated through work-site activities in the school setting as well as through completion of assigned coursework research. The focus of the practicum experience is directly aligned with the standards of the Pennsylvania Inspired Leadership Program. (All prerequisite courses should be completed per advisement.)

EDL 691 Pupil Services Practicum (3)

This course provides students with knowledge and skills related to the supervision and evaluation of pupil personnel services workers (i.e. counselors, nurses, school psychologists, home-school visitors). It involves field-based projects and activities determined by the student, local mentor, and university practicum advisor. Evidence will be provided in the student's portfolio. Includes 360 hours of documented activities of which 180 may be accumulated prior to taking the Pupil Services Practicum. The student will need to provide a plan of the kinds of activities, time spent on each activity including preparation, and align with standards or policies governing the pupil services involved (i.e. National Standards for School Counselors, PDE School Nurses Guidelines, etc.)

EDL 692 Reading Practicum (3)

During this practicum, candidates will connect theory to practical application of concepts studied during coursework. The focus of the practicum experience is directly aligned with the competencies identified by the Pennsylvania Department of Education for Reading Specialist certification. Students will administer various assessments; analyze data; design standards-aligned instructional plans reflecting an understanding of systems of language in the reading process, phonemic awareness, phonics, word identification, vocabulary, comprehension, and process writing; select, implement, and adapt a variety of instructional materials; monitor student progress; communicate with colleagues; and demonstrate knowledge and competencies that foster professionalism. Students will be required to submit a portfolio of practicum experiences. **(Prerequisites - All program courses: EDL 614; EDL 644; EDL 645; EDL 677; EDL 678; EDL 679)**

EDL 693 Supervisor Internship (3)

Provides the Supervisor Certification Candidate opportunities to integrate education theory and research with practical experiences in the schools. The candidate may accomplish this task through participation in work-site activities in the school setting as well as through completion of assigned coursework research. The focus of this internship program and the on-site activities are directly aligned with the standards of the Pennsylvania Inspired Leadership program. Includes 360 hours of documented activities of which 180 may be accumulated prior to taking the Supervisor's Internship. (All prerequisite courses should be completed per advisement.)

EDL 702 Methods of Doctoral Research (3)

An overview of methods used to conduct educational research with emphasis on locating and evaluating research literature. Course content includes the scientific method, development of research questions, formulation of research designs with ethical considerations, and professional critiques of methodologies. Qualitative, quantitative, and mixed-method designs will be reviewed. Scholarly

writing and APA formatting will be a focus. (Course must be taken within the first 12 credits of the doctoral program).

EDL 720 Orientation to Doctoral Research (3)

Students will refine their skills in scholarly research and writing by framing research questions (Dissertation, Chapter 1), analyzing and synthesizing research (Dissertation, Chapter 2), and completing a mini literature review in APA format on their selected dissertation topic. (Course must be taken within the first 21 credits of the doctoral program).

EDL 721 School Leadership in Teaching and Learning (3)

Study of administrators' roles in decision making, evaluation, performance appraisal, school organization and operation, problem identification and resolution, goal setting, planning, as well as management team concepts. Examination of various experiences that affect both teacher and learner.

EDL 722 Personnel Management and Labor Relations (3)

Examination of the personnel function in educational settings. Consideration of trends in staffing, recruitment, selection, assignment orientation, performance evaluation as well as grievances, labor relations, federal, state, and local mandates and negotiations.

EDL 723 School Business Management (3)

Comprehensive study of school business management. This course is concerned with district-wide business administration policies and procedures essential to conservation and wise use of funds, facilities, equipment and people.

EDL 724 Organizational Development and Change Theory (3)

Emphasis on the application of organizational development practices related to educational settings. Focus on change theory and its implementation in schools.

EDL 725 Communication Theory and Practice (3)

Preparation of administrators to develop and use various oral and written communication skills needed to communicate with diverse groups found within the school environment. Theoretical and analytical foundations of communication on intergroup and interpersonal bases.

EDL 726 Political, Economic and Social Structures of the Culture (3)

This course, aligned with the PA Leadership Core Standards and Corollary Standards and offered in an online environment, examines the historical antecedents of the political processes of education, as well as ways to improve the organization's culture. The course focuses on the political, social, and economic realities in which the education system operates and considers research and theory which are directly related to issues of education and school reform.

EDL 727 Pennsylvania School Code and School Board Policies (3)

This course provides doctoral students with a basic understanding and appreciation of the interaction of the PA School Code, PA School Law, School Policies, and landmark court decisions that have influenced the development of education in the Commonwealth of Pennsylvania. (Prerequisite: EDL 625)

EDL 728 Curriculum Theory and Evaluation (3)

Analysis of various approaches to curriculum theory. Examination of the educational strengths and weaknesses of these theories as they are implemented in different school environments. Evaluation of the effectiveness of school curriculum programs. (Prerequisite: EDL 622)

EDL 729 Curriculum Management (3)

Assistance for experienced educators in their effort to monitor and evaluate the implementation of curriculum improvement plans. (Prerequisite: EDL 622)

EDL 730 Pupil Personnel Services (3)

This course examines pupil personnel services in public and private schools. The focus includes the nature and development of programs to meet diverse student needs at the building and district levels along with discussions of current issues and trends. Central administration and school leadership must understand the broad and extensive services mandated by state and/or federal requirements and those that derive from student needs at the local level. These services strongly influenced by member constituents requires an evaluation and assessment of their worth and effectiveness in promoting effective learning environments and programs for students.

EDL 731 Advanced Supervision (3)

This course, aligned with the PA Leadership Core Standards and Corollary Standards, examines the supervisory process as developmental, dynamic, and collegial to promote purposeful, important learning and teaching. Supervisory perspectives, skills, and authority are analyzed. Options for working with teachers in a learning community and for encouraging teacher leadership are included. Through research, problem-based learning, in-class scenarios, case studies, and discussion, the course will focus on leadership and the role of supervision in student achievement. (Prerequisite: EDL 623)

EDL 732 Staff Development (3)

Focus on the process of growth and change in the adult and various ways of enabling individuals to gain professional competence. Includes skills needed in designing, implementing and evaluating staff development programs.

EDL 734 Dissertation Research Seminar (3)

Guidance of student efforts to translate theoretical constructions and research ideas into useful plans to be incorporated into the research proposal (Chapters 1-3 Draft). Course includes preparation for all aspects of the dissertation process. Grading is Pass or Fail. (Prerequisite: successful completion of required course work and Degree Candidacy Application.)

EDL 735 The Superintendency (3)

Consideration of roles, relationships, and responsibilities of the school administrator and central office staff. Emphasis is placed on school district organization and governed relationship in federal and state government, administrative functions and the role of the school board. Includes also the role of the Intermediate Unit.

EDL 789 Clinical Experience (3)

The Clinical Experience provides candidates for the Superintendent's Letter of Eligibility opportunities to integrate education theory and research with practical experiences in the school district. The candidate may accomplish this task through participation in work-site activities as well as through completion of assigned coursework research. The course includes 360 hours of field experience of which 180 may be accumulated prior to registering for the Clinical Experience. The focus of the Clinical Experience and coursework are directly aligned with the standards of the Pennsylvania Inspired Leadership program.

EDL 797 Degree Candidacy Application (0)

A culminating experience which reflects the student's synthesis, integration of knowledge and the academic content of the dissertation research. Successful completion of the Degree Candidacy Application prepares the student for EDL 734: Dissertation Research Seminar. Students will submit Dissertation Chapters 1-2 (draft) with references. Grading is Pass/Fail. The student is allowed to take the Degree Candidacy Application twice.

In order to be eligible for the degree candidacy application, the student must complete all required course work prior to the Dissertation Research Seminar with a GPA of at least 3.3 and secure the approval of the chair.

EDL 798-799-800 Dissertation (3, 3, 3)

The time when the student works with committee members to complete the dissertation. Students must register for consecutive semesters of dissertation. Grading is Pass/Fail. (A minimum of 6 credits in dissertation is required)

Normally, EDL 798 involves completion of the dissertation proposal, EDL 799 involves data collection and analysis, and EDL 800 involves preparation of the final document and the dissertation defense. See Dissertation Handbook for further details.

EDL 000 Dissertation Continuation

Required for students who have completed EDL 798, 799, and 800 but need additional time to complete the dissertation process. See page 28 Dissertation Continuous Registration.

Doctor of Education in Higher Education

Program Director: Sr. Ann M. Heath, Ph.D.

The Ed.D. in Higher Education program inspires and equips insightful, ethical administrators and faculty leaders. Current and future collegiate, educational practitioners benefit from practice-informed learning within the context of higher education's trends, challenges, and vision.

The program offers three concentrations meeting the needs of a broad range of administrators, collegiate faculty, and nurse educators. The concentration,

- ✓ **administration and instruction** is designed for higher education administrators or faculty members who are seeking to advance their career opportunities by expanding their knowledge of current trends in higher education and developing their leadership skills.
- ✓ **community colleges** responds to the interests of collegiate administrators and faculty who desire to expand their knowledge of higher education while focusing specialized areas of study on two-year institutions.
- ✓ **nursing education** offers nurses seeking to work effectively within the broad higher education environment, the academic and research preparation for roles as collegiate nurse educators and administrators of a nursing educational unit.

The Ed.D. Program also prepares individuals working in related fields such as clinical nursing, law, and organizational or educational consulting, who are seeking to make a career change. The Doctor of Education in Higher Education program prepares students to meet the challenges of the changing landscape of higher education while maintaining the highest educational and ethical standards.

Area	Student Learning Outcomes
Historical Foundations	Apply information, principles, and references from the historical foundations of higher education to current issues and practices including the recognition that social and cultural systems develop out of adaptation to environmental and historical circumstances
Contemporary Global Issues & Challenges	Apply theory to practice in analyzing potential solutions to contemporary issues facing higher education worldwide
Leadership & Ethics	Evaluate and employ leadership values, beliefs, and styles in the context of ethical decision making; demonstrate acquisition of professional identity consistent with the goals of scholar and practitioner with a doctoral education
Strategic Thinking	Illustrate strategic thinking in institutional planning, academic direction and programming, organizational budgets, operations, and institutional assessment and evaluation at all levels
Equity & Diversity	Articulate diverse perspectives and incorporate diverse viewpoints and cultural paradigms into program development, implementation, assessment, and personal interactions

Curriculum	Evaluate and employ current paradigms of curriculum design, delivery and assessment
Student Development, Access, and Completion	Evaluate and apply best practices in access, retention, and completion for all students in the context of student development theory and institutional environments
Administration & Operations	Evaluate current administrative, operational, legal and public issues and trends in higher education
Use of Research	Interpret with accuracy research in the field
Conducting Research	Conduct and disseminate current research
Administration & Instruction	Evidence breadth of understanding of factors influencing and supporting higher education, its purpose, and its practices viewed from the perspective of administration or faculty
	Evidence in-depth knowledge of the roles, responsibilities, and governance of faculty and administration in higher education
	Demonstrate knowledge of the science of learning assessment and institutional effectiveness and best practices for institutional change and innovation in higher education
	Contribute to the advancement of administration and/or student learning effectiveness in higher education through intellectual inquiry and scholarship
Community Colleges	Demonstrate knowledge of profile, issues, strategies, and practices of two-year collegiate institutions reflective of the varied constituents impacting or impacted by this area of the higher education community
	Evidence in-depth knowledge of the roles, responsibilities, and governance of faculty and administration in community colleges
	Demonstrate knowledge of the science of learning assessment and institutional effectiveness and best practices for institutional change and innovation in community colleges
	Contribute to the advancement of administration and/or student learning effectiveness at community colleges through intellectual inquiry and scholarship
Nursing Education	Evidence in-depth knowledge of the nurse educators' roles and practices in higher education as faculty members and academic leaders
	Conceive evidenced-based strategies to design, implement, evaluation, and improve nursing education to reflect modern theory and trends in higher education, healthcare, and nursing practice
	Design curriculum and programs in nursing education including planning for development, implementation assessment, and evaluation using 12th century delivery and assessment methodologies
	Contribute to the advancement of the science of nursing education through intellectual inquiry and creative scholarship.

REQUIRED COURSES: DOCTOR OF EDUCATION (Ed.D.) IN HIGHER EDUCATION (54 credits)

Foundational Core (12 credits)

HED 700 Seminar in Doctoral Studies	(3)
HED 705 Foundations of American Higher Education	(3)
HED 712 Higher Education Administration and Leadership	(3)
HED 721 Diversity and Multiculturalism in Higher Education	(3)

Research Core (9 credits)

HED 702 Methods of Research	(3)
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HED 703 Quantitative Research Methods	(3)
HED 704 Qualitative Analysis and Mixed Research Methods	(3)

Concentration (15 credits)

Administration and Instruction

HED 715 Change and Innovation in Higher Education	(3)
HED 725 Finance and Strategic Planning	(3)
HED 732 Assessment of Student Learning Outcomes	(3)
HED 748 Enrollment Management	(3)
HED 820 Applied Field Experience in Higher Education	(3)

Community Colleges

HED 715 Change and Innovation in Higher Education (Community Colleges)	(3)
HED 725 Finance and Strategic Planning	(3)
HED 732 Assessment of Student Learning Outcomes	(3)
HED 757 The American Community College	(3)
HED 820 Applied Field Experience in Community Colleges	(3)

Nursing Education

HED 770 Program Development & Evaluation in Nursing Education	(3)
HED 771 Instructional Design & Curriculum Development in Nursing Education	(3)
HED 772 Learning Theory and Practice for Classroom & Clinical Nursing Education	(3)
HED 773 Advanced Scientific Inquiry in Nursing & Health Care	(3)
HED 820 Applied Field Experience in Nursing Education	(3)

Electives (6 credits)

HED 711 Special Topics	(3)
HED 715 Change and Innovation in Higher Education	(3)
HED 725 Finance and Strategic Planning	(3)
HED 731 Best Practices in Teaching and Learning	(3)
HED 732 Assessment of Student Learning Outcomes	(3)
HED 748 Enrollment Management	(3)
HED 750 Student Services in Higher Education	(3)
HED 755 Program and Institutional Evaluation	(3)
HED 757 The American Community College	(3)
HED 760 Current Issues in Higher Education	(3)
HED 765 Advanced Topics in Higher Education/Community College/Nursing Ed	(3)

Note: in addition, students may take concentration courses from outside their area as electives.

Dissertation Sequence (12 credits)

HED 794 Dissertation Research and Evaluation	(3)
HED 795 Dissertation Design	(3)
HED 798/799 Dissertation I and II	(3)

All students entering the program must hold a master's degree. The 54 credits are beyond the student's master's degree. Students must receive a B or higher in each course or retake the course, and maintain a minimal semester GPA of 3.3 or successfully fulfill an advisement plan. Transfer credits from a doctoral program taken at an accredited institution require a minimum grade of B+ (3.3) for acceptance. For policies specific to the doctoral program in Higher Education, please refer to the handbooks posted in the Moodle Higher Education Networking and Information Center.

PROGRAM HIGHLIGHTS

Fully Online with Synchronous and A-Synchronous Courses

The Doctor of Education in Higher Education Program is delivered in an online hybrid model that seamlessly blends asynchronous and synchronous delivery of courses, combining the *flexibility of online learning with the benefit of real-time instruction*.

Program Delivery

In fall and spring, courses meet in 7-week sessions with two courses per semester; web-based face-to-face synchronous meetings alternate with fully online weeks to enhance and support the learning experience.

In summer, concentration and elective courses meet in 5-week sessions with courses offered in sequence. The accelerated summer sessions enable students to balance a full academic schedule with other professional and personal goals often associated with summer plans.

The Cohort Model

The program is offered in cohort model creating a professional learning community to enhance student-to-student interactions and support throughout the program. Students meet in a cohort model for major courses and intermingle across groupings for elective courses and offerings in each concentration.

The Field Experience

The Field Experience is designed to provide doctoral candidates with opportunities to demonstrate knowledge, skills and abilities developed and/or enhanced in the Doctor of Education Program enriching and expanding their areas of concentration. In addition, the Field Experience will provide a link between current experience and future goals in higher education by affording valuable networking experiences.

Dissertation Development

Preparation for dissertation research permeates the curriculum throughout the program, supported by coursework, advisement, and scholarly development.

Career Opportunities

Career opportunities exist in two- and four-year colleges and universities across all departments and divisions as well as in professional organizations dedicated to the advancement and support of higher education initiatives.

COURSE DESCRIPTIONS

HED 700 Seminar in Doctoral Studies (3)

Course materials expose students to fundamental elements of scholarly inquiry and the research process including exploration of dissertation topics, ethics, and strategies for success.

HED 702 Methods of Research (3)

This course provides an overview of methods used to conduct and evaluate research in the area of social science. This course will include discussion on the scientific method, development of research questions, exploration of literature, formulation of research designs, and professional critique of methodologies. Qualitative, quantitative, and mixed method designs and their underlying philosophies will be reviewed. (Pre-requisite HED 700)

HED 703 Quantitative Research Methods (3)

This course reviews quantitative methodologies utilized in designing research studies in the field of Higher Education. Quantitative topics include descriptive and inferential statistics (i.e., sampling methods, descriptive statistics, standard scores, distributions, statistical significance testing, t-tests, correlation, chi-square, power and effect size) as well as a variety of supporting designs. This course emphasizes interpretive knowledge versus computation. (Pre-requisite HED 702)

HED 704 Qualitative and Mixed Methods Research Methods (3)

This course covers how to formulate qualitative and mixed methods research questions and how to design such research studies. As part of the process, the researcher/participant positionality, power dynamics, ethics and techniques of research are examined. In addition, the course provides practice in different qualitative data collection methods, including in-depth interviews, focus groups, and observation. (Pre-requisite HED 702)

HED 705 Foundations of American Higher Education (3)

This course examines the historical, political, philosophical, and cultural shifts including technology that have given rise to and shaped modern day higher educational practice. Special focus will be placed on the objectives and functions of various types of higher education institutions and the adult learning population in contemporary colleges and universities.

HED 711 Special Topics (1-3)

This course is a one-semester small group project-oriented course, which meets the approval of the program chair and is conducted under faculty supervision. Students may merit one, two, or three credits according to the complexity of the project. The study would be outside the scope of the current courses. Examples of study include executive leadership, global models of accreditation, advanced quantitative or qualitative research methods, community and governmental relations, student persistence and completion, etc.

HED 712 Higher Education Administration and Leadership (3)

This course will provide an overview of the basic organizational structure of higher education and how leadership at every level may use that structure to facilitate change and innovation. In that light, the role of each leadership unit (academic affairs, student affairs, enrollment management, finance, institutional advancement) is examined.

HED 715 Change and Innovation in Higher Education (3)

This course examines Change Theory, innovations in higher education, and the redesign of existing strategies. Consideration of the future of higher education, current assumptions, and potential impact of innovation will provide a basis for discussion and analysis of issues.

HED 721 Diversity and Multiculturalism in Higher Education (3)

This course emphasizes development of the awareness, knowledge, and skills necessary to be a multiculturally-competent higher education faculty and/or administrator through the lens of structural inequality and diversity. It emphasizes the practitioner's responsibilities, challenges, and opportunities for creating and sustaining affirming, pluralistic, and inclusive campus communities for all students.

HED 725 Finance and Strategic Planning (3)

This course reviews budgeting and planning models appropriate to a broad spectrum of higher education institutions. The emphasis is on developing strategic thinking. Topics will include strategic planning strategies, constituent involvement, decision making, assessment, budgeting models, revenue sources, resource allocation, fiscal management, and the impact of government fiscal policies.

HED 731 Best Practices in Teaching and Learning (3)

This course is designed for current and aspiring college level teachers and focuses on the practical application of best practices in teaching in today's diverse college classroom. After a theoretical research-based foundation, best practices are identified, modeled, and evaluated.

HED 732 Assessment of Student Learning Outcomes (3)

Learning outcomes assessment is critical to providing high-quality learning environments and promoting student achievement. This course focuses on the assessment cycle of creating learning outcomes both in and outside of the classroom, designing appropriate assessments, developing the instructional strategies and closing the feedback loop to improve learning.

HED 748 Enrollment Management (3)

This course will examine current trends pertaining to recruitment and retention of students at all levels of higher education. The application of technology to enrollment management along with the impact of recent changes in financial aid regulations will be discussed.

HED 750 Student Services in Higher Education (3)

Taking both theoretical and practice-based approaches, this course will examine the wide range of issues currently affecting student development and engagement. Topics include enrollment management, diversity issues, residence life, student activities, athletics, discipline, and campus security.

HED 757 The American Community College (3)

This course provides a critical analysis of the characteristics, scope, public policy issues, and impact of two-year colleges in America.

HED 760 Current Topics in Higher Education (3)

This course provides an overview of topics, practices, and policies of current importance in higher education. A group of topical areas will be explored such as theories of human development, policy analysis, institutional evaluation, curriculum design/delivery/assessment or new trends. Topics will be

explored from the perspective of students' concentrations (administration & instruction, community colleges, or nursing education).

HED 765 Advanced Topics in Higher Education (Independent Study) (1-6)

A one-semester independent project, which meets the approval of the program chair and is conducted under faculty supervision, frames this course. Student may merit one, two, or three credits according to the complexity of the project. Examples of study include executive leadership, global models of accreditation, advanced quantitative or qualitative research methods, community and governmental relations, student persistence and completion, etc.

HED 770 Program Development & Evaluation in Nursing Education (3)

This course gives students the opportunity to focus on the cyclical systematic process of program planning and assessment. Major topics include conducting a needs assessment and analysis, establishing program goals and student learning outcomes, planning of the program assessment, and setting up processes for evaluation and improvement that involve external and internal stakeholders at all levels in the context of all appropriate accreditation and licensing bodies in both Higher Education and Nursing. The course will culminate in the simulated experience of presenting a complete new Nursing program proposal delivered to a panel of reviewers similar to a college board of trustees.

HED 771 Instructional Design & Curriculum Development in Nursing Education (3)

This course offers students an exploration of theory and practice of the systematic instructional design of nursing curriculum in the context of current institutional, professional, and regulatory environments at the local, state, national, and international levels. (Pre or Co-requisite HED 770)

HED 772 Learning Theory and Practice for Classroom & Clinical Nursing Education (3)

In this course, students study and apply theory-based practices of teaching and learning in classroom and clinical nursing education courses utilizing face-to-face, hybrid, and online delivery models. Collaborative strategies for designing student learning outcomes, assessments, and activities are emphasized.

HED 773 Advanced Scientific Inquiry in Nursing & Health Care (3)

Within this course, students will apply advanced research design, instrumentation, data collection and analysis to questions and topics in the area of nursing and health care with an emphasis on quantitative methods and consideration of mixed methodologies. Methods of disseminating research findings will also be discussed. (Pre-requisite HED 703)

HED 794 Dissertation Research and Evaluation (3)

In-depth exploration of research related to the dissertation topic culminating in a comprehensive literature review suitable to serve as Chapter 2 of the dissertation; pro and con arguments from the literature are explored; student's written work, the qualifying paper, serves as the basis for an oral defense of the need for the study. The defense fulfills the requirement of the qualifying examination for candidacy; the student is only permitted to participate in the qualifying hearing twice. In order to be eligible for HED 794, the student must have completed all required course work (with the exception of the Applied Field Experience) with a GPA of 3.3 or higher, and also must secure the approval of the Program Director. (See Dissertation Handbook for guidelines.) Grading is "pass/fail."

HED 795 Dissertation Research Design (3)

In-depth preparation of dissertation prospectus; purpose, methods, significance of study explored; preparation and presentation of the dissertation prospectus that includes dissertation Chapters 1, 2, 3; formation of dissertation committee. Students completing HED 795 should be ready to finalize their proposal under the direction of the dissertation committee, participate in the dissertation hearing, and submit their proposal to RERB. (Pre-requisite: HED 794; see Dissertation Handbook for guidelines.) Grading is “pass/fail.”

HED 798-799-800 Dissertation (3, 3, 3)

The dissertation process supports a student’s exploration of a research topic providing opportunities, under the guidance of a scholarly community, to pose questions, gather data, present cohesive arguments, and articulate an extensive analysis resulting in an independent, scholarly work. Working with committee to complete dissertation, students must register for consecutive semesters of dissertation. HED 798 and HED 799 involve finalization of the study structure, data collection/analysis, preparation of the final document and defense. If students require additional time to complete the study, then the student registers for HED 800. See Dissertation Handbook for further details. (Pre-requisite HED 795)

HED 000 Dissertation Continuation (0)

Required for students who have completed HED 798, 799, and 800, but need additional time to complete the dissertation process.

HED 820 Applied Field Experience (3)

Students complete a minimum of 90 hours in a field experience related to higher education leadership and their unique areas of concentration as determined in conjunction with their advisor. A seminar and internship-based project is designed to serve as a vehicle for applying and extending the knowledge learned in program coursework

Master of Science in Higher Education

Program Director: Sr. Ann M. Heath, Ph.D.

Designed to provide a comprehensive and foundational preparation for a career in higher education, students will expand their capacity for professional service in institutions of higher education in the 21st century through a course of study focused on personal and professional development.

The program leads students to gain the knowledge and skills needed to be informed advisers, responsive leaders, effective educators, and administrators across all types of colleges and universities.

Graduates will be ready to seek career advancement in a variety of student-focused positions including student advisement, admissions and recruitment, student affairs, athletics, career development, communications and marketing, alumni relations, and other campus departments.

Student Learning Outcomes

Students who complete the program will be able to:

- Understand factors influencing and supporting higher education, its purpose, and its practices
- Evaluate and respond to current administrative issues and trends in higher education
- Recognize social and cultural systems in the context of the environment and through an historical lens
- Articulate leadership values and styles in the context of ethical decision making
- Use research, knowledge of human dimensions, and interpersonal dynamics to inform practice.

REQUIRED COURSES: MASTER OF SCIENCE (M.S.) IN HIGHER EDUCATION (30 credits)

Core courses in educational leadership

GEN 501	Human Development
GEN 502	Methods of Research
GEN 503	Interpersonal Relations
EDL 615	Contemporary Professional Ethics

Concentration courses in higher education

HED 605	Foundations of American Higher Education
HED 612	Higher Education Administration and Leadership
HED 621	Diversity and Multiculturalism in Higher Education
HED 632	Assessment of Student Learning

Applied capstone courses

HED 637	Professional Seminar, Part I
HED 638	Professional Seminar, Part II

PROGRAM HIGHLIGHTS

- **Program Delivery** – Three distinct approaches to course delivery are adopted in the program, providing students with a truly “hybrid” approach to learning.

Online/Asynchronous

Core courses in educational leadership employ an online asynchronous pedagogy and delivery.

Online/Synchronous

Concentration courses in higher education employ an online synchronous pedagogy and delivery with synchronous class sessions held during weeks 1, 3, 5, and 7.

Hybrid

Two seminar courses at the conclusion of the program include both periodic synchronous sessions coupled with field experience and independent research.

- **Cohort Model** – MS students follow a course of study designed to build a close professional network with peers in the program.
- **Program Structure** – The MS program requires 30 graduate credits that may be finished in five semesters with two courses per semester. Each course meets in accelerated seven-week sessions with students taking one course at a time.
- **Higher Education Learning Community** –The MS in Higher Education is part of a broader program of study in the field of higher education, encompassing graduate study at both the master’s and doctoral levels. The master’s curriculum is designed to integrate seamlessly with the doctoral program providing students with options to move directly into the Ed.D. program without repetition of course content. Faculty and students from a wide range of institutions have participated in this learning community, contributing to the growing body of research and leadership in the field.
- **Alignment with Doctoral Program** – The MS provides the pathway to doctoral study. Students who complete the MS in Higher Education and meet eligibility requirements for the Ed.D. in Higher Education program will be waived from four doctoral course requirements if enrolling within five years.

COURSE DESCRIPTIONS

GEN 501 Human Development (3)

This course provides opportunities for students to understand and appreciate the developmental experiences of all people across the lifespan. This course includes development theories related to the human growth process and salient biological and environmental factors which affect the process of human growth and development.

GEN 502 Methods of Research (3)

This course is designed to examine comprehensive methodological approaches to qualitative and quantitative research and the basic research process. Skills in critiquing research, evaluating the

research outcomes as valid, reliable, and useful and the application of this knowledge and skill in the creating of a literature review are included.

GEN 503 Interpersonal Relations (3)

This course is a study of the meaning of interpersonal relationships, focusing on key concepts; raising the level of one's self-awareness, and developing a basic framework for understanding person-to-person and group interactions.

EDL 615 Contemporary Professional Ethics (3)

An examination of the unique ethical challenges faced by leaders with an emphasis on building ethical competency through self-assessment, challenge, and feedback. Topics include: virtue ethics, evil, forgiveness, moral theories, moral reasoning, ethical decision-making, ethical influence, transformational leadership, servant leadership, ethical group problem solving, ethical organizational climate, ethical diversity, and ethical crisis leadership.

HED 605 Foundations of American Higher Education (3)

This course examines the historical, political, philosophical, and cultural shifts including technology that have given rise to and shaped modern day higher educational practice. Special focus will be placed on the objectives and functions of various types of higher education institutions and the adult learning population in contemporary colleges and universities.

HED 612 Higher Education Administration and Leadership (3)

This course provides an overview of the basic organizational structure of higher education and how leadership at every level may use the structure to facilitate change and innovation. In this light, the role of each leadership unit (academic affairs, student affairs, enrollment management, finance, institutional advancement, and others) is examined.

HED 621 Diversity and Multiculturalism in Higher Education (3)

This course emphasizes development of the awareness, knowledge, and skills necessary to be an inclusive higher education administrator or faculty member through the lens of structural inequality and diversity. It emphasizes the practitioner's responsibilities, challenges, and opportunities for creating and sustaining affirming, pluralistic, and inclusive campus communities for all students.

HED 632 Assessment of Student Learning (3)

Learning outcomes assessment is critical to providing high-quality learning environments and promoting student achievement. This course focuses on the assessment cycle of creating learning outcomes both in and outside of the classroom, designing appropriate assessments, developing the instructional strategies and closing the feedback loop to improve learning.

HED 637/638 Professional Seminar Parts I & II (3 + 3)

The Seminar consists of a capstone project with an experiential component of 15 hours of immersion in practice. The project employs an action research process that applies learning directly to a higher education setting. The project serves as the master's comprehensive evaluation incorporating concepts from all parts of the curriculum. Formal presentation of the project is the final requirement for the program.

Master of Science in Health Care Management

Program Director: Anne Marie McCauley, Ph.D., DHed., RN

PROGRAM OVERVIEW

The 30-credit, fully online Master of Science in Health Care Management could be completed in two years (5 semesters) and will provide students with the knowledge, skills, and clinical integration proficiencies essential for employment within the health care management field.

The program is designed to educate students who want to serve others through the health care profession of health care management. The curriculum is academically rigorous and challenges students to think critically and make ethical decisions on a day-to-day basis. The integration of special topics courses and interdisciplinary learning will provide students the opportunity to stay on the cutting edge of the profession and prepare for careers in the ever-changing world of healthcare.

Learning Outcomes:

- Evaluate the complexities of health care in order to provide and manage safe delivery of care and services
- Improve the management of internal and external customers to maintain a multifaceted and diverse organizational environment
- Incorporate the general health care principles and policies to create a well-functioning fiscal and budgetary operation within the health care organization
- Examine current health care management literature and recommend and develop areas for improved strategies for directing a medical organization
- Prepare to distinguish and inspire using management skills and leadership qualities

PROGRAMS OF STUDY

MASTER OF SCIENCE IN HEALTH CARE MANAGEMENT (30 credits)

GEN 502	Methods of Research (3)
MHCM 604	The Aging and Long Term Care Management (3)
MHCM 606	Resources, Recruitment and Retention in Health Care (3)
MHCM 608	Fiscal Management in Health Care (3)
MHCM 610	Health Economics (3)
MHCM 612	Risk Management and Patient Affairs (3)
MHCM 614	Health Care Politics and Policy (3)
MHCM 616	Health Care Strategic Planning and Marketing (3)
MHCM 618	Medical Practice Management (3)
MHCM 620	Healthcare Management Capstone (3)

GRADUATE CERTIFICATE IN HEALTH CARE MANAGEMENT (12 credits)

MHCM 606	Resources, Recruitment and Retention in Health Care (3)
MHCM 612	Risk Management and Patient Affairs (3)
MHCM 614	Health Care Politics and Policy (3)
Elective	Any MHCM course (excluding MHCM 620)

COURSE DESCRIPTIONS

GEN 502 Methods of Research (3)

Examines comprehensive methodological approaches to qualitative and quantitative research. Rudiments of the basic research process, skills in evaluating research as valid, reliable and useful, and practical application of APA standards will be addressed.

MHCM 604 The Aging and Long Term Care Management (3)

Discussion of the effect of the increasing numbers in the aging population due to improved technology and medicine. The course focuses on the management of retirement and skilled nursing facilities and their efforts to keep up with the demands of a consumer driven influence on the new nursing home environment.

MHCM 606 Resources, Recruitment and Retention in Health Care (3)

Identify resources needed to recruit and retain competent health care professionals in the health care industry to provide care for patients while protecting the medical professional.

MHCM 608 Fiscal Management in Health Care (3)

The course includes didactic learning in utilizing the previously learned methods in accounting to make budgetary, price and service decisions, cost allocation, and time value of money determinations in making financial managerial decisions in healthcare.

MHCM 610 Health Economics (3)

Focus on economic issues in producing, delivering and financing health care. Impact of economics on the delivery of medical care influenced by the role of insurance companies, physicians and the medical care markets.

MHCM 612 Risk Management and Patient Affairs (3)

Focus on managing patient health care risks. Instruction will include a review of the importance of the health care record as well as the role of the risk management team in the health care facility. Mitigating loss throughout the health care industry will be discussed.

MHCM 614 Health Care Politics and Policy (3)

Introduction to health policy and how governmental influence affects the outcomes in the delivery of health care. Accessibility of care, quality of care, safety, and the environment will be discussed.

MHCM 616 Health Care Strategic Planning and Marketing (3)

Business planning and marketing as it applies to health care organizations. Focus on the needs of the health consumer, customer groups, clinical staff needs, forecasting and marketing. Advertising and public relations are also discussed.

MHCM 618 Medical Practice Management (3)

Explores the foundational aspects of practice management. The focus of this course will explore the operational management of a health care practice. Customer service and attention to patient needs as well as direction of the health care staff will be discussed.

MHCM 620 Healthcare Management Capstone (3)

The capstone will allow the student to review recent and relevant information, using critical analysis, on a topic in the health care management field. A sound understanding of the literature will be displayed in the writing of a clear and concise literature review in an academic manner.

(Pre-requisite: GEN 502)

Master of Science in Management and Leadership

Program Director: James Eric Siburt, Ph.D.

MASTER OF SCIENCE IN MANAGEMENT AND LEADERSHIP (30 credits)

Immaculata University's Master of Science in Management & Leadership is a specialized business degree focused on the human side of enterprise. It is intended for those individuals looking to increase their leadership capacity and build their career in management positions. This comprehensive 30-credit program combines the traditional management skills for navigating organizational complexity and the exemplary leadership behaviors for enacting change. Learners experience a highly individualized learning path through the creation of a personalized development plan focused on building specific skill sets in the domains of self-awareness, professional development, interpersonal and organizational relationship building, enacting change, and personal & social well-being. The program's curriculum then augments this development plan with interdisciplinary coursework rooted in advancing skills immediately applicable in today's job market. The traditional management coursework focuses on supporting organizational results through enhanced problem-solving and decision-making skills, while emerging leadership courses incorporate evidenced-based practice focused on increasing one's capacity to flourish and leading change necessary for organizations to thrive in today's environment. Together, this critical set of knowledge, skills, and abilities enable you to effectively administer and transform any organization.

Program outcomes include:

- Understand the systems impacting organizations and leverage systems thinking to solve challenges within complex and chaotic environments;
- Exercise effective leadership and motivation strategies capable of inspiring people;
- Develop data-driven, analytic intelligence, business knowledge and skills to make better decisions and solve problems in an environment characterized by complexity and ambiguity;
- Expand innovative team strategies to lead in-house and virtual teams to greater performance;
- Deepen ethical integrity to make better decisions sustaining the organization, its people, its customers and our world;
- Develop individual thriving leadership qualities including authenticity, optimism, resilience, perseverance, emotional intelligence, openness, adaptability, agility and more;
- Demonstrate mastery of change management and leadership principles

REQUIRED COURSES (30 credits)

GEN 502	Methods of Research	(3)
MML 600	Foundations of Leadership	(3)
MML 603	Organizational Effectiveness	(3)
MML 606	Leading High Performance Teams	(3)
MML 609	Economics and Corporate Finance	(3)
MML 612	Leadership Ethics	(3)
MML 615	Emerging Technologies and Cybersecurity	(3)
MML 621	Strategic Management	(3)
MML 624	Innovation and Project Management	(3)
MML 627	Leading Change	(3)
MML 635	Comprehensive	(0)

Stackable Credentials

Students may pursue a graduate certificate in leadership or management as part of the master's program or as a standalone credential.

Graduate Certificate in Leadership (12 credits)

Upon completion of the certificate program, students will be able to:

- Exercise effective leadership and motivation strategies capable of inspiring people
- Deepen ethical integrity to make better decisions sustaining the organization, its people, its customers and our world
- Develop individual thriving leadership qualities including authenticity, optimism, resilience, perseverance, emotional intelligence, openness, adaptability, agility and more
- Demonstrate mastery of change management and leadership principles

REQUIRED COURSES

MML 600	Foundations of Leadership	(3)
MML 612	Leadership Ethics	(3)
MML 627	Leading Change	(3)
MML 621	Strategic Management	(3)

Graduate Certificate in Management (12 credits)

Upon completion of the certificate program, students will be able to:

- Understand the systems impacting organizations and leverage systems thinking to solve challenges within complex and chaotic environments
- Develop data-driven, analytic intelligence, business knowledge and skills to make better decisions and solve problems in an environment characterized by complexity and ambiguity
- Develop individual thriving leadership qualities including authenticity, optimism, resilience, perseverance, emotional intelligence, openness, adaptability, agility and more

REQUIRED COURSES

MML 600	Foundations of Leadership	(3)
MML 609	Economic and Corporate Finance	(3)
MML 621	Strategic Management	(3)
MML 624	Innovation and Project Management or elective	(3)

COURSE DESCRIPTIONS

GEN 502 Methods of Research (3)

This course is designed to examine comprehensive methodological approaches to qualitative and quantitative research and the basic research process. Skills in critiquing research, evaluating the research outcomes as valid, reliable and useful and the application of this knowledge and skill in the

creation of a literature review are included. Students who receive a grade of B- or below in Methods of Research at the master's level will be required to repeat the course.

MML 600 Foundations of Leadership (3)

Students will identify the unique nature, characteristics, and relationship of the Self and Others in regard to leadership and followership. Build upon an understanding of these identified differences to develop and implement strategies that improve the quality of the work culture and overall productivity for the betterment of the collective organization. This course lays the foundation for other courses in the program to include communication, ethics, power and aesthetics, strategy and subsidiarity, followership and solidarity, self-care, and more.

MML 603 Organizational Effectiveness (3)

A systems perspective of organizations is explored. Learners integrate systems thinking and change theory to leverage best practices within the context of today's uncertain environment to enhance an organization's effectiveness. Specifics addressed include organizational design and its challenges such as structure and control, issues of culture, strategy in light of globalization, technology, change, decision-making, innovation, conflict, power and politics.

MML 606 Leading High-Performance Teams (3)

The effective and appropriate use of teams as a competitive advantage is explored. In order to understand the seemingly chaotic dynamics of groups, learners experience strategies to drive groups to a higher level of performance. Learners utilize various methods of group analysis, design, and implementation, while being provided the opportunity to experiment and take risks with creative strategies. Conflict styles are addressed as well as effective methods for having difficult conversations. Sensitizing strategies for the appreciation of diversity, including gender, sexual orientation, race and culture are explored.

MML 609 Economics and Corporate Finance (3)

This course examines macroeconomic concepts relevant for today's economy and the government policies impacting organizations. Learners analyze corporate financial statements to gain insight and influence change. Management analytical abilities are honed through a deep understanding of financial objectives and their management including knowledge of ratio analysis, corporate responsibility, financial planning, capital budgeting, and financial markets. The course also prepares learners to meet the demands of a global economy by addressing trade, protectionism, and international finance. The class concludes with a study of personal finance.

MML 612 Leadership Ethics (3)

This course presents a comprehensive, integrative, and practical focus on ethical leadership and management. In this learning community, foundational knowledge and practical approaches are developed to balance stakeholder interests, to ensure financial transparency and to address economic, environmental, and social sustainability. Learners will examine the intersections of the concepts of ethics and leadership from a wide range of disciplines, contexts, and professions, as well as the application for individuals, teams, organizations, and across a global perspective.

MML 615 Emerging Technologies and Cybersecurity (3)

Characteristics of the virtual organization are examined along with emerging technologies and virtual influence methods that drive organizational productivity. Specifics addressed include the traps, pitfalls and solutions common to emerging technologies. Issues relating to commercialization and market adoption rates, strategy uncertainty, financing, and the leveraging of strategic alliances including

“people” challenges are tackled. Finally, a focus on cybersecurity including threats and common issues such as what to do when getting hacked are reviewed.

MML 621 Strategic Management (3)

The process of formulating and executing a strategy is explored. Learners gain knowledge and skills in the areas of crafting a usable vision, mission, and set of core values for an organization; analytical tools of organization and industry analysis, setting measurable organizational objectives; defining the steps (the “how”) to achieve these objectives; executing; and monitoring/adjusting/correcting the strategy.

MML 624 Innovation and Project Management (3)

Project management techniques are introduced to harmonize and balance creativity with time and cost considerations. Theory on project life cycle and how to execute, monitor, control and close process groups are some of the concepts this course addresses. The idea of “agile” in project management and its relevance to innovation is discussed.

MML 627 Leading Change (3)

Learners gain knowledge of a wide range of organizational change theory, as well as various models and design practices when implementing organizational change. This course emphasizes how leaders can be effective in generating organizational transformation. Learners integrate knowledge or organizational change theory into their role as a change agent.

MML 635 Leadership Comprehensive (0)

Learners develop a five chapter Master’s thesis that details their understanding of leadership and their own personal development based upon their understanding and application of program learning. The comprehensive is completed after all coursework. And, its submission and acceptance is required for graduation.

Music Therapy

Program Director: Corey Olver, MAMT, MT-BC, LPC, ACS

PROGRAM OVERVIEW

The Master of Music Therapy and Counseling (MMTC) and Master of Arts in Music Therapy (MAMT) programs prepare students to practice music therapy at an advanced level, in a range of clinical settings. The graduate music therapy program provides extensive breadth and depth of training in the musical, clinical, and theoretical components of music therapy emphasizing advanced clinical practices in the upper division. It provides a thorough orientation to scholarly literature, research, and writing on music therapy topics. In addition, it prepares students to be independent professionals, clinical supervisors, advocates for music therapy services, and leaders within their field.

Educational Outcomes

The Graduate Music Therapy programs prepare students to:

- Work at an advanced level with a wide range of clients across various clinical settings
- Understand client needs from a variety of theoretical perspectives and clinical models
- Practice music-centered psychotherapy at an advanced level
- Practice music therapy with greater self-awareness, and engage in ongoing personal development
- Utilize the scholarly literature effectively, understand and conduct research, and produce scholarly writing in music therapy
- Adhere to ethical standards of professional practice in music therapy
- Serve as leaders within the music therapy field

Two levels of training, Equivalency (60 credit MMTC, 60 credit MAMT) and Advanced (48 credit MMTC & 48 credit MAMT) are offered.

Equivalency Level Program: Students with a Bachelor's Degree Outside of Music Therapy

The equivalency degree programs are specially designed for students who wish to complete music therapy training (attaining MT-BC eligibility) at the graduate level. Typically, these students have an undergraduate degree in music (or related field) and are versatile instrumentalists and vocalists, but have not yet studied music therapy. Students in this program complete the requirements for Board Certification through 500-level courses, and then continue with courses in advanced clinical practices (identical to the Advanced Level program).

Advanced Level Program: Students with a Bachelor's Degree of Music Therapy and MT-BC Credential

The advanced counseling (MMTC) and professional (MAMT) degree programs are specially designed for accredited music therapists (MT-BC) who wish to develop advanced skills in music therapy clinical practice, with a special emphasis on advanced clinical practices. The MMTC degrees are designed for music therapists who wish to complete the academic requirements to qualify for a License as a Professional Counselor (LPC) in Pennsylvania. Detailed information and links to state requirements are provided in the Music therapy Graduate Handbook.

Master of Music Therapy and Counseling versus Master of Arts in Music Therapy

The Master of Music Therapy and Counseling degrees are designed for music therapists who wish to complete the academic requirements to qualify for a License as a Professional Counselor (LPC) in Pennsylvania. The degree program contains courses in both the music therapy program and the clinical

mental health counseling program. Detailed information and links to state requirements are provided in the Music therapy Graduate Handbook. Students in the Master of Arts in Music Therapy degree programs are designed to prepare students to enhance their professional music therapy practice through core courses and elective credits in music therapy or a related field .

Dual Degree in Music Therapy & Clinical Mental Health Counseling

Students interested in pursuing a career in Mental Health Counseling and Music Therapy may be eligible to pursue both degrees at a significantly reduced credit load. Graduate music therapy students entering Immaculata University with advanced standing may apply to the CACREP-approved Master of Arts in Clinical Mental Health Counseling program and pursue the dual degree for 15 additional credits beyond the Advanced MMTC for a total of 75 degree credits. Students accepted into the dual degree program are required to complete BOTH an advanced internship in Music Therapy (MUT 610, 621, 622) AND an internship in Clinical Mental Health Counseling (COUN 691, 692, 693).

The Master of Music Therapy and Counseling and Master of Arts in Music Therapy degree programs are accredited by the National Association of Schools of Music (NASM) and approved by the American Music Therapy Association (AMTA). For further information on music therapy (including educational guidelines), consult AMTA's website at www.musictherapy.org

COURSE OF STUDY

Equivalency Level Course of Studies (60 credits)

Equivalency level courses are specifically designed for students who do not have a bachelor's degree in music therapy. These courses begin with a series of theories, processes and practices courses (500-level courses). Upon successful completion of these courses, along with completion of graduate clinical training and demonstration of proficiency, on piano, guitar, and voice (through diagnostic examination administered by music therapy faculty [consult department handbook for specific guidelines]), the student becomes eligible to enroll in Graduate Internship. During and after the internship, the student undertakes courses at the Advanced Level.

Upon successful completion of the Internship and verification of all professional music therapy competencies, the student becomes eligible to take the examination administered by the certification Board for Music Therapists (CBMT). Upon successful completion of the CBMT examination, the student earns the national credential Music Therapist-Board Certified, or MT-BC. Attainment of the MT-BC credential permits the student to seek professional employment as an accredited music therapist. Toward the completion of the degree, students take both the Culminating Project in Music Therapy and the Comprehensive Exam.

Advanced Level Course of Studies

Advanced level courses are specifically designed for students who have completed a bachelor's degree in music therapy and have Board Certification (MT-BC) prior to admission. Students who have completed equivalency level (500 level) courses and are enrolled in internship may also take advanced (600 level) courses. Courses at this level further advance clinical practice, with a special emphasis on music-centered psychotherapy. At this level, students focus on assessment, music and imagery, clinical improvisation, resource development, songs in psychotherapy, verbal skills, advanced supervision, advanced technology, advanced music skills, and more. Courses at this level are offered only in an

intensive, weekend format, which enables students to work professionally while completing their advanced graduate studies. Toward the completion of the degree, students take both the Culminating Project in Music Therapy and the Comprehensive Exam.

ADMISSION GUIDELINES

General Procedures

Every applicant must file an application for admission with the College of Graduate Studies, complete with all necessary documentation (refer to general application guidelines for details). In addition, every applicant must meet with members of the music therapy department for an audition and interview.

Standard Admission (Equivalency programs)

For admission to the Equivalency Level, 60 credit programs, the applicant must have earned a bachelor's degree in music, or a bachelor's degree in another major, plus course work equivalent to a major in music. In exceptional cases, an applicant who requires only minimal course work to attain this level of equivalency may be considered for professional admission. Applicants are advised that certain graduate courses require prerequisites for the Music Therapy curriculum. These include music courses in theory, aural skills, and history; competency on guitar, piano, and voice; a course in basic statistics for the social sciences; and a course in human anatomy and world music acceptable to the department. Those who have not completed these courses may do so at the community college, undergraduate or equivalent level (through Immaculata or another institution) or at the graduate level (through Immaculata or another institution). If needed, students may enroll in individual lessons to attain competencies in piano, voice, and guitar at Immaculata at the graduate level. Faculty will assess these prerequisites and competencies during the admission process.

Admission with Advanced Standing

For admission to the Advanced MMTC or MAMT programs, the applicant must have completed a bachelor's degree in music therapy, have MT-BC standing or already have met eligibility requirements and be in the process of obtaining music therapy board certification (whether or not the applicant has successfully passed the board certification exam itself).

Audition and Interview Requirements:

An audition and interview is required for both tracks and is arranged directly with the Program Director. Each audition lasts one hour and has three components:

- 1) Performance of one piece on the applicant's primary instrument. Typically pieces from "classical" tradition suffice. Jazz standards or other nontraditional pieces may also be included in accordance with the applicant's undergraduate concentration. An accompanist is not required, and pieces do not need to be performed from memory.
- 2) Demonstration of existing skills in piano and guitar. The applicant will present six pieces from the "popular" music literature (for example, children's songs, pop music from the 1960s to present, folk music, religious music, and show tunes). At least three songs should be performed on piano and three on guitar. Diversity in musical style is encouraged. The applicant must sing and play each song. Memorization is welcomed but not necessary.
- 3) An interview, in which the applicant will be asked a range of questions related to their application and their academic, personal, and professional goals.

For successful applicants to the program, the audition also serves to evaluate music skills for therapy, and to assign music skills lessons requirements in piano, guitar, and voice (MUT 530, 532, 534) that will be undertaken during their program of study to achieve competency in these areas.

Students Interested in the Dual Degree in Music Therapy & Clinical Mental Health Counseling must *first* apply for entry to the university through the Graduate Music Therapy Program.

MASTER OF MUSIC THERAPY AND COUNSELING (Equivalency Track, 60 credit)

CORE REQUIREMENTS

GEN 501	Human Development	3
MUT 500	Theoretical Orientations to MT Clinical Practice	3
MUT 502	Theories and Processes in Music Therapy Practice	3
MUT 504	Theories and Practices in Medical Music Therapy	3
MUT 506	Theories and Practices in Psychiatric Music Therapy	3
MUT 608	Ethical and Professional Orientation in Music Therapy	2
MUT 609	Music Therapy Practice with Diverse Populations	2
MUT 512-514	Clinical Training: Integrating Theory & Practice	1, 1, 1
MUT 524	Graduate Internship I	2
MUT 525	Graduate Internship II	2
COUN 600	Research & Program Development	3
COUN 604	Group Process	3
COUN 608	Psychopathology	3
COUN 609	Career and Vocational Counseling	3
COUN 6xx	Counseling Elective	3

Advanced Music Therapy Clinical, Professional, Music, & Research Skills

(Choose 13 credits from the following)

MUT 600	Music and Imagery in Clinical Practice	2
MUT 601	Advanced Resource Development	2
MUT 603	Clinical Improvisation in Music Therapy	2
MUT 606	Songs in Psychotherapy	2
MUT 613	Music Biofeedback Research	2
MUT 614	Grant Writing and Program Development in Music Therapy	2
MUT 642	Clinical Assessment in Music Therapy*	2
MUT 643	Integration of Verbal and Music Skills in Music Therapy*	2
MUT 645	Advanced Technology for Music Therapy	2
MUT 646	Music Therapy Research	2
MUT 630	Advanced Music Skills for Therapy	1
OR GEN 511	Music for Everyone	1

*Course required for LPC Track

Advanced Clinical Training & Final Components

MUT 610	Advanced Music Therapy Practicum	1
MUT 621	Advanced Music Therapy Internship I	1
MUT 622	Advanced Music Therapy Internship II	1
MUT 599	Comprehensive Exam in Music Therapy	0
MUT 690	Culminating Project in Music Therapy	3

Students entering the program through standard equivalency level admission, and who are not prepared to pass the diagnostic functional music skills proficiency examination, must complete one or more of the following courses (on a repeatable basis), until the necessary skills can be demonstrated. (Note: credit through these courses may count toward, and may surpass, required elective credits within the degree):

MUT 530	Music Skills for Therapy – Piano	1
MUT 532	Music Skills for Therapy – Guitar	1
MUT 534	Music Skills for Therapy – Voice	1

MASTER OF ARTS IN MUSIC THERAPY (Equivalency Track, 60 credits)

Core Requirements

MUT 500	Theoretical Orientations to MT Clinical Practice	3
MUT 502	Theories and Processes in Music Therapy Practice	3
MUT 504	Theories and Practices in Medical Music Therapy	3
MUT 506	Theories and Practices in Psychiatric Music Therapy	3
MUT 608	Ethical and Professional Orientation in Music Therapy	2
MUT 609	Music Therapy Practice with Diverse Populations	2
MUT 512-514	Clinical Training: Integrating Theory & Practice	1, 1, 1
MUT 524	Graduate Internship I	2
MUT 525	Graduate Internship II	2
GEN 501	Human Development	3
GEN 502	Methods of Research OR	3
COUN 600	Research & Program Evaluation	3
GEN 503	Interpersonal Relations OR	3
COUN 604	Group Process	3
COUN 608	Psychopathology	3
Electives		6

Advanced Music Therapy Clinical, Professional, Music, & Research Skills (Choose 13 credits from the following)

MUT 600	Music and Imagery in Clinical Practice	2
MUT 601	Advanced Resource Development	2
MUT 603	Clinical Improvisation in Music Therapy	2
MUT 606	Songs in Psychotherapy	2
MUT 613	Music Biofeedback Research	2
MUT 614	Grant Writing and Program Development in Music Therapy	2
MUT 642	Clinical Assessment in Music Therapy*	2
MUT 643	Integration of Verbal and Music Skills in Music Therapy*	2
MUT 645	Advanced Technology for Music Therapy	2
MUT 646	Music Therapy Research	2
MUT 630	Advanced Music Skills for Therapy	1
OR GEN 511	Music for Everyone	1

Advanced Clinical Training & Final Components

MUT 610	Advanced Music Therapy Practicum	1
MUT 621	Advanced Music Therapy Internship I	1
MUT 622	Advanced Music Therapy Internship II	1

MUT 599	Comprehensive Exam in Music Therapy	0
MUT 690	Culminating Project in Music Therapy	3

Students entering the program through standard equivalency level admission, and who are not prepared to pass the diagnostic functional music skills proficiency examination, must complete one or more of the following courses (on a repeatable basis), until the necessary skills can be demonstrated. (Note: credit through these courses may count toward, and may surpass, required elective credits within the degree):

MUT 530 Music Skills for Therapy – Piano 1

MUT 532 Music Skills for Therapy – Guitar 1

MUT 534 Music Skills for Therapy – Voice 1

MASTER OF MUSIC THERAPY AND COUNSELING (Advanced Track, 48+12 Credits)

CORE REQUIREMENTS

GEN 501	Human Development	3
MUT 608	Ethical and Professional Orientation in Music Therapy	2
MUT 609	Music Therapy Practice with Diverse Populations	2
COUN 600	Research & Program Development	3
COUN 604	Group Process	3
COUN 608	Psychopathology	3
COUN 609	Career and Vocational Counseling	3
COUN/MUT	Electives	9

Advanced Music Therapy Clinical, Professional, Music, & Research Skills

(Choose 14 credits from the following)

MUT 600	Music and Imagery in Clinical Practice	2
MUT 601	Advanced Resource Development	2
MUT 603	Clinical Improvisation in Music Therapy	2
MUT 606	Songs in Psychotherapy	2
MUT 613	Music Biofeedback Research	2
MUT 614	Grant Writing and Program Development in Music Therapy	2
MUT 642	Clinical Assessment in Music Therapy*	2
MUT 643	Integration of Verbal and Music Skills in Music Therapy*	2
MUT 645	Advanced Technology for Music Therapy	2
MUT 646	Music Therapy Research	2
MUT 630	Advanced Music Skills for Therapy	1
OR GEN 511	Music for Everyone	1

*Course required for LPC Track

Advanced Clinical Training & Final Components

MUT 610	Advanced Music Therapy Practicum	1
MUT 621	Advanced Music Therapy Internship I	1
MUT 622	Advanced Music Therapy Internship II	1
MUT 599	Comprehensive Exam in Music Therapy	0
MUT 690	Culminating Project in Music Therapy	3

Electives 12

Students may select an additional 12 Credits of Electives in Music Therapy or Counseling or apply to attain the following:

Addictions Studies Certificate (See CMHC Program)

Master of Arts in Clinical Mental Health Counseling (72 Degree Credits Total; See Below)

**Please note that students who choose not to pursue LPC Licensure may graduate with a 48 credit MAMT Degree without taking these credits for degree completion*

DEGREE TOTAL 48 MMTC/60 Total

MASTER OF ARTS IN MUSIC THERAPY (Advanced Track, 60 Credits)

Core Requirements

GEN 501	Human Development	3
GEN 502	Methods of Research OR	3
COUN 600	Research & Program Evaluation	3
GEN 503	Interpersonal Relations OR	3
COUN 604	Group Process	3
MUT 608	Ethical and Professional Orientation in Music Therapy	2
MUT 609	Music Therapy Practice with Diverse Populations	2
Electives		15

Advanced Music Therapy Clinical, Professional, Music, & Research Skills

(Choose 14 credits from the following)

MUT 600	Music and Imagery in Clinical Practice	2
MUT 601	Advanced Resource Development	2
MUT 603	Clinical Improvisation in Music Therapy	2
MUT 606	Songs in Psychotherapy	2
MUT 613	Music Biofeedback Research	2
MUT 614	Grant Writing and Program Development in Music Therapy	2
MUT 642	Clinical Assessment in Music Therapy*	2
MUT 643	Integration of Verbal and Music Skills in Music Therapy	2
MUT 645	Advanced Technology for Music Therapy	2
MUT 646	Music Therapy Research	2
MUT 630	Advanced Music Skills for Therapy*	1
OR GEN 511	Music for Everyone	1

**Required Courses*

Advanced Clinical Training & Final Components

MUT 610	Advanced Music Therapy Practicum	1
MUT 621	Advanced Music Therapy Internship I	1
MUT 622	Advanced Music Therapy Internship II	1
MUT 599	Comprehensive Exam in Music Therapy	0
MUT 690	Culminating Project in Music Therapy	3

DEGREE TOTAL 48

DUAL DEGREE IN MUSIC THERAPY AND CLINICAL MENTAL HEALTH COUNSELING

**Please note: Current Graduate Music Therapy students are required to apply for admission into the CMHC Degree prior to pursuit of advanced CMHC coursework

MASTER OF MUSIC THERAPY AND COUNSELING**Core Courses**

GEN 501	Human Development	3
MUT 608	Ethical and Professional Orientation in Music Therapy	2
MUT 609	Music Therapy Practice with Diverse Populations	2
COUN 600	Research & Program Development	3
COUN 602	Theories of Counseling	3
COUN 604	Group Process	3
COUN 608	Psychopathology	3
COUN 609	Career and Vocational Counseling	3
COUN 614	Substance Abuse Ed & Counseling	3
COUN 630	Crisis Intervention & Counseling	3
TOTAL 28		

Advanced Music Therapy Clinical, Professional, Music, & Research Skills
(Choose 14 credits from the following)

MUT 600	Music and Imagery in Clinical Practice	2
MUT 601	Advanced Resource Development	2
MUT 603	Clinical Improvisation in Music Therapy	2
MUT 606	Songs in Psychotherapy	2
MUT 613	Music Biofeedback Research	2
MUT 614	Grant Writing and Program Development in Music Therapy	2
MUT 642	Clinical Assessment in Music Therapy*	2
MUT 643	Integration of Verbal and Music Skills in Music Therapy*	2
MUT 645	Advanced Technology for Music Therapy	2
MUT 646	Music Therapy Research I	2
MUT 647	Music Therapy Research II	2
MUT 630	Advanced Music Skills for Therapy	1
OR GEN 511	Music for Everyone	1
TOTAL 14		

*Course required for LPC Track

Advanced Clinical Training & Final Components

MUT 610	Advanced Music Therapy Practicum	1
MUT 621	Advanced Music Therapy Internship I	1
MUT 622	Advanced Music Therapy Internship II	1
MUT 599	Comprehensive Exam in Music Therapy	0
MUT 690	Culminating Project in Music Therapy	3
TOTAL 6		
MUSIC THERAPY TOTAL		48

MASTER OF ARTS IN CLINICAL MENTAL HEALTH COUNSELING

15 Credits of Additional Coursework beyond 60 credit LPC degree requirements. Totalling 75 degree credits. Students complete the requirements for the Master of Arts in Clinical Mental Health Counseling by taking the courses below. Students must successfully complete all of the requirements for the Master's degree in Music Therapy before being eligible to receive the degree in Clinical Mental Health Counseling. For a full range of CMHC program description and content, please see Master of Arts in Clinical Mental Health Counseling in the Graduate Catalog.

GEN 503	Interpersonal Relations	3
COUN 601	Counseling Skills & Techniques	3
COUN 606	Family Counseling	3
COUN 614	Substance Abuse Ed & Counseling	3
COUN 618	Professional Orientation & Ethics	3
COUN 630	Crisis Intervention & Counseling	3
COUN 640	Diversity Counseling	3
COUN 641	Assessment for counselors	3
COUN 691	Practicum in Clinical Mental Health Counseling**	3
COUN 692	Internship I in Clinical Mental Health Counseling**	3
COUN 693	Internship II in Clinical Mental Health Counseling**	3

*** The CMHC degree requires 700 total hours of independent counseling internship*

DUALDEGREE TOTAL

75

Licensed Professional Counselor: State Licensure in PA

Licensed Professional Counselor: State Licensure in PA Students pursuing the Licensed Professional Counselor (LPC) credential in Pennsylvania (in either the 48 or 60 credit programs) must complete 3600 hours of supervised clinical practice following completion of graduate study. Because the overall course of study must include a minimum of 60 graduate credits, students admitted with advanced standing must elect a minimum of 12 additional credits beyond the 48 required for their degree, any of which may be completed prior to or following graduation (for PA Licensure. Note that other states have different timing requirements). The student must also have successfully passed the Music Therapy Board Certification exam. For further information, refer to Pennsylvania law on the LPC at <https://www.pacode.com/secure/data/049/chapter49/s49.13.html>. Although Immaculata's music therapy program is designed in accordance with educational requirements for licensure in Pennsylvania, the university cannot guarantee the student's eligibility for licensure; therefore, the student must assume independent responsibility for ensuring that all requirements are met, on her or his own behalf. Students pursuing licensure within jurisdictions other than Pennsylvania must consult and follow the regulations and procedures stipulated by those jurisdictions, and must independently verify that Immaculata University's Master of Arts in Music Therapy program is consistent with the educational requirements of those jurisdictions. The student is responsible for all state application procedures and fees (Pennsylvania or elsewhere) Students entering program with advanced standing (MT-BC) need not take 500 level music therapy courses

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1. Students electing a part-time internship may complete their internship over 3 semesters; MUT 521, MUT 522, and MUT 523 (Music Therapy Internship III) for an additional 2 credits. (Note: credit through this course may not count toward and may surpass required elective credits within the degree.)

2. Specific areas for advanced music study (1 credit) are based upon the individual needs and interests of the student and are arranged by advisement.

COURSE DESCRIPTIONS

500-LEVEL COURSES

MUT 500 Theoretical Orientations to Music Therapy Clinical Practice (3)

Students develop a comprehensive knowledge of the foundations and principles of music therapy practice. Areas addressed include defining music therapy; historical and philosophical underpinnings of the music therapy field; psychological and neurophysiological bases of music as therapy; major theories, models, and treatment orientations; an orientation to the principal client populations served through music therapy; knowledge of current methods of music therapy assessment, treatment and evaluation; an introduction to music therapy research; and an introduction to music-centered self-inquiry.

MUT 502 Theories and Processes in Music Therapy Practice (3)

Students advance their understanding of clinical practice by developing their knowledge of music therapy literature and theory, with a special emphasis on persons with developmental disabilities and children with special needs in educational settings. Students apply knowledge of the dynamics and processes of therapy from a variety of theoretical perspectives, including adapting assessment, treatment, and evaluation procedures for these populations. Data collection and basic research design is introduced in the context of potential clinical research opportunities. Prerequisite: MUT 500.

MUT 504 Theories and Practices in Medical Music Therapy (3)

Students advance their understanding of clinical practice by applying knowledge of music therapy assessment, treatment and evaluation, with a special emphasis on work with children and adults in medical settings. By focusing on physiological and biopsychosocial theories, students advance their knowledge of the influence of music on the human body, and the interplay between mind, body and spirit. Additional emphasis is placed on the assessment process for short-term clinical interventions. Prerequisite: MUT 502.

MUT 506 Theories and Practices in Psychiatric Music Therapy (3)

Students advance their understanding of clinical practice by applying knowledge of music therapy assessment, treatment and evaluation, with a special emphasis on work with children and adults in mental health settings. By focusing on individual and group theories and models, students advance their knowledge of complex psychological processes as they relate to recovery and wellness. An understanding of the potential physical and psychological risks to health and safety encountered in music therapy practice is also emphasized. Prerequisite: MUT 502.

MUT 512-513-514 Clinical Training: Integrating Theory and Practice (1 credit each, 3 credits total)

Students undertake clinical training experiences with various populations, in a range of settings. Through the completion of 200 hours of supervised practice and a weekly seminar, students integrate their theoretical knowledge of music therapy into the design and implementation of music therapy sessions. A special emphasis is placed on 1) synthesizing foundational principles of music therapy practice, as they relate to the client population and setting encountered; 2) applying current literature to the clients and settings encountered, with a special emphasis on the constructs underpinning this research; 3) adapting assessment, treatment, and evaluation procedures to these client populations, 4) responding to the dynamics of musical and interpersonal relationships that emerge at different stages of

the therapeutic process, and 5) adhering to AMTA's Code of Ethics. Prerequisite: MUT 500. Exceptionally, students may be required to take additional credit(s) of practicum if competencies are not met in 3 practicums. MUT 512, 513, 514 may be taken at the same time.

MUT 521-522-523 Graduate Internship I, II, III (2 credits each)

Through the completion of a comprehensive, supervised training experience of 1000 hours completed on a part time basis (260 hours per semester), students further their knowledge of clinical practice by:

- 1) Applying their comprehensive knowledge of the foundations and principles of music therapy to clinical practice, synthesizing and differentiating this knowledge as it applies to their clients and setting,
- 2) Analyzing and applying knowledge of the music therapy literature to their practice,
- 3) Adapting assessment and evaluation procedures to these client populations,
- 4) Responding to the dynamics of musical and interpersonal relationships that emerge at different stages of the therapeutic process,
- 5) Applying advanced verbal and non-verbal interpersonal skills, and
- 6) Adhering to AMTA's Code of Ethics.

Prerequisites: MUT 502; MUT 504; MUT 506; MUT 512-14; successful passage of diagnostic functional music skills proficiency examination. In addition, students attend a one-day seminar held during the semester in which they will focus on research topics related to clinical practice. Such discussions may include the relationship between research and clinical practice, a review of research in a particular area of clinical practice, a discussion of research methods in music therapy, and the development of topical areas that may be pursued later in the degree program (e.g. MUT646, MUT652 and MUT690).

MUT 524-525 Graduate Internship I-II (2 credits each)

Through the completion of a comprehensive, supervised training experience of 1000 hours completed on a full time basis (520 hours per semester), students further their knowledge of clinical practice by:

- 1) Applying their comprehensive knowledge of the foundations and principles of music therapy to clinical practice, synthesizing and differentiating this knowledge as it applies to their clients and setting,
- 2) Analyzing and applying knowledge of the music therapy literature to their practice,
- 3) Adapting assessment and evaluation procedures to these client populations,
- 4) Responding to the dynamics of musical and interpersonal relationships that emerge at different stages of the therapeutic process,
- 5) Applying advanced verbal and non-verbal interpersonal skills, and 6) adhering to AMTA's Code of Ethics.

Prerequisites: MUT 502; MUT 504; MUT 506; MUT 512-14; successful passage of diagnostic functional music skills proficiency examination.

MUT 530 Music Skills for Therapy – Piano (1)

Study of piano, arranged on an individual basis, for students who have not yet acquired the piano skills necessary to pass the diagnostic music skills proficiency examination. Course is repeatable.

MUT 532 Music Skills for Therapy – Guitar (1)

Study of guitar, arranged on an individual basis, for students who have not yet acquired the guitar skills necessary in order to pass the diagnostic music skills proficiency examination. Course is repeatable.

MUT 534 Music Skills for Therapy – Voice (1)

Study of voice, arranged on an individual basis, for students who have not yet acquired the vocal skills necessary in order to pass the diagnostic music skills proficiency examination. Course is repeatable.

MUT 599 Comprehensive Examination in Music Therapy (0)

An examination of the student's ability to integrate knowledge and experiences attained through graduate studies in music therapy. Prerequisites: PSYC 604; PSYC 608; ; GEN 501; GEN 502; GEN 503; completion of all but 10 credits (maximum) of required course work in degree program; cumulative grade point average of 3.0 (minimum) in music therapy course work.

600-LEVEL COURSES**MUT 600 Music and Imagery in Clinical Practice (2)**

This course provides an overview of the theory, literature, and practice of music and imagery models and methods as they relate to advanced clinical practice. Students will gain an understanding of how to assess and evaluate clients and design individual and group treatment sessions for a variety of client populations with various functional levels. Students will learn advanced skills related to systematic relaxation inductions, imagery techniques and music selection.

MUT 601 Advanced Resource Development (2)

This course provides theoretical instruction and practical application in creating and developing a portfolio of clinical resources for a particular population and area of specialization. Resources include bibliographical sources, music-based clinical interventions, and technological uses of apps to achieve client goals. Students will research, develop, and demonstrate advanced techniques applicable to their clinical practice using all appropriate methods of music therapy for clients with various levels of functioning.

MUT 603 Clinical Improvisation in Music Therapy (2)

This course provides an overview of the theory, literature, and practice of vocal and instrumental models and methods of individual and group improvisation as they relate to advanced clinical practice. Pertinent clinical improvisation techniques will be presented and practiced in class. Students will learn to assess and evaluate individual and group levels of functioning in order to structure and facilitate improvisations to treat various populations, taking into consideration their cultures, ages, functioning levels, and therapeutic needs.

MUT 606 Songs in Psychotherapy (2)

This course provides an overview of the theory, literature, and practice of the use of pre-composed, composed, and improvised songs in individual and group psychotherapy. Students will gain a theoretical and practical understanding of how to assess and evaluate clients using advanced techniques that incorporate song forms. Students will develop methods for the use of receptive and creative techniques with songs with different populations, cultures, and in various clinical settings from sing-a-longs and supportive therapy to group and individual psychodynamic therapy.

MUT 608 Ethical and Professional Orientation in Music Therapy (2)

Students develop an understanding of all aspects of professional functioning, including history, roles, organizational structures, ethics, standards and credentialing. A particular emphasis is placed on ethical thinking, using ethical decision making processes to discuss, solve and apply to clinical practice. In addition to HIPAA, students developed an understanding of AMTA's Code of Ethics, and further their knowledge of ethical issues related to consent, research, work with minors, and work with dangerous clients.

MUT 609 Music Therapy Practices with Diverse Populations (2)

Students are introduced to multicultural issues in counseling practice and survey the multicultural music therapy literature in order to understand the roles and functions that music plays in a multicultural and diverse society. Includes the design and implementation of music experiences for clinical populations of diverse cultures.

MUT 610 Advanced Music Therapy Practicum (1)

Supervised clinical practice of music therapy at an advanced level, consisting of a minimum total of 100 hours. Includes an orientation to models and practices of music therapy clinical supervision to help prepare the student to supervise others. Prerequisite: MUT 522 or (when applicable) MUT 523 (prerequisite does not apply to students entering program with advanced standing).

MUT 613 Music Biofeedback Research (2)

Students are trained in fundamental concepts of bio-guided music therapy, providing a rationale and theoretical basis for understanding how music therapy treatments affect the physiological manifestations of stress, anxiety, high blood pressure, ADHD, and other disorders. In workshop format, students participate in live experiences to create musical environments and measure real-time physiological output of muscle tension, heart-rate, skin conductance and EEG brainwaves.

MUT 614 Grant Writing and Program Development in Music Therapy (2)

This course introduces students to the basics of program proposal and development, as well as grantsmanship to fund both music therapy programs and research. Students practice their skills either through completing a marketing plan and presentation or preparing an original proposal to submit to a funding agency. Instruction will include strategies to propose and obtain funding from government, private, and public sectors, to search for and match programs/projects with appropriate funders, finding collaborators, writing a strong proposal, and preparing compelling presentations

MUT 621-622 Advanced Music Therapy Internship I, II (1 credit each)

Supervised clinical practice of music therapy at an advanced level, consisting of a minimum total of 600 hours (300 hours for each semester elected). Includes an orientation to models and practices of music therapy clinical supervision, to help prepare the student to supervise others. By special arrangement and with permission of the department, students may elect both MUT 621 and 622 within a single semester. Prerequisite: MUT 610.

MUT 626 Vocal Psychotherapy (2)

This course will provide foundational understanding and application of vocal psychotherapy within an advanced level of music therapy practice. Students will examine the therapeutic benefits and techniques of singing with clients and apply the theory and techniques of vocal psychotherapy to specific areas of music therapy practice, with special emphasis of the development of students' vocal identity, reflexivity, and understanding of underlying musical and relational dynamics. Students will apply theories and principles of vocal psychotherapy to create their own interventions for a variety of goal areas. The course involves in-class experiential learning and facilitated reflection to develop clinical skills, techniques, and abilities.

MUT 630 Advanced Music Skills for Therapy (1)

Advanced study of music, arranged on an individual basis, specifically for application in the practice of music therapy. The particular area of focus is based upon the student's strengths, interests, and skill needs. Examples include advanced studies in improvisation or therapeutic accompaniment, or

development of popular styles on guitar, piano, or voice. Students may also participate in the Music for People leadership training program. Course is variable-credit and may be repeated as an elective for up to 3 credits.

MUT 642 Client Assessment in Music Therapy (2)

Students advance their knowledge of client assessment in music therapy, survey the music therapy assessment literature and design an assessment tool relevant to their clinical practice.

MUT 643 Integration of Verbal and Music Skills in Music Therapy (2)

Students further their knowledge of integrating verbal dialogue and music interventions in music therapy clinical practice. Students develop a range of verbal techniques through experiential exercises and learn to verbally process musical interventions related to singing, improvising, composing, and receptive experiences in music therapy. A range of theoretical perspectives are presented to contextualize verbal processing in music therapy.

MUT 645 Advanced Technology for Music Therapy (2)

This course will focus on teaching clinical methods and rationale for utilizing technology specifically in context of music therapy practice as a means of enhancing and better facilitating therapeutic benefit for individuals receiving services. Individuals receiving music therapy services may have physical, social or cognitive limitations which preclude conventional methods of becoming engaged in the music therapy process. Additionally, some individuals receiving services may be more responsive to music therapy interventions that involve use of technology rather than traditional live acoustic instruments. Use of technology can provide alternative methods of becoming engaged throughout the four processes of music therapy. Readings, classroom discussions and experiential activities will provide an educational experience to inform clinical decision-making processes regarding selecting and using a form technology in interventions while working to achieve clinical goals.

MUT 646 Music Therapy Research: Qualitative and Quantitative Perspectives (2)

Students further their understanding of the principles of qualitative and quantitative research along with mixed method approaches to research in music therapy. Students are introduced to cultures of qualitative inquiry and identify the kinds of knowledge and questions that are addressed in reflective and quantitative paradigms. Students develop a research question and present a logical argument for the exploration of this question in a literature review.

MUT 652 Research Colloquium (1)

A seminar focused on developing research and clinical practice topics for MUT690 Culminating Project in Music Therapy. Students discuss topical areas of interest, refine their focus, draw upon and relate pertinent research literature, and develop a time line for completion. Where appropriate, students may complete an RERB application in this course.

MUT 690 Culminating Project in Music Therapy (3)

Individualized project featuring intensive exploration of a particular area within music therapy, demonstrating depth of understanding and competence at an advanced level. The project is completed under the guidance and supervision of a music therapy faculty, who serves as project advisor. The project must incorporate elements of music therapy theory, practice, and research and can consist of formal research, clinical case study, literature study, clinical/creative materials development, or marketing/advocacy work. Specific aspects of project content and form are based upon the student's

interests and learning needs. For examples of projects and further guidelines see the Department Handbook.

Master of Science in Nursing

Program Director: Pamela Hudson DM, RN

PROGRAM OVERVIEW

The Master of Science in Nursing (MSN) program is designed to prepare professional nurses as leaders in administration and education in a variety of organizations. The competencies acquired through an interdisciplinary and cross-disciplinary model of education prepares the MSN graduate to practice in a complex and dynamic professional milieu.

MSN Program Goals:

- Promote critical analysis of theory, research, policy and organizational systems
- Develop leaders and change agents
- Enhance collaboration skills
- Provide the foundation for doctoral studies
- Prepare for successful passage of certification examinations
- Promote a commitment to lifelong learning

Graduate Learning Outcomes:

- Critically seek, evaluate, and develop expanding nursing knowledge.
- Use leadership abilities, moral and ethical principles, and professional standards to guide practice of self and others.
- Impact nursing practice through scientific inquiry and the dissemination of research findings.
- Integrate concepts, models, and theories from nursing science and related disciplines into advanced nursing practice.

Specialization Tracks:

Students may choose one of two areas of specialization:

- **Nursing Administration**
- **Nursing Education**

PROGRAM OF STUDY

This 33 credit hour MSN program consists of the following:

General Core	(3)
Nursing Concentration	(15)
Specialization Core	(15)

PREREQUISITE

NURS 500	Professional Portfolio (3) (for non-nursing bachelor's admits)
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GENERAL CORE (3 CREDITS)

GEN 503	Interpersonal Relations (3)
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NURSING CONCENTRATION (15 credits)

NURS 621	Role Development for Advanced Nursing Practice	(3)
NURS 625	Healthcare Policy and Politics	(3)
NURS 640	Advanced Health Assessment	(3)
NURS 655	Nursing Research	(3)
NURS 690*	MSN Capstone	(3)

SPECIALIZATION CORE (15 credits)**NURSING ADMINISTRATION**

MML 603	Managing Organizational Effectiveness	(3)
NURS 670	Nursing Administration	(3)
NURS 672	Financial Management of Health Care Organizations	(3)
NURS 681*	Clinical Practicum	(3)
NURS 684*	Administration Practicum	(3)

NURSING EDUCATION

NURS 645	Advanced Pathopharmacology	(3)
NURS 660	Seminar for Nurse Educators I	(3)
NURS 661*	Seminar for Nurse Educators II	(3)
NURS 681*	Clinical Practicum	(3)
NURS 683*	Education Practicum	(3)

*Indicates prerequisite course(s) needed

Division of Nursing Academic Policies

1. MSN graduate students must have a minimum grade of "B" in required courses and a minimum GPA of 3.0 overall.
2. A student who receives a course grade below "B" in any required course must repeat the course.
3. Each course may be repeated once (1).
4. MSN graduate students must successfully pass the practicum course prerequisites and maintain a minimum GPA of 3.0 overall before progression to all practicum courses.
5. Health /background clearance is required prior to the beginning of any practicum courses.
6. Violation of the Nursing Practice Act in any state will result in dismissal from the MSN Program.

POST – MASTER’S CERTIFICATE PROGRAMS

The division offers a 12 graduate credit certificate in both nursing administration and nursing education. The certificate programs provide an excellent opportunity for master’s prepared nurses who wish to assume leadership roles, administrative positions, or educational positions in health care or academic settings for career advancement and a broader foundation for doctoral studies. Applicants must already have an earned Master of Science in Nursing (MSN) degree to enroll in this certificate program.

CERTIFICATE IN NURSING ADMINISTRATION (12 Credits)**REQUIRED COURSES:**

MML 603	Managing Organizational Effectiveness	(3)
NURS 670	Nursing Administration	(3)
NURS 672	Financial Management of Health Care Organizations	(3)
NURS 684*	Administration Practicum	(3)

CERTIFICATE IN NURSING EDUCATION (12 Credits)**REQUIRED COURSES:**

NURS 660	Seminar for Nurse Educators I	(3)
NURS 661*	Seminar for Nurse Educators II	(3)
NURS 683*	Education Practicum	(3)
Elective	One elective ⁺	(3)

+The elective must be taken at the graduate level with the approval of academic advisor.

*Indicates prerequisite course(s) needed.

Applicants who have completed a MSN degree from an accredited institution with a minimum GPA of 3.0 may apply. The following materials must be submitted: an application form; a copy of current RN license; a copy of current professional resume; an official copy of graduate school transcript; two recommendations; and one-page goals statement. An advising session after acceptance with the Director of the MSN program and/or faculty member must be completed after admission to the program. For information on completing the required application, contact the Office of Graduate Admission at 484-323-3219.

COURSE DESCRIPTIONS**NURS 500 Professional Portfolio (3)**

This course validates BSN equivalent competencies in nursing leadership, research and community health as outlined in the Essentials of Baccalaureate Education for Professional Nursing Practice (2008). In this course the RN students (who do not have a BSN degree) present a completed professional portfolio to demonstrate knowledge foundational for MSN study. (Prerequisite: RN with a non-nursing baccalaureate degree).

NURS 621 Role Development for Advanced Nursing Practice (3)

Advanced nursing roles will be analyzed in terms of their major components: consultant, change agent, clinician, educator, mentor, researcher, leader and manager within the context of changing educational institutions and health care delivery system. The process of socialization into the advanced nursing role is explored, and strategies for effective role implementation and evaluation are discussed. Practical strategies for role transition and development will be reviewed.

NURS 625 Healthcare Policy and Politics (3)

Focuses on the social, political, and economic factors that influence health policy decisions. Students will examine the legal, ethical, financial, and political foundations of the health care delivery system and its function as a social institution. The role of the nurse in advanced practice in influencing policy decisions and in addressing the needs of vulnerable and culturally diverse populations will be emphasized.

NURS 640 Advanced Health Assessment (3)

Provides the advanced knowledge and skills for holistic health assessment within the context of advanced nursing practice. This course emphasizes the collection, interpretation, and synthesis of relevant historical, genetic, biological, cultural, psychosocial, and physical data for the development of a comprehensive and holistic health assessment. Evidence-based practice concepts related to health promotion/disease prevention are addressed.

NURS 645 Advanced Pathopharmacology (3)

Focuses on the concepts of pathophysiologic disease processes and pharmacologic agents. Students will apply evidence-based practice, current pharmacologic treatments, preventive measures and integrative therapies to advanced nursing practice. Environmental, sociocultural, legal/political, ethical and developmental issues of Pathopharmacology will be considered.

NURS 655 Nursing Research (3)

This course focuses on the nursing research process and evidence-based practice. The historical, scientific, and theoretical context of nursing research is examined and current issues are analyzed. The use of scientific evidence to improve nursing practice and patient outcomes is emphasized. Ethical issues involved in the conduction of research are also explored. .

NURS 660 Seminar for Nurse Educators I (3)

Introduces the student to contemporary nursing education. Students will focus on curriculum development, program outcomes, students as learners, evaluation of learning and program development and improvement. Teaching strategies are explored. Philosophical, social, political, economic, and professional issues are examined. Ethical and legal considerations of nursing education are considered.

NURS 661 Seminar for Nurse Educators II (3)

Continues with contemporary nursing education and introduces the concepts and theories of measurement and evaluation. Techniques for constructing and analyzing appropriate testing measures are explored. Learning theories and teaching strategies will be explored. Ethical, social, cultural, and legal issues related to evaluation are discussed. Pre-requisite: NURS 660

NURS 670 Nursing Administration (3)

Using professional standards and competencies as a framework, examines the roles, functions and responsibilities of a nurse administrator. Content focuses on principles of leadership and management, health care organizations and systems, and human resource management. Research related to administrative practice and contemporary issues that affect practice and roles of nurse administrators are examined.

NURS 672 Financial Management of Health Care Organizations (3)

Examines the financial management of health care organizations. Issues related to budgeting, accounting, reimbursement, information systems, and other supportive functions are explored. Fiscal responsibility and accountability for nurse administrators are addressed.

NURS 681 Clinical Practicum (1 credit theory; 2 credits practicum)

The role, scope and function of a nurse in an advanced nursing role are explored during a clinical practicum. In consultation with the faculty, students select a specialty area of nursing practice for the clinical component of this course. In conjunction with the role exploration, students also examine

current nursing research, and trends in practice and emerging technology related to their selected area. Prerequisites: NURS 621 & 640.

NURS 683 Education Practicum (2 credits theory; 1 credit practicum)

Focuses on the role of the nurse as an educator in the classroom and clinical setting. The course examines the theory and methods of effective classroom and clinical teaching in nursing. Students will experience the role of the nurse educator during the education practicum. Pre-requisites: NURS 660, 661, & 681

NURS 684 Administration Practicum (2 credits theory; 1 credit practicum)

Focuses on concepts and theories related to the professional development, quality outcome management, and legal, regulatory and ethical issues in relation to selected administrative functions of nurse administrators. Contemporary trends and issues affecting the role and function of nurse administrators are also discussed. During the practicum experience, students develop competencies as a nurse administrator under the guidance of a preceptor. Pre-requisites: NURS 670, 672, 681 & MML 603.

At the time of each practica experience, students will be required to show documentation of a current RN license in the state where the practicum is being provided, health insurance, health clearance, CPR certification, and malpractice insurance. Please note that the practica site may require additional documentation.

NURS 690 MSN Capstone (2 credits theory; 1 credit guided field work)

Action research, as a methodology to critically analyze and reflect on practice, is presented. In a field experience, students develop and implement an action research project utilizing knowledge and skills acquired from all graduate courses. Students present their capstone project to a professional audience at course end. Pre-requisites: Successful completion of all required courses.

MML 603 Managing Organizational Effectiveness (3)

A systems perspective to organizations, organizational change theory and best practices in design within the context of today's uncertain environment are explored and applied to assist students in enhancing operations and improving quality.

Graduate Nutrition Programs

Program Director: Qian Jia, PhD, RD, LDN

Immaculata has a long tradition of preparing professional leaders in the field of nutrition and health promotion. The Department of Health Nutrition and Exercise Sciences continues to meet this challenge by offering a diverse blend of coursework to meet the unique needs of every graduate student. Two options are available for obtaining a master's degree in Nutrition depending upon the individual's background and career goals.

- 1) The Master of Science in Clinical Nutrition that has an ACEND-accredited Dietetic Internship built in, is suitable for those who would become a Registered Dietitian Nutritionist (RD/RDN) and obtain a graduate degree simultaneously.
- 2) The Master of Science in Nutrition Education and Counseling, reflecting the department's commitment to graduate education for anyone who wants to obtain an advanced degree in nutrition, provides a program that can be tailored to meet professional needs and area(s) of interest without combining the Dietetic Internship.

The graduate nutrition programs will enable the student to:

- Obtain in –depth knowledge of nutrient metabolism, medical nutrition therapy, changing nutrition needs throughout the life cycle, and specialized topics in applied nutrition
- Communicate nutrition information to a variety of audiences, utilizing knowledge of interpersonal communication, program development and implementation, and counseling skills
- Develop, implement, evaluate and present original research
- Utilize nutrition literature and resources, integrate nutrition knowledge from a variety of sources, and apply this knowledge to complex, real-world human situations
- Develop enhanced knowledge and skills that prepare the student to obtain an entry-level position or advance to higher-level career positions and leadership opportunities in the field of nutrition and dietetics.

PROGRAMS OF STUDY

Applicants to the graduate nutrition program are required to have a bachelor's degree with completion of prerequisite coursework. Prerequisites vary depending on the option selected (see individual option below for specific requirements) Students applying to the Master of Science in Clinical Nutrition with Dietetic Internship must also complete Academy of Nutrition and Dietetics academic prerequisites. As deemed necessary, students will be required to take undergraduate courses to meet these admission requirements prior to acceptance into the graduate program.

Master of Science in Clinical Nutrition, combined with Dietetic Internship (39 credits)

Master of Science in Nutrition Education and Counseling (non-Dietetic Internship Track) (30 credits)

MASTER OF SCIENCE DEGREE IN CLINICAL NUTRITION, COMBINED WITH DIETETIC INTERNSHIP*

This track of the program is designed for those who want to earn a Registered Dietitian Nutritionist (R.D.N.) credential and obtain a graduate degree. By January 1, 2024, the Commission on Dietetic Registration (CDR) will require a graduate degree to meet the entry-level registration eligibility education requirements for dietitians. With an emphasis in cultural competence and diversity in dietetics practice, the program will prepare you to become a professional dietitian by providing graduate coursework and quality supervised practice.

*Admission to the Master of Science in Clinical Nutrition requires completion of an Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics (DPD) program, or equivalent program with verification. An ACEND approved DPD program is available at Immaculata University, with some course work available at the graduate level. Further details regarding the internship follow the course listings below.

Master of Science in Clinical Nutrition with Dietetic Internship 39 credits

REQUIRED COURSES		
GEN 501	Human Development	(3)
GEN 502	Methods of Research	(3)
GEN 503	Interpersonal Relations	(3)
NED 513	Culture & Diversity in Health Care Practice	(1)
NED 645	Medical Nutrition Therapy I	(3)
NED 647	Applied Nutrition and Metabolism	(3)
NED 655	Medical Nutrition Therapy II	(3)
NED 659	Preparation for Internship	(3)
NED 662,663,664	Internship Experience in Nutrition I, II, III	(9)
NED 680	Principles of Nutrition Education	(3)
NED 691	Nutrition Capstone	(3)
ELECTIVE	Nutrition Elective	(2)

During your first year in the Master of Science in Clinical Nutrition, you will take 24 graduate credits. All courses are offered online, some are also available in a hybrid format. In your second year of the program, you will complete the internship on a full-time basis.

Dietetic Internship Program

The [Dietetic Internship](#) will give you supervised experience in dietetics practice as part of your master's degree in clinical nutrition. The internship integrates our graduate nutrition faculty's academic expertise with the medical and dietetic expertise of leading health care facilities in the surrounding area. The internship requires an intensive commitment of working full-time for approximately 10 months.

As part of the MS+DI combined program, the internship will provide 12 graduate credits toward the M.S. in Clinical Nutrition with four graduate courses: Preparation for Internship (NED 659) and Internship Experience in Nutrition I, II and III (NED 662-664). These courses provide students seeking dietetic registration an opportunity to complete the Academy of Nutrition and dietetics competency requirements through a dietetic internship. The internship experience includes 1008 hours of supervised practice. Following the successful completion of the supervised practice portion of the internship and all

other required courses to earn the master's degree, students will receive a verification statement which is submitted to the Commission on Dietetic Registration (CDR) for eligibility to sit for the Registration Examination for Dietitians. A candidate will become a RD/RDN upon passing the exam.

The following are required for application to Master of Science in Clinical Nutrition with Dietetic Internship Program:

- Application to and acceptance or pending acceptance to the College of Graduate Studies
- Completion or anticipated completion prior to the start of the program of an ACEND-accredited Didactic Program in Dietetics (DPD) and a verification statement or Declaration of Intent from the DPD
- Minimum undergraduate GPA of 3.0 overall and 3.2 in DPD coursework (4 point GPA scale)*
- Experience (paid or volunteer) in a foodservice and /or clinical setting
- Completion of the Dietetic internship Application via DICAS and submission of required information to D&D Digital Systems for computer matching. All applications will be reviewed by the Dietetic Internship Committee. Suitable applicants will be selected for a personal interview.
- Acceptance will be based on academic performance, work experience, recommendations, and interview. Current Immaculata graduate students must have earned a minimum grade of "B" in required courses And a minimum GPA of 3.0 overall at the time of application to the dietetic internship*

* The minimum undergraduate GPA of 3.0 and DPD GPA of 3.2 may be waived for a student who has completed at least 12 credits with a minimum graduate GPA of 3.25

Preparation for verification/internship for non-nutrition baccalaureate students:

The option allows the student to achieve eligibility for a Dietetic internship when the student has completed a baccalaureate degree in a non-nutrition major. The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established educational requirements for eligibility to apply for a Dietetic Internship. The minimum requirements include a baccalaureate degree in any subject and completion of the Didactic Program in Dietetics (DPD) required courses. Since Immaculata University has an ACEND accredited undergraduate DPD, prospective applicants to the Immaculata Dietetic Internship can complete the required courses at the undergraduate level without having to earn an additional degree. The course requirement varies for each student based on prior coursework, which will be determined by the DPD director.

International students seeking a Master of Science in Clinical Nutrition combined with Dietetic Internship must contact the Department of Health, Nutrition and Exercise Sciences for a list of agencies acceptable to the Academy of Nutrition and Dietetics and Immaculata University for their course by course transcript evaluation.

MASTER OF SCIENCE DEGREE IN NUTRITION EDUCATION AND COUNSELING

This **non-Dietetic Internship track** of program offers an advanced degree to meet an individual's professional needs and interests without requiring a Dietetic Internship. The program provides updated information in nutrition education and research, health care ethics, lifecycle nutrition, and health counseling. The program also provides opportunities for students to develop skills in communication, counseling, evidence-based practice, and program planning. For practicing R.D. or R.D.N., this master's

degree will give the student a professional edge and competitive advantage in the ever-changing field of nutrition and dietetics.

**Master of Science in Nutrition Education and Counseling
(non-Dietetic Internship track) 30 credits**

REQUIRED COURSES

GEN 501	Human Development	(3)
GEN 502	Methods of Research	(3)
GEN 503	Interpersonal Relations	(3)
NED 644	Nutrition in the Life Cycle	(3)
NED 647	Applied Nutrition and Metabolism	(3)
NED 653	Health Counseling	(3)
NED 680	Principles of Nutrition Education	(3)
NED 691	Nutrition Capstone	(3)
ELECTIVES	Nutrition Electives	(6)

PROGRAM ELECTIVES

NED 511	Special Topics in Nutrition	(1-3)
NED 512	Motivational Interviewing in Nutrition	(2)
NED 513	Culture & Diversity in Health Care Practice	(1)
NED 648	Independent Study	(3)
MML 600	Executive Development	(3)
MML 603	Organizational Effectiveness	(3)
MML 621	Strategic Management	(3)
COUN 606	Family Counseling	(3)
COUN 640	Diversity Counseling	(3)
EDL 614	Instructional Needs of English Language Learners	(3)
EDL 615	Contemporary Professional Ethics	(3)

Other electives may be permitted with the written approval of the program director and department chair.

Prerequisites for MASTER OF SCIENCE IN NUTRITION EDUCATION AND COUNSELING

General Chemistry with laboratory (CHE 101, 102)

Organic Chemistry with laboratory (CHE 201)

Biochemistry with laboratory (CHE 202)

Anatomy and Physiology (BIO 209, 210)

Statistics (PSY 208)

Normal Nutrition (FNU 208)

Nutrition (FNU 305)

Advanced Nutrition I (FNU 305)

Advanced Nutrition II (FNU 322)

Community Nutrition (FNU 320)

Strategies in Teaching Nutrition Concepts (FNU 353)

COURSE DESCRIPTIONS

NED 511 Special Topics in Nutrition (1-3)

Focused study of a nutrition topic of current interest. Topic varies by semester.

NED 512 Motivational Interviewing in Nutrition (2)

Students will learn and practice the main principles and techniques of motivational interviewing. These include, but are not limited to, assessing motivation, ambivalence and change talk, asking open-ended questions, reflective listening, and informing.

NED 513 Culture & Diversity in Health Care Practice (1)

Explore the current demographic trends in the U.S. and the need for culturally competent health care professionals. Investigate the research to understand how dietitians are being prepared to be effective contributors in a health care system. Reflect on cross-cultural skills, personal biases, and perspectives while recognizing the importance of culturally competent engagement as a health care professional in a diverse society.

NED 620 Sports Nutrition (3)

Application of knowledge of nutrition and metabolism to the demands of physical activity and athletic performance. Covers the impact of physical activity on metabolic processes and nutrient needs, and applies this to specialized nutritional needs of active individuals throughout the life cycle. Discusses sport-specific nutrition recommendations for optimal athletic performance.

NED 643 Community Nutrition (3)

Study and identification of nutritional needs of population groups. Survey of agencies that provide nutrition services, and other available resources. Emphasis on development of community nutrition interventions.

NED 644 Nutrition in the Life Cycle (3)

Study of nutrition in all stages of the life cycle (pregnancy through aging) for the healthy individual.

NED 645 Medical Nutrition Therapy 1 (3)

The role of nutrition in various disease states. Physiology of organ systems and an examination of the application of therapeutic intervention in selected pathological states. Prerequisite: undergraduate Medical Nutrition Therapy course.

NED 647 Applied Nutrition and Metabolism (3)

Overview of biochemistry, metabolism, physiological actions, and interrelationships of macronutrients and micronutrients. Discusses the regulation of the biochemical pathways of nutrients digestion, absorption, excretion, transport, and cellular metabolism. Study of nutritional and toxicological standards for humans and bioavailability of micronutrients. Explores the scientific methods to build foundation of nutrition knowledge and recommendations. Co-/Prerequisite: GEN502.

NED 648 Independent Study (3)

A one-semester independent project under faculty supervision which meets with the approval of Program Director.

NED 653 Health Counseling (3)

Examination and application of counseling skills, counseling strategies and counseling theories needed to promote health behavior change. Students will be guided in the development of a personal counseling style and philosophy. Focus on interactive learning of the counseling process, including role-play and skills practice.

NED 655 Medical Nutrition Therapy II (3)

Examination of the role of nutrition in nutrition support and critical care in various disease states. (Prerequisite: NED 645 or R.D.)

NED 659 Preparation for Internship (3)

Requires acceptance into the Dietetic Internship Program; provides an orientation to the internship process and requirements, and overview of topics and skills that will be applied to the internship experience.

NED 662, 663, 664 Internship Experience in Nutrition I, II, III (3, 3, 3)

Includes a seminar class and placement as a full-time dietetic intern (1200 hours). (Prerequisite: NED 659 and acceptance into the Dietetic Internship Program.)

NED 680 Principles of Nutrition Education (3)

Overview of the fundamental theories and processes of nutrition education for individuals and groups. Includes approaches to needs assessment: program planning and design, population-appropriate interventions, evaluation and assessment. Co-/Prerequisite: GEN502

NED 691 Nutrition Capstone (3)

Action research in the field of nutrition/nutrition education is presented. Students develop and present an action research project utilizing skills and knowledge gained from all graduate courses. Prerequisite: student's final semester with a maximum of four other credits needed for completion of the degree. Prerequisite: NED647.

Psychology and Counseling

Chair: David E. Martinson, Ph.D.

PROGRAMS OF STUDY

MASTER OF ARTS DEGREE IN CLINICAL MENTAL HEALTH COUNSELING

David E. Martinson, LPC, LAC, LPC/S, Program Director

The M.A. program in Clinical Mental Health Counseling prepares students to function as counselors in the mental health field. Students are trained to counsel clients and are instructed in areas relevant to the professional discipline of Clinical Mental Health Counseling. The Clinical Mental Health Counseling program is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

Students may pursue the M.A. in Clinical Mental Health Counseling with or without pursuing a certification track. Students who already hold a master's degree in Clinical Mental Health Counseling or a related field may pursue the School Counseling certification track by taking certification courses in that program of study. Certification requires satisfactory completion of PA state-mandated tests (i.e., Praxis tests).

Post graduate study is an option for students who already hold a master's degree and want to acquire additional requirements for professional counselor licensure in Pennsylvania. Students may take up to 15 credits at the master's level as a post graduate student in counseling. (see page 14).

MASTER OF ARTS IN CLINICAL MENTAL HEALTH COUNSELING (60 credits)

Program competencies and Expected outcomes

Upon program completion successful students will demonstrate professional knowledge skills, and practices necessary to address a wide variety of circumstances within the clinical mental health counseling community. Specific knowledge outcome areas include the following.

1. Professional Orientation and Ethical Practice
2. Social and Cultural Diversity
3. Human Growth and Development
4. Career Development
5. Helping Relationships
6. Group Work
7. Assessment
8. Research and program Evaluation
9. Diagnosis
10. Crisis Intervention and Trauma

REQUIRED COURSES (60 credits)*

GEN 501	Human Development	(3)
GEN 503	Interpersonal Relations	(3)
COUN 599	Comprehensive Exam	(0)
COUN 600	Research and Program Evaluation	(3)
COUN 601	Counseling Skills and Techniques	(3)
COUN 602	Theories of Counseling	(3)
COUN 604	Group Process	(3)

COUN 606	Family Counseling	(3)
COUN 608	Psychopathology	(3)
COUN 609	Career and Vocational Counseling	(3)
COUN 614	Substance Abuse Education and Counseling	(3)
COUN 618	Professional Orientation and Ethical Issues	(3)
COUN 630	Crisis Intervention and Counseling	(3)
COUN 640	Diversity Counseling	(3)
COUN 641	Assessment for Counselors	(3)
COUN 691	Practicum in Clinical Mental Health Counseling	(3)
COUN 692	Internship I in Clinical Mental Health Counseling	(3)
COUN 693	Internship II in Clinical Mental Health Counseling	(3)
ELECTIVES	Clinical Mental Health Counseling Electives	(9)

* Students must earn a minimum grade of “B” in all required courses. A student who receives a course grade below a “B” in any required course must repeat the course.

SCHOOL COUNSELING CERIFICATION PK-12 (with Master of Arts in Clinical Mental Health Counseling)
Sr. Angela M. Mastrangelo, IHM, Coordinator, School Counselor Certification

Students may obtain School Counseling Certification by taking the courses below in addition to the courses required for the Master of Arts in Clinical Mental Health Counseling. The School Counseling curriculum prepares students for counseling and consultative strategies needed to work with individuals and groups in a PK-12 academic setting.

Students must complete their courses for CMHC before taking courses in School Counseling. However, their 9 elective credits for CMHC may be satisfied by any 3 of the first 5 courses in this section.

COUN 607	Treatment of Children and Adolescents	(3)
PSYC 610	Children with Exceptional Needs	(3)
PSYC 642	Instruction and Assessment of Culturally and Linguistically Diverse Learners	(3)
PSYC 654	Principles of Academic Assessment, Instruction and Intervention	(3)
PSYC 655	School Consultation and Curriculum Design	(3)
PSYC 694	Internship in School Counseling (PK-12) (420 hour internship during fall or spring semesters)	(3)

Immaculata reserves the right to modify the school counselor programs if such modifications are mandated by PDE during a catalog period.

SCHOOL COUNSELOR CERTIFICATION PK-12 (Non-degree - 42 credits)

Students who hold a master’s degree and seek PA School Counseling Certification PK-12 must take these courses unless waived through transcript review.

GEN 501	Human Development	(3)
COUN 600	Research and Program Evaluation	(3)
COUN 601	Counseling Skills and Techniques	(3)
COUN 602	Theories of Counseling	(3)

COUN 607	Treatment of Children and Adolescents	(3)
COUN 609	Career and Vocational Counseling	(3)
COUN 618	Professional Orientation and Ethical Issues	(3)
COUN 640	Diversity Counseling	(3)
COUN 641	Assessment for Counselors	(3)
PSYC 610	Children with Exceptional Needs	(3)
PSYC 642	Instruction and Assessment of Culturally and Linguistically Diverse Learners	(3)
PSYC 654	Principles of Academic Assessment and Intervention	(3)
PSYC 655	School Consultation and Curriculum Design	(3)
PSYC 694	Internship in School counseling (PK-12)	(3)
	(420 hour internship during fall or spring semester)	

Certificate in Addictions Studies and Therapeutic Practice (24 credits)

The department offers a 24-credit certificate in Addiction Studies and Therapeutic Practice to current MA in Clinical Mental Health Counseling students who are completing COUN 691, 692 and 693 (700 practicum and internship hours) in placements in which they serve clients struggling with addictions. Graduates of Immaculata's MA in Clinical Mental Health Counseling, who have completed all COUN 691, 692 and 693 practicum and internships in the field of addictions may also be considered for the certificate.

REQUIRED COURSES (15 credits)

COUN 511	Psychopharmacology: Medication Uses and Side Effects	(3)
COUN 614	Substance Abuse Education and Counseling	(3)
COUN 691	Practicum in Clinical Mental Health Counseling	(3)
COUN 692	Internship I in Clinical Mental Health Counseling	(3)
COUN 693	Internship II Clinical Mental Health Counseling	(3)

ELECTIVES: (9 credits)

COUN 511	Behavioral Addictions	(3)
COUN 511	The Psychology and Spirituality of the 12-Step Program	(3)
COUN 511	Counseling Strategies for Dealing with Addictive Disorders	(1)
COUN 511	Dual Diagnosis in the Treatment of Addictions	(1)
COUN 511	Infectious Diseases including HIV/AIDS	(1)
COUN 511	Trauma and Addictions	(1)

Certificate in Addictions Studies (15 credits)

The department offers a 15 graduate credit certificate in Addictions Studies for students who wish to concentrate in this area but who may not have completed the appropriate placements in COUN 691, 692, and 693 or who may be from other programs within the university. Students from other institutions are also welcome to enroll. Students may/may not already have an earned master's degree.

REQUIRED COURSES: (6 credits)

COUN 511	Psychopharmacology: Medication Uses and Side Effects	(3)
COUN 614	Substance Abuse Education and Counseling	(3)

ELECTIVES: (9 credits)

Students must select 9 credits from the following courses

COUN 511	Behavioral Addictions	(3)
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COUN 511	The Psychology and Spirituality of the 12-Step Program	(3)
COUN 511	Counseling Strategies for Dealing with Addictive Disorders	(1)
COUN 511	Dual Diagnosis in the Treatment of Addictions	(1)
COUN 511	Infectious Diseases including HIV/AIDS	(1)
COUN 511	Trauma and Addictions	(1)

Students may earn only one of the above certificates.

DOCTOR OF PSYCHOLOGY DEGREE IN CLINICAL PSYCHOLOGY (PSY.D.)

Director, Sr. Donna Kelley, IHM, Psy.D.

The Psy.D. program in Clinical Psychology, accredited by the American Psychological Association, is a 117-credit program grounded in the practitioner-scholar model of professional psychology. The Psy.D. Program is committed to the education and training objectives for doctoral programs set forth by The American Psychological Association (APA) and has been influenced by the values of The National Council of Schools and Programs in Professional Psychology (NCSPP). Students are instructed intensively in psychotherapy, psychodiagnostics and in other areas pertinent to the practice of clinical psychology. The Psy.D. program fosters the development of research skills through coursework, independent projects under faculty direction, and dissertation. Program graduates are prepared to practice at the doctoral level, make scholarly contributions to the professional community and take leadership positions in the mental health field. All course scheduling is done with advisement. The Psy.D. program was developed to address the educational needs and objectives of students who are working, and whose lifestyles do not permit attendance at daytime classes. Classes are in the evening; practical are completed during day hours.

PROGRAM AIMS AND COMPETENCY AREAS

Aim 1: PsyD graduates will be competent practitioners of clinical psychology and will acquire the following profession-wide competencies:

Competency Areas:

- Research
- Ethical and Legal Standards
- Individual and Cultural Diversity
- Professional values, Attitudes, and Behaviors
- Communication and Interpersonal Skills
- Assessment
- Intervention
- Supervision
- Consultation and Interprofessional/Interdisciplinary Skills

Aim 2: PsyD Graduates will acquire discipline specific knowledge to inform their clinical competencies

Competency Area

Knowledge of Scientific Foundations

PROGRAM PHILOSOPHY

Students are referred to the Psy.D Handbook for a description of the PsyD program.

Students are admitted into the Psy.D. program in clinical psychology with a minimum of a bachelor's degree. Psy.D. Clinical Psychology program outcome information (internships, average time to program completion, attrition, licensure statistics) is posted on the program webpage at immaculata.edu.

PREREQUISITES

Required for students admitted with a bachelor's degree, or a master's degree in a field unrelated to psychology, (or at the department's recommendation).

PSYC 689	Counseling Skills and Theories	(3)
PSYC 690	Theories of Counseling	(3)

REQUIRED CONCENTRATION

PSYC 675	Psychopathology	(3)
PSYC 698	Professional Development Series	(0)
PSYC 700	Biological Bases of Behavior	(3)
PSYC 701	Cognitive and Affective Bases of Behavior	(3)
PSYC 702	Professional Issues and Ethics	(3)
PSYC 703	Tests & Measurements	(3)
PSYC 704	Pre-Practicum Seminar	(0)
PSYC 705	Human Development	(3)
PSYC 706	Research & Statistics I	(3)
PSYC 707	Research & Statistics II	(3)
PSYC 708	Advanced Psychopathology	(3)
PSYC 709	Group Dynamics	(3)
PSYC 710	Cognitive and Behavioral Theories and Therapies	(3)
PSYC 711	Psychoanalytic Theories and Therapies	(3)
PSYC 712	Client-Centered and Relationship Theories and Therapies	(3)
PSYC 713	History and Systems in Psychology	(3)
PSYC 714	Practicum and Seminar I	(3)
PSYC 715	Practicum and Seminar II	(3)
PSYC 716	Practicum and Seminar III	(3)
PSYC 717	Practicum and Seminar IV	(3)
PSYC 721	Psychology of Human Diversity	(3)
PSYC 724	Practicum and Seminar V	(3)
PSYC 725	Practicum and Seminar VI	(3)
PSYC 726	Practicum and Seminar VII	(3)
PSYC 727	Practicum and Seminar VIII	(3)
PSYC 728	Cognitive Clinical Assessment	(3)
PSYC 729	Assessment II: Personality	(3)
PSYC 730	Assessment IV: Advanced Skills	(3)
PSYC 731	Assessment V: Neuropsychological	(3)
PSYC 734	Aging and Mental Health*	(3)
PSYC 735	Human Sexuality*	(3)
PSYC 740	Clinical Psychopharmacology	(3)
PSYC 741	Clinical Supervision, Consultation, and Management	(3)
PSYC 745	Social Psychology	(3)
PSYC 766	Advanced Neuropsychology*	(3)
PSYC 768	Forensic Psychology*	(3)
PSYC 786	Internship in Clinical Psychology I	(1.5)
PSYC 787	Internship in Clinical Psychology II	(1.5)
PSYC 788	Internship in Clinical Psychology III	(1.5)
PSYC 790	Dissertation Seminar	(1.5, 1.5)
PSYC 791	Internship in Clinical Psychology IV	(1.5)

PSYC 792	Internship in Clinical Psychology V	(1.5)
PSYC 793	Internship in Clinical Psychology VI	(1.5)
PSYC 795	Professional Practice Preparation	(3)
PSYC 797	Comprehensive Examination	(0)
PSYC 798	Doctoral Dissertation I	(3)
PSYC 799	Doctoral Dissertation II	(3)
PSYC 800	Doctoral Dissertation III	(3)
PSYC 000	Dissertation Continuation	(0)

All students take either PSYC 766 or PSYC 768. The permission of the chair is required to take both classes.

MASTER OF ARTS IN CLINICAL PSYCHOLOGY

The Master of Arts (M.A.) in Clinical Psychology is embedded within the PsyD curriculum. This degree is open to doctoral students admitted into the PsyD program who enter with a bachelor's degree or with a master's degree in an unrelated field.

Program Competencies and Expected Outcomes

Upon completion of the program, successful student are expected to have demonstrated competency in the following areas:

- Research
- Ethical and Legal Standards
- Individual and Cultural Diversity
- Assessment
- Intervention
- Knowledge of Scientific Foundations

Scope and Sequence of Courses

The courses organized within the six areas that link to the aims and competencies of the program and support program outcomes.

RESEARCH (6 credits)

PSYC 706	Research and Statistics I	(3)
PSYC 707	Research and Statistics II	(3)

ETHICAL AND LEGAL STANDARDS (3 Credits)

PSYC 702	Professional Issues and Ethics	(3)
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INDIVIDUAL AND CULTURAL DIVERSITY (3 credits)

PSYC 721	Psychology of Human Diversity	(3)
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ASSESSMENT (12 credits)

PSYC 675	Psychopathology	(3)
PSYC 703	Tests and Measurements	(3)
PSYC 728	Cognitive Clinical Assessment	(3)
PSYC 729	Assessment II: Personality	(3)

INTERVENTION (18 credits)*

PSYC 709	Group Dynamics	(3)
PSYC 710	Cognitive & Behavioral Theories & Therapies	(3)
PSYC 711	Psychoanalytic Theories & Therapies	(3)
PSYC 712	Client-Centered and Relationship Theories & Therapies	(3)
PSYC 714	Practicum and Seminar I	(3)
PSYC 715	Practicum and Seminar II	(3)

PSYC 689 Counseling Skills and Techniques and PSYC 690 Theories of Counseling are taken as program Prerequisites

KNOWLEDGE OF SCIENTIFIC FOUNDATIONS (6 credits)

PSYC 700	Biological Bases of Behavior	(3)
PSYC 705	Human Development	(3)

PSYC 697 – The Comprehensive Examination may be taken only after all required classes for the M.A. degree have been completed with at least a B or Better in each course.

PSYD: MLA AND GPA MINIMUM

The minimum level of achievement (MLA) for PsyD students in any course for which there is a letter grade is a B, which equates to 3.0. PsyD students must carry a 3.3 minimum cumulative GPA; if the cumulative GPA drops below 3.3, the student will be placed on academic probation. Thus, while the minimum course expectation is B, the overall cumulative GPA for the program must be maintained at a 3.3 or higher. Permission to move forward on dissertation or internship requires a 3.3 GPA or higher. PsyD students are referred to the PsyD Handbook for additional information related to academic probation for PsyD students.

If a student earns less than a B grade in a course, they must retake the course. The course may only be repeated once. A student unable to earn a B or higher in the course on the second attempt will be dismissed from the program. Any grade less than a B in two different courses results in program dismissal.

If a student earns an F in a course that is designated Pass/Fail (e.g., Practicum Seminars), the student must successfully complete a remediation plan and retake the course. Failure to successfully complete the remediation plan will result in program dismissal. A student unable to pass the course on the second attempt will be dismissed from the program. Any failing grade in two different Pass/Fail courses results in program dismissal.

FULL-TIME AND RESIDENCY REQUIREMENT

All non-transfer courses are completed at the university. Doctoral students must complete a minimum of **three years** of full-time study. To meet this requirement, during their first year, students must take two consecutive semesters of full-time study (nine credits per semester) as a matriculated student. Students may meet the remaining two years of required full-time study by completing either: (a) Two consecutive semesters of at least three classes each semester, or (b) Three consecutive semesters of at least two classes each semester. The department reserves the right to adjust requirements in response to program need during a catalog period.

CERTIFICATES OF EMPHASIS IN CLINICAL PSYCHOLOGY

Students enrolled in the PsyD program in clinical psychology may earn a certificate of emphasis in one of the following areas as part of their program of study:

- Psychological Testing
- Integrative Psychotherapy
- Forensic Psychology
- Human and Cultural Diversity
- Psychodynamic Psychotherapy
- Neuropsychology

Requirements are outlined in the PsyD Handbook. Students can earn more than one certificate.

COURSE DESCRIPTIONS

The Department of Graduate Psychology and Counseling endorses a range of teaching applications in each of its courses to support the integration of theory and practice. Students are engaged in different learning activities that encourage the acquisition of an informed knowledge and skill base relevant to the fields of psychology and counseling. Didactic strategies may include lecture, small group discussion, small group activities, presentations, role play simulation, skills practice, experiential learning, observational learning, use of technology, and video demonstration.

COUN 599 Comprehensive Examination in Clinical Mental Health Counseling (0)

A culminating experience which reflects the student's synthesis and integration of knowledge. All students pursuing the M.A. degree in Clinical Mental Health Counseling are required to sit for the Comprehensive Examination. In order to be eligible to take the Comprehensive Examination, the student must secure the chair's approval and have completed the following requirements as described in catalog.

COUN 600 Research and Program Evaluation (3)

This course specifically designed for counseling education, will discuss the topics that are relevant to intelligently laying a solid groundwork of creating, consuming, and evaluating research in a graduate program and for professional counselor's post-graduation continuing education. The students will learn the basics of research, including formulating a problem, completing a literature review, selecting a design, collecting and analyzing data, and reporting results in APA format. Topics will include a broad range of quantitative, qualitative, and mixed methods designs, as well as action research and program evaluation, pertaining to types of research used in the field of professional counseling.

COUN 601 Counseling Skills and Techniques (3)

This course is designed to provide an understanding, and use of, the fundamental techniques of helping processes. The course emphasizes the development of effective relationship building skills as well as the practice of action oriented approaches that facilitate client growth and change. Counselor and client characteristics, relationship variables, and external factors (e.g., societal and environmental) that influence the helping process will be addressed. Topics include legal and ethical issues; working with culturally diverse clients; basic helping skills; establishing a therapeutic alliance, and problematic clinical situations. [students must earn a "B" or higher in this class; <"B" will result in the student retaking the course]

COUN 602 Theories of Counseling (3)

The Counseling Theories course provides students with knowledge of the most current major counseling theories that can be applied to Clinical Mental Health Counseling clients. The basic theory, principles and techniques of counseling and its application to professional counseling settings are explained. Students will begin to develop their own personal style of helping.

COUN 604 Group Process (3)

This course will provide an overview of small group behavior, development, and hands on experience in a small group. There will be two components to the group course; first, students will engage in didactic learning where group content will be provided and discussed; second, students will directly engage in experiential learning as both a member of and a leader of small group experiences. Specifically, the content overview will include focusing on stages of small group development, therapeutic factors, roles of group members, counselor interventions, effective group management, diversity, and ethical and legal issues specific to group work. The experiential component of class will provide students with direct experience as small group participants for a minimum of 10 clock hours over the course.

COUN 606 Family Counseling (3)

This course provides an overview of the application of general systems theory to assessing, conceptualizing, and intervening with families. The course reviews several major models of family therapy and introduces attitudes and techniques from each model to support families in their effort to modify relationships. The course also examines issues of family development, including the roles of gender and culture on developing family beliefs, rituals, rules, and values. Ethics in family therapy and applications to practice settings are reviewed.

COUN 608 Psychopathology (3)

Review of moderate and serious pathological and diagnostic schemas using DSM, with secondary emphasis on treatment implications. Strategies for assessing and formulating clinical and cultural material are examined. Students are introduced to symptom clusters which distinguish different mental health problems and are presented with a dimensional model for understanding diagnosis within the context of personality styles. Implications for diversity are examined.

COUN 609 Career and Vocational Counseling (3)

This course emphasizes the development of professional competencies in the areas of collecting, evaluating, classifying, and using accurate occupational, educational and personal-social informational materials. Also discussed are theories of vocational choice, the psychology and sociology of work, vocational interests and aptitudes, and the use of information in helping a wide diversity of people decide on matters of curricular choice, career aspiration, the meaning of work in one's own life, and the implications of work in society. Students will develop an understanding of how family and culture impact career development and decision-making.

COUN 614 Substance Abuse Education and Counseling (3)

Examination and exploration of drug-and alcohol-related issues in relation to self, significant others and professional roles across the life span. Discussion of basic concepts in understanding alcoholism and drug addiction, dual diagnosis and medications, including effects on mental health and relationships, counseling strategies and an understanding of clinical settings that service these populations. Implications for culturally diverse populations are reviewed.

COUN 618 Professional Orientation and Ethical Issues (3)

This course introduces students to the field of clinical mental health counseling. Specifically, students will gain knowledge of professional identity as a counselor that is based in the history of counseling, certification and licensure as a professional counselor, the roles and process of counseling, and understand current trends within the field of clinical mental health counseling. Ethical standards of professional practice in the field of clinical mental health will be reviewed along legal, social and cultural considerations.

COUN 630 Crisis Intervention and Trauma (3)

The purpose of this course is to prepare the students to deal with the inevitable crisis situations they will encounter as counselors. Students will reflect on how people deal with crises, explore their crisis experiences, and start to develop their skills in crisis intervention. The students will also examine some of the relevant research on crisis, resolution, and resilience. However, the major focus throughout the course will be on learning the practical skills and requisite knowledge and attitudes of helping people in crisis. It is important for students to self-monitor because the course could be emotionally challenging.

COUN 640 Diversity Counseling (3)

This course will provide students with an understanding of multicultural and pluralistic trends within and among diverse groups nationally and internationally. Theories of multicultural counseling, identity development, multicultural competencies, social justice, and strategies for working with and advocating for individuals, couples, families, groups, and communities will be reviewed. Specific attention to counselors' self-awareness, beliefs, understandings, and acculturative experiences will be facilitated through assignments and experiential learning activities to increase understanding of self and culturally diverse clients. Students will gain an understanding of their role in eliminating biases, prejudices, and intentional and unintentional oppression and discrimination. For students in the school counseling certification program, this course is a prerequisite for PSYC 642.

COUN 641 Assessment in Counseling (3)

An introduction to basic concepts in counselor assessment, which includes, but is not limited to: the use of assessment in counseling; the assessment process; types of assessments; basic statistical and measurement concepts; multicultural considerations; and communicating assessment results. For students in the School Counseling certification programs, this course is a prerequisite for PSYC 654.

Practicum and Internship – Clinical Mental Health

All forms and instructions regarding MA practicum placements are available in the MA intern folder in Moodle. No practicum or internship can be completed at place of employment.

COUN 691 Practicum in Clinical Mental Health Counseling (3)

For COUN 691 students must complete supervised practicum experiences that total a minimum of 100 clock hours throughout the academic semester. In addition, the following requirements must be met: a minimum of 40 clock hours of direct service to actual clients must occur throughout practicum, weekly individual and/or triadic supervision throughout practicum which is led by practicum faculty, weekly-on-site supervision led by designated site supervisor, and attend weekly group supervision led by practicum faculty supervisor.

Pre-requisites for COUN 691: GEN 501, 503: COUN 600, 601, 602, 604, 606, 608, 609, 614, 618, 630, 640, and 641.

COUN 692 Internship I in Clinical Mental Health Counseling (3)

COUN 692 – students must complete a supervised internship experience that totals a minimum of 300 clock hours - 120 client direct service – over the course of a semester. Additionally, students must attend 1 hour of weekly, individual on-site supervision led by a designated site supervisor as well as weekly group supervision led by faculty supervisor.

COUN 693 Internship II in Clinical Mental Health Counseling (3)

COUN 693 – students must complete a second supervised internship experience that totals a minimum of 300 clock hours– 120 client direct service – over the course of a semester. Additionally, students must attend 1 hour of weekly, individual on-site supervision led by a designated site supervisor as well as weekly group supervision led by faculty supervisor.

COUN 692 and 693 each require students to complete 300 clock hours (600 total), with 120 hours each (240 total) direct service to actual clients. Students must attend weekly faculty group supervision as well as weekly on-site supervision.

Sequencing of Seminars for Clinical Mental Health Counseling

The following field placements are required and must be completed in the following sequence after prerequisites have been met:

COUN 691

Practicum in Clinical Mental Health Counseling - 100 hours

COUN 692

Internship I in Clinical Mental Health Counseling – 300 hours

COUN 693

Internship II in Clinical Mental Health Counseling – 300 hours

Internship – School Counseling Certification**PSYC 694 Internship in School Counseling (PK-12) 420 Hours**

For PSYC 694, in addition to the general course description, students will also participate in modules which cover topics in family and groups, and substance abuse.

Prerequisites for PSYC 694: Completion of all course work including COUN 691, 692 and 693. Also, PSYC 694 must be completed in a public school setting during the fall or spring semester.

Field Placement Considerations and Policies

Upon entering the program, students should begin to anticipate that practicum and internship will require time on site during day hours. The need to spend time on site may necessitate modifications in the student's regular daily schedule. Students are strongly encouraged to meet with their advisor and to plan accordingly. Students must contact the Field Site Coordinator and begin the process of securing a placement at least one year in advance. Grading is "Pass" or "Fail". The field site coordinator works with the program coordinator in approving students for internship. No student enrolled in the counseling or school program may do practica or internships at places of employment. Questions about exceptional circumstances should be directed in writing to the Field Site Coordinator and the Department Chair.

COUN 511 Behavioral Addictions (3)

This course will examine the etiology, attributes and treatment of the main behavioral addictions. Specifically, the addictions of gambling, sex, food, exercise, work and the internet will be explored as well as those therapeutic strategies proven most helpful in addressing these addictions.

COUN 511 Psychopharmacology: Medication Uses and Side Effects (3)

This course will provide an overview of commonly prescribed medications for psychological disorders with an emphasis on current research and drugs used for those with a diagnosis of addictions or addictions with co-occurring illnesses. Readings and lecture will address how the medications work, their uses and side effects. This interactive seminar offers the opportunity to enhance the students' and clinicians' knowledge of their clients' medications, which will contribute to the success of each clients' assessment and treatment.

COUN 511 The Psychology and Spirituality of the 12-Step Program (3)

This course will examine each of the steps, explore the spiritual nature of the 12-step philosophy, and translate each of the steps into psychological terms. Finally practical ways to use the 12-step program in counseling clients with addictions will be demonstrated and practiced.

COUN 511 Counseling Strategies for Dealing with Addictive Disorders (1)

Counseling persons with addictive disorders requires a set of skills very different from usual counseling situations. In this practical, hands-on course, students will be introduced to the basic skills needed to be effective in this important domain of psychotherapy.

COUN 511 Dual Diagnosis in the Treatment of Addictions (1)

This course will explore the major psychiatric disorders often used to define dual diagnosis, discuss reasons for its prevalence, examine preferred treatments, as well as medications used in treatment of the dually diagnosed patient. Finally, techniques used in treatment of dually diagnosed patients will be demonstrated.

COUN 511 Infectious Diseases including HIV/AIDS (1)

This course will explore the common infections, diseases, their cause and treatment, i.e. medications, and counseling strategies that will help clients to comply with making healthy choices.

COUN 511 Trauma and Addictions (1)

This course will address the increasing incidence of trauma and abuse among addicted individuals presenting with mental health issues and barriers to recovery. It will explore the scope of the problem, tools for assessment, evaluation, treatment planning, and resources for recovery and trauma resolution among addicted individuals.

COUN 607 Treatment of Children and Adolescents (3)

The course addresses concepts and principles of psychopathology and treatment approaches for children and adolescents. The course covers foundation counseling skills for child and adolescent populations, including therapy alliance, verbal and play approaches, group processes, therapist communication with school and family, social and cultural influences, wrap-around services, childhood exceptionalities, crisis management, and developmental and diagnostic considerations. Intervention strategies are covered from various theoretical orientations and based on recent empirical findings. In addition, qualities that contribute to an effective and ethical child or adolescent therapist/counselor are

included. Multicultural competence and awareness is considered a critical component of the therapist/counselor. Empirically supported treatments are reviewed.

COUN 608 Psychopathology (3)

Review of moderate and serious pathological and diagnostic schemas using DSM, with secondary emphasis on treatment implications. Strategies for assessing and formulating clinical and cultural material are examined. Students are introduced to symptom clusters which distinguish different mental health problems and are presented with a dimensional model for understanding diagnosis within the context of personality styles. Implications for diversity are examined. Open only to PsyD students.

PSYC 610: Children with Exceptional Needs

This course examines major areas of exceptionality, service delivery, and options for assessment and programming. Individualized education programs and a presentation of the concept of multidisciplinary evaluations are discussed. Litigation and legislation in the area of special education are reviewed. Implications of exceptionalities for family systems, including parent-child communication, parent-school relationships, and sibling issues are examined. This course is a prerequisite for PSYC 676, 687, and 688.

PSYC 642 Instruction, Assessment, & Intervention of Culturally & Linguistically Diverse Learners (3)

This course will examine factors relating to instruction, assessment, and intervention for culturally and linguistically diverse (CLD) learners. The roles of the educational specialist (i.e., school counselor and school psychologist) in supporting CLD learners will be emphasized. Language acquisition processes for monolingual and multilingual learners will be reviewed. Empirically-supported instructional models and practices for working with CLD learners will be discussed. Bias, fairness, and cultural/aculturative factors impacting instruction and assessment will be addressed. Educational, legal, and ethical standards pertaining to CLD learners will be reviewed. Strategies to facilitate communication and collaboration with culturally and linguistically diverse families will be discussed. Prerequisite: COUN 640.

PSYC 654 Principles of Academic Assessment, Instruction, and Intervention (3)

This course examines instructional techniques, assessments, and interventions as they apply to diverse learners, including children with exceptionalities and English Language Learners. Research on academic skill acquisition will be discussed. Use and interpretation of authentic, screening, diagnostic, formative, benchmark, and summative assessments will be reviewed. Ethical and evidence-based instructional and intervention techniques will be emphasized (Prerequisite: either COUN 641 or PSYC 663).

PSYC 655 School Consultation and Curriculum Design (3)

This course addresses theories, models, and processes of consultation, including collaborative, consultee-centered, mental health, behavioral, and instructional consultation. Functional assessment of behavior and positive behavioral supports; direct and indirect interventions with individuals and groups; strategies for crisis prevention and management; systems-level consultation; and program evaluation will be explored. The role of the educational specialist (i.e., school counselor and school psychologist) within the school system are reviewed. Methods of collaboration among school-based professionals, with families, and with community agencies are emphasized.

PSYC 694 Internship in School Counseling (PK-12) 420 Hours

This is a supervised course which prepares students for counseling and consultative strategies for working with students grades PK through 12. It involves direct service and professional socialization in an approved school setting along with weekly triadic and group supervision by a counseling faculty member. Supervision includes discussions related to intervention, conceptualization, personalization,

counseling theories and techniques, issues of diversity, substance abuse, group/family dynamics, and methods of direct and indirect intervention. Also included are readings, review of selected topics, professional collaboration and integration of practice with theory. Prerequisites for PSYC 694: Completion of all course work including PSYC 691, 692 and 693. PSYC 694 must be completed in a public school setting during the fall or spring semester.

PSYC 675 Psychopathology (3)

Review of moderate and serious pathological and diagnostic schemas using DSM, with secondary emphasis on treatment implications. Strategies for assessing and formulating clinical and cultural material are examined. Students are introduced to symptom clusters which distinguish different mental health problems and are presented with a dimensional model for understanding diagnosis within the context of personality styles. Implications for diversity are examined. Open only to Psy.D. students.

PSYC 689 Counseling Skills and Techniques (3)

This course is designed to provide an understanding, and use of, the fundamental techniques of helping processes. The course emphasizes the development of effective relationship building skills as well as the practice of action oriented approaches that facilitate client growth and change. Counselor and client characteristics, relationship variables, and external factors (e.g., societal and environmental) that influence the helping process will be addressed. Topics include legal and ethical issues; working with culturally diverse clients; basic helping skills; establishing a therapeutic alliance, and problematic clinical situations. [students must earn a "B" or higher in this class; <"B" will result in the student retaking the course]

PSYC 690 Theories of Counseling (3)

The Counseling Theories course provides students with knowledge of the most current major counseling theories that can be applied to Clinical Mental Health Counseling clients. The basic theory, principles and techniques of counseling and its application to professional counseling settings are explained. Students will begin to develop their own personal style of helping.

PSYC 696 Independent Project (3)

A one-semester independent project conducted under faculty direction.

PSYC 697 Comprehensive Examination (0)

The Comprehensive Examination is the capstone project. Students petition for the Comprehensive Examination in the fall semester that either follows or coincides with their completion of course work. A student who does not pass the M.A. Clinical Psychology comprehensive examination after two attempts will be dismissed from the program.

PSYC 698 Professional Development Series (0)

Required for all first-year students. Students must attend three sessions in the fall and three sessions in the spring. Each session is for one hour. Series covers topics relevant to the practitioner-scholar model, including case presentations, practice, building, and professional scholarship. Open to other PsyD students.

PSYC 700 Biological Bases of Behavior (3)

Overview of neuroanatomy, neurophysiology, brain-mind-behavior relationships; diagnostic and clinical issues. Open only to Psy.D. students in Clinical Psychology.

PSYC 701 Cognitive and Affective Bases of Behavior (3)

Review of cognitive psychological processes and paradigms for learning, memory, sensation, decision making, perception, reasoning, and information processing. (Prerequisite: PSYC 700) Open only to Psy.D. students in Clinical Psychology.

PSYC 702 Professional Issues and Ethics (3)

Review of APA ethics code, Pennsylvania psychology and legal issues; specialty guidelines; ethics-law distinction; diversity and; professional issues; practice considerations in which students are encouraged to reason through case applications of ethical dilemmas. Open only to Psy.D. students in Clinical Psychology.

PSYC 703 Tests and Measurements (3)

This course explores theories and techniques of psychological measurement. Concepts of reliability and validity; classical and contemporary measurement theories; and test standardization processes will be examined. Quantitative scale development strategies will be explored. Relevant laws and ethical principles will be reviewed. Open only to Psy.D. students in Clinical Psychology.

PSYC 704 Pre-Practicum Seminar (0)

This is an as-needed course for students beginning practicum before the scheduled start date. The PsyD practicum coordinator is the faculty contact during the interim period.

PSYC 705 Human Development (3)

This course covers some of the major concepts and lines of research and inquiry within the field of human development, mainly for a theoretical and research based perspective. Development is considered as an overarching construct with which to view cognition, affect, social relatedness, etc. Recent theorists and researchers are studied especially for their clinical relevance. Issues related to diversity will be addressed specifically throughout the course. Open only to Psy.D. students in Clinical Psychology.

PSYC 706 Research and Statistics I (3)

This course is the first course in a 2-course series. Topics include developing research questions; designing experimental and non-experimental research studies; identifying threats to validity; conducting and writing systematic literature reviews; and applying research findings to psychological practice. Students will gain familiarity with research ethics, meta-analysis, data screening, univariate statistical tests, power analysis, and the use of technology in data analysis. Each student will begin a two-semester individual research project, to be completed in PSYC 707, in this course. (Prerequisite: PSYC 703). Open only to Psy.D. students in Clinical Psychology.

PSYC 707 Research and Statistics II (3)

This course is the second course in a 2-course series. Students will gain familiarity with effect size calculation and advanced and multivariate statistical tests, including MANOVA, factor analysis, discriminant analysis, and regression techniques. Students will also become familiar with qualitative research models, methods, and data analysis techniques. Students will complete the individual research projects begun in PSYC 706 in this course. Prerequisite: PSYC 706. Open only to Psy.D. students in Clinical Psychology.

PSYC 708 Advanced Psychopathology (3)

This course first reviews and sharpens skills in diagnostic reasoning using the DSM-5 and critically reviews the DSM-5 categorical approach to psychopathology. A more science-based, in-depth approach to psychopathology will be explored through recent theoretical and empirical advances in developmental psychopathology and affect neuroscience, and through a dimensional and therapeutic approach to assessing personality functioning. Psychopathology is addressed as based in the individual's context including gender, ethnicity, race, socio-economic and community factors. Implications for the psychotherapy process are also addressed. Open only to PsyD students in Clinical Psychology (Prerequisite PSYC 608).

PSYC 709 Group Dynamics (3)

Course includes group theory and member selection; ethics; group leadership; techniques for coping with group process and individual group members; diversity; application of concepts to organizational systems; role playing. Open only to Psy.D. students in Clinical Psychology.

PSYC 710 Cognitive and Behavioral Theories and Therapies (3)

Review of history of behavioral, cognitive, and cognitive-behavioral models, including classical and operant conditioning, and cognitive-behavioral applications.

Review of relevant literature for cognitive and behavioral formulation and intervention strategies to different populations (e. g., anxiety, depression, social skills). Review of empirically supported treatments. Review of Dialectical Behavioral Therapy. Application to practice settings are reviewed. Assessment of client-model fit is reviewed. Open only to Psy.D. students in Clinical Psychology.

PSYC 711 Psychoanalytic Theories and Therapies (3)

Study of past and current major theoretical issues and treatment strategies in psychoanalytic psychotherapy. The goal of the course is to teach students to apply psychoanalytic formulations and intervention strategies in practice settings. The course discusses major constructs in theory. A developmentally-sensitive model of diagnosis and intervention is presented. The continuum of contemporary models and traditional approaches (e.g., drive theory, ego psychology, object relations theory, self-psychology) is discussed from a historical perspective and in relation to each other. Emphasis is placed on the integration of theory, listening skills, clinical formulations, and flexible technical application of supportive-expressive to different clients and settings, including time-limited therapy environments. Therapy process research is reviewed. Implications of psychoanalytic applications to diverse client populations, including ethnic/racial, head trauma, and learning disabled, are also reviewed. Therapy process research is reviewed. (Prerequisite: PSYC 608) Open only to Psy.D. students in Clinical Psychology.

PSYC 712 Client-Centered and Relationship Theories and Therapies (3)

Course reviews basic concepts and applications of the foundations of Client-Centered theories and therapies. Models include Rogerian, Existential-Humanistic, and recent developments in psychotherapy that build on a client-centered foundation (e.g., Motivational Interviewing). Implications for different client problems, human diversity, ethical psychotherapy practice, and understanding the therapy process and client-therapist relationship are reviewed. The course is taught using different instructional approaches, including lectures, experiential skills practice, discussions, and group activities. Course also includes reading literature that provides empirical support for these models in ways consistent with foundational concepts. Open only to Psy.D. students in Clinical Psychology.

PSYC 713 History and Systems in Psychology (3)

Review of history and systems of psychology, and of how psychology as a profession has developed its identity. Review of history of the Ph.D. and Psy.D. models, diversity; changes in practice climate, origins of contemporary issues in practice, including managed care, information technology, current trends in professional practice, career paths and the future of psychology. Applications to practice settings are reviewed. Open only to Psy.D. students in Clinical Psychology.

PSYC 714 Practicum and Seminar I (3)

250 hrs. minimum in one-semester with academic seminar that includes readings, case conference presentations of assessment and intervention cases. Open only to Psy.D. students in Clinical Psychology.

(All subsequent field placements must be taken in numerical sequence: 714, 715, 716, 717, 724, 725, 726, 727 and in accord with prerequisites on program plans. Grading is "Pass" or "Fail" for all practica.)

PSYC 715 Practicum and Seminar II (3)

250 hrs. minimum in one-semester with academic seminar that includes readings, case conference presentations of assessment and intervention cases. Open only to Psy.D. students in Clinical Psychology.

PSYC 716 Practicum and Seminar III (3)

250 hrs. minimum in one-semester with academic seminar that includes readings, case conference presentations of assessment and intervention cases. Open only to Psy.D. students in Clinical Psychology.

PSYC 717 Practicum and Seminar IV (3)

250 hrs. minimum in one-semester with academic seminar that includes readings, case conference presentations of assessment and intervention cases. Open only to Psy.D. students in Clinical Psychology.

PSYC 721 Psychology of Human Diversity (3)

Examination of the major historical and contemporary social and cultural issues associated with all aspects of diverse populations, and of clinical strategies for addressing mental health needs of these groups. Emphasis on the role and impact of culture on structure, delivery and management of care systems; review of cultural influences and meaning of contextualization. Open only to Psy.D. students in Clinical Psychology.

PSYC 724 Practicum and Seminar V (3)

250 hrs. minimum in one-semester with academic seminar that includes readings, case conference presentations of assessment and intervention cases. Open only to Psy.D. students in Clinical Psychology.

PSYC 725 Practicum and Seminar VI (3)

250 hrs. minimum in one-semester with academic seminar that includes readings, case conference presentations of assessment and intervention cases. Open only to Psy.D. students in Clinical Psychology.

PSYC 726 Practicum and Seminar VII (3)

250 hrs. minimum in one-semester with academic seminar that includes readings, case conference presentations of assessment and intervention cases. Open only to Psy.D. students in Clinical Psychology.

PSYC 727 Practicum and Seminar VIII (3)

250 hrs. minimum in one-semester with academic seminar that includes readings, case conference presentations of assessment and intervention cases. This class also provides preparation for the EPPP

licensing examination. The course requires purchase of the EPPP Pro package from the Association of Advanced Training in the Behavioral Sciences. Open only to Psy.D. students in Clinical Psychology.

PSYC 728 Cognitive Clinical Assessment (3)

Course covers administration, scoring, interpretation, and report writing in cognitive assessment. Primary focus on the Wechsler scales. Client-examiner relationship dynamics, and development of inferences from test content are integrated with structural analysis. Review of ethics, diversity, and decision-making across different clinical settings. Prerequisite PSYC 703. Open only to Psy.D. students in Clinical Psychology.

PSYC 729 Assessment II: Personality (3)

Introduction to personality assessment. Students learn how to use storytelling techniques and Rorschach, with emphasis on administration, scoring, interpretation and report writing skills. Course also reviews ethical and practice issues, and implications for diversity and treatment planning. (Prerequisite: PSYC 675 and 728). Open only to Psy.D. students in Clinical Psychology.

PSYC 730 Assessment IV: Advanced Skills (3)

Examines contemporary assessment issues related to research and practice; assessment competencies in diversity and professional ethics, test selection, scoring and interpretation, report writing and feedback; review of objective and personality measures through discussion and critique. Emphasis on the relationship between assessment and treatment implications for different diagnostic groups and clinical settings. (Prerequisite: PSYC 729) Open only to Psy.D. students in Clinical Psychology.

PSYC 731 Assessment V: Neuropsychological (3)

Review of neuropsychological disorders across the lifespan; ethical and practice issues in neuropsychological assessment. Review of interviewing, test selection, and test interpretation. Therapeutic interventions directed towards individuals who have neurocognitive compromise, and therapeutic interventions and supportive strategies directed towards developmentally based needs of older adults, will also be reviewed. (Prerequisites: PSYC 729) Open only to Psy.D. students in Clinical Psychology. PSYC 701 may be taken concurrently.

PSYC 734 Aging and Mental Health

This course provides a broad overview of the major theories, research methods, empirical findings, and aspects of clinical practice within the psychology of aging from the perspectives of various divisions of psychology (e.g., cognitive, developmental, personality, clinical, social, health). Students will learn to distinguish between normal aging and common causes of dementia, including Alzheimer's disease, Lewy Body Dementia, Vascular Dementia, and Frontotemporal Dementia. Interventions with older adults in terms of counseling, family education, and consultation in the assisted living/skilled nursing facility environment will be discussed. Open only to Psy.D. students in Clinical Psychology.

PSYC 735 Human Sexuality

This course provides an in-depth examination of the phenomenon of human sexuality. Topics include sexual myths and fallacies, the female sexual system, the male sexual system, sexual attitudes and behavior, sexual relationships, sexual dysfunctions and treatment, and cultural differences in sexuality. This course is open only to Psy.D. students in Clinical Psychology

PSYC 740 Clinical Psychopharmacology (3)

Overview of the major psychotropic agents and their interaction with the physical system; implications for diagnosis and treatment in an interdisciplinary context are reviewed. (Prerequisite: PSYC 700) Open only to Psy.D. students in Clinical Psychology.

PSYC 741 Clinical Supervision, Consultation, and Management (3)

Course addresses roles and expectations of supervisors and consultants, and program managers in clinical practice. A developmental supervision model, a consultation stage model, and issues in program leadership and personnel management are reviewed. Application of assessment, intervention, relational, diversity, ethics and outcome evaluation are reviewed. Strategic and informed approaches are discussed. The course also includes a private practice/practice management module. Open only to Psy.D. students in Clinical Psychology.

PSYC 745 Social Psychology (3)

Study of the influence of social stimuli on feelings, thoughts, and behaviors. Major topics in social psychology such as conformity, persuasion, social cognition, self-justification, human aggression, prejudices and intergroup conflict, affiliation and attraction are explored. Application of social psychological research in different settings. Open only to Psy.D. students in Clinical Psychology.

PSYC 766 Advanced Neuropsychology (3)

This course advances knowledge base and skills relevant to the practice of clinical neuropsychology. The course will increase understanding of disorders of brain-behavior relationships, specialized assessment and intervention techniques and further develop consultation skills to work effectively and ethically with referral sources and families. Prerequisite: PSYC 731. Open only to Psy.D. students in Clinical Psychology.

PSYC 768 Forensic Psychology (3)

This class covers foundational areas in forensic psychology, including ethical and legal issues, assessment, diagnostic, and intervention strategies related to the criminal justice system, relevant procedural matters, and other topics related to the practice of forensic psychology. Open to Psy.D. students in Clinical Psychology. Pre-Requisite: PSYC 702

PSYC 784 Practicum Extension (0)

A no cost/no credit course that allows students to extend practicum experience beyond the completion of PSYC 727. Students may opt for one or multiple days of service, and hours are variable according to student needs. There is no seminar class associated with this course. Student contact is the Psy.D. Practicum Coordinator. Open only to Psy.D. students in Clinical Psychology.

PSYC 785 Independent Study (1-3)

A one-semester independent project which meets the approval of the program director and is conducted under faculty supervision. Student may merit one, two or three credits according to the complexity of the project. Open only to Psy.D. students in Clinical Psychology.

Practicum and Internship Requirements

At the start of practicum and again at the start of internship, all students must meet the requirements of Background Checks and Child Abuse Clearances. Failure to pass Background Checks or Child Abuse Clearance, or provide required documentation, may result in loss of placement.

- Instructions are outlined in the Psy.D. Handbook and the Predoctoral Internship Applicant's Handbook.
- Mandatory drug screening as well as other health related information may be required by certain clinical facilities.
- If results are positive, disciplinary action will be taken.
- Anyone attending a clinical site and is suspected of being under the influence of drugs or alcohol will automatically be reported and screened.
- If results are positive, disciplinary action will be taken.
- The student is responsible for the cost of the clearance.
- Refer to the Pennsylvania State Board of Psychology regarding eligibility for licensure.

No student enrolled in the clinical program may do a therapy practicum at place of employment. Questions about exceptional circumstances should be directed in writing to both the Coordinator of Doctoral Practicum Placements and Program Director. Open only to Psy.D. students in Clinical Psychology.

Field Placement Considerations and Policies

Upon entering the program, students should begin to anticipate that practicum training will require time on site during day hours. The need to spend time on site may necessitate modifications in the student's regular daily schedule. Students are strongly encouraged to work with their advisor and to plan accordingly. Students should contact the Coordinator of Doctoral Practicum Placements and begin the process of securing a practicum placement at least six months prior to the semester that they plan to begin their field work. Students can begin field placement at the start of fall semester, start of spring semester or start of summer session. The Practicum Field Site Coordinator works in conjunction with the Program Director. Grading is "Pass" or "Fail."

PSYC 786, 787, 788, 791, 792, 793

Psychology Internship in Clinical Psychology (9 total credits)

Students are required to complete a one-year, full time internship during their final year of training in the Clinical Psychology PsyD Program. The internship experience is intended to provide students with advanced supervised training experiences, support the synthesis of knowledge and skills acquired through coursework and practicums, and strengthen professional identity development. All students complete their internship training hours across a 9-credit course sequence (i.e., PSYC 786, 787, 788, 791, 792, and 793), for which they are financially responsible. Each student's course sequence is determined by the official start and end dates at their respective internship site. The date of degree conferral eligibility is also determined by official start and end dates at each student's respective internship site in terms of alignment with the University's conferral schedule. Grading is "Pass" or "Fail."

Per IU PsyD Program requirements, students are required to apply to **APA-accredited sites only**.

Students must participate in the APPIC Match to secure their internship placement. Students are not permitted to complete an internship at their place of employment. Students are expected to attend an orientation with the DCT approximately 18 months before starting their internship, which includes an overview of the application process and program deadlines for development and submission of application materials. Students are also expected to attend an interview workshop with the DCT after submitting internship applications (typically in November or December of the year in which they are applying).

Prerequisites: Completion of all coursework, dissertation defense, comprehensive exams, and departmental approval.

PSYC 790 Dissertation Research Seminar (1.5, 1.5)

This seminar is designed to prepare students for beginning the dissertation in the Fall and Spring semesters. Students review the Dissertation Handbook, including dissertation requirements, formatting, information technology, committee selection, ethical issues in research and the department's timeline for completing the dissertation process. Students work in seminar format to refine dissertation topics and methodology and write a significant portion of their literature review. Grading is "Pass" or "Fail." Students take PSYC 790 in the fall semester and must then register consecutively for their first section of dissertation (PSYC 798) in the spring semester, second section in the summer (PSYC 799), and third section in the fall (PSYC 800). Students should also register for PSYC 796 in the spring semester. Open only to Psy.D. students in Clinical Psychology.

PSYC 795 Professional Practice Preparation (3)

This course emphasizes professional practice preparation. Focus is placed on psychology licensing examination preparation, including practice test module(s), and career development initiatives, including private practice and other employment venues. Course also covers professional values, attitudes, and behaviors (e.g., lifelong learning, self-reflection, providing and receiving feedback, and dealing with complex situations arising in training and independent practice.)

PSYC 797 Comprehensive Examination in Psychology (0)

A culminating experience which assesses the student's ability to synthesize and integrate knowledge.

Eligibility for the Comprehensive Examination requires as prerequisites:

*PSYC 700, 701, 702, 703, 705, 706, 707, 708, 709, 710, 711, 712, 713, 728, 729, 730 or 731, 740, 745. 790. Concurrent enrollment in PSYC 725 for bachelor's admits and completion of PSYC 727 for master's admits) * Completion of all pre-requisite courses with a minimum B in each class for letter grade classes, and "Pass" in each Pass/Fail class. A student who does not pass the Psy.D. Clinical Psychology comprehensive examination after two attempts will be dismissed from the program.

PSYC 798-800 Doctoral Dissertation (3, 3, 3)

Student completes dissertation. Grading is "Pass" or "Fail." Students are required to take all dissertation sections immediately after completion of PSYC 790. Throughout the dissertation process, the student works closely with his or her Dissertation Chair and has regular contacts with two other committee members. Only full-time faculty are eligible to serve as Dissertation Chairs. See Dissertation Handbook for further details. Open only to Psy.D. students in Clinical Psychology.

PSYC 000 Dissertation Continuation

Required for students who have completed PSYC 798, 799 and 800 but need additional time to complete the dissertation process. See Catalog for "Continuous Registration."

Dissertation expectation is that students will work on dissertation during breaks between semesters. Therefore, the grade of IP is given until the start of the next semester at which point the dissertation chair changes the grade to Pass, provided that the student has passed the Dissertation Proposal for PSYC 798 progressed on securing RERB approval and initiated data collection for PSYC 799 and submitted an electronic copy of the dissertation for PSYC 800.

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M.A. LaSalle University
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Ph.D. University of Virginia, Charlottesville

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Music Therapist, Board Certified
Licensed Professional Counselor
Approved Clinical Supervisor

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M.A. St. Mary's Seminary and University
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M.Div. Gordon-Conwell Theological Seminary
Ph.D. Boston College

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M.S.N., DeSales University
Ph.D., Marywood University

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M.A., Millersville University
Ed.D., Widener University

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M.A., Portland State University
M.A., Ph.D., Fielding Graduate University

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M.A., State University of New York
Ed.D., Temple University

Graduate Student Information

FREEDOM OF ACCESS TO HIGHER EDUCATION

Immaculata seeks to admit those Students who appear best qualified to profit from the distinctive educational opportunities offered by the university. The committee on admissions endeavors to bring together a group of students whose intellectual ability, personal qualities, varied interests and talents, and diverse backgrounds provide a cultural and intellectual atmosphere in which each may become a well-rounded person.

Applications are processed without discrimination on the basis of race, national origin, religious belief or condition of handicap. Each applicant is considered as an individual and consideration is given to special cases. The university reserves the right to modify admission requirements at any time.

By virtue of matriculation, an Immaculata student indicates his/her willingness to abide by the regulations of the university as they may exist from time to time.

Statement of Student Responsibilities

Students must familiarize themselves and comply with policies and procedures listed in the catalog, Insight, Student Handbook, course listings, Student Code of Conduct, and other official publications of the university. The catalog provides information to guide students as they progress through their respective programs. By accepting admission to the university the student accepts responsibility for compliance with all policies and procedures set forth by the University.

CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

The Annual Campus Security Report for Immaculata University is available at immaculata.edu/campus-life/campus-safety-protection/. The website also provides information on campus safety and security measures and services.

General Information

ADVISEMENT

Each student is assigned an academic advisor. At registration time each semester, the student should contact the advisor for an appointment if there are questions or problems concerning course sequence and/or selection.

ADMISSION TO CLASS

Instructors are required to admit to class only those students with appropriate documentation of enrollment as verified by the registrar.

ATTENDANCE POLICY

Students are expected to attend class. Students who miss four (4) instructional hours may be asked to withdraw from the course. Students regularly late for class may be asked to withdraw at the discretion

of the instructor. Students need to be aware of course requirements with regards to attendance, lateness, and class participation.

CLASSROOM CONDUCT

Consistent with the University's core values and as members of a community of scholars, Immaculata University expects students and faculty to treat one another with civility, mutual respect, and common courtesy, accept personal accountability, and willingly contribute to the effective functioning of the University. To this end, students are asked to comply with instructor request to silence cell phones and refrain from other distraction behaviors in the classroom. No Person (administrator staff, faculty, student, or visitor) shall be permitted to make an announcement during scheduled class time without the express consent of the instructor. Should a student become disruptive during class, the student shall be asked politely, but firmly, to leave the classroom by the instructor. If the student refuses to leave the classroom, the department of campus safety and protection and the vice president for academic affairs shall be notified.

COURSE SYLLABI

A copy of the syllabi (current and past), as well as course topics shall be available to students and the appropriate College offices at the beginning of each term. The offices of the appropriate College deans shall maintain permanent files of all course syllabi and class schedules. These files shall be available for inspection and comparison with the courses described in the catalogs of other institutions. It is the student's responsibility to read, comprehend and act on the syllabus objectives, content and requirements. Should there be any question or need for reasonable interpretation or clarification of the syllabus, the student must contact the instructor. All Faculty shall follow the syllabi and outline for each course as closely as possible; students should recognize that adaptations/adjustments in syllabi may occur at the discretion of the instructor in order to create the most effective learning and teaching environment possible.

CHANGE OF NAME, ADDRESS OR TELEPHONE NUMBERS

Students are required to notify the graduate office in writing of any change of name, address or telephone number. This will facilitate receipt of necessary forms and other communications.

CRIMINAL BACKGROUND WAIVER

Immaculata University is committed to ensuring that students have the ability to benefit from the education received at the University. Although it may not be required for initial admission to the University, certain affiliates associated with Immaculata University may require that students placed in their facility for internships or clinical experiences clear a criminal background check prior to placement. Students whose background check reveals a criminal history may be prevented access to the internship or clinical site, and as a result, the student may not have sufficient experience to successfully complete their program. Immaculata University and its staff and faculty are not responsible for finding internship or clinical placements for students who are rejected from potential opportunities due to criminal histories or drug use, and students are prohibited from engaging in internships or clinical experiences that have not been pre-approved by the University. Additionally, state licensing boards may deny the individual the opportunity to sit for an examination if an applicant has a criminal history. The student is responsible for the cost of the criminal background screen(s) at the time of the screening.

Additional Provisions:

1. Falsification of information, including omission of relevant information, may result in denial of admission or dismissal from the educational program or University.
2. Criminal activity that occurs while a student is in attendance at the University may result in

disciplinary action, including dismissal, and will be addressed through the Code of Student Conduct and Student Disciplinary Procedures as outlined in Volume VI, Section X of the policy Manual.

3. Students should be aware that drug testing may also be required for clearance to internship and clinical placement sites.

CURRICULUM

Students are referred to the Graduate Catalog for an explanation of program curriculum and course descriptions. Graduate requirements are generally contingent upon the catalog effective at the time of admission.

LEARNING SUPPORT SERVICES – DISABILITY SERVICES

Immaculata University is committed to providing an inclusive environment for all students. In compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, the mission of the Disability Services Office is to ensure equal access to all educational programming and opportunities for qualified students with disabilities. A disability is defined by the ADA as a “physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.”

The Disability Services Office works collaboratively with students, faculty, and administration to provide reasonable accommodations for students with disabilities. Students who have a disability that may interfere with their performance in a course or may require special and reasonable accommodation should complete the *New Student Intake Form*, located on MyIU under the Academic Resources Tab, or on the IU Disability Services webpage at <https://www.immaculata.edu/academics/advising-support/disability-services/>

Please contact the Disability Services Office at (484) 323-3900 or via email at jperuso@immaculata.edu if you have any questions or for additional information.

EXAMINATIONS – MAKE-UP

Final Examinations generally take place at the last class meeting. Under unusual and unanticipated circumstances (death, serious illness, extraordinary job requirements), changes in an individual student’s examination schedule will be considered. All changes must be officially approved by the instructor.

HONOR SOCIETIES

BETA MU CHAPTER – CHI SIGMA IOTA

Chi Sigma Iota is an honor society of counseling professionals and professionals-in-training dedicated to excellence in scholarship, research, and clinical practice. The Beta Mu Chapter of Chi Sigma Iota was established at Immaculata in January 1987. The purpose of Chi Sigma Iota is to promote and recognize exemplary attainment in the study and practice of counseling.

The purpose of Immaculata’s Beta Mu Chapter of Chi Sigma Iota is four fold: 1) the support of scholarship among its members, as well as Clinical Mental Health Counseling students through sponsored semester presentations; 2) the encouragement of new students through its CP mentoring program; 3) the outreach to Immaculata Alumni through the publication of Immaculata Counselors’ Connection, a biannual Newsnotes created and published by Beta Mu Members; and 4) the annual

provision of an induction program for new members which features a formal reception with speaker, and refreshments to which new members' family and friends are invited.

Students enrolled in Immaculata's graduate Counseling programs, who have completed a minimum of 15 graduate credits with a minimum GPA of 3.5 are eligible to pick up an application of interest form in the Department of Psychology and Counseling.

Faculty, alumnae/i, and participating professional counselors who have given evidence of distinguished scholarship and professional service including professional credentials are also eligible. More information may be found on www.csi-net.org

KAPPA OMICRON NU

Kappa Omicron Nu is a national honor society in the field of Family and Consumer Sciences, academic specialization of Nutrition and Dietetics, and related academic disciplines. The purpose of Kappa Omicron Nu is to recognize and encourage excellence in scholarship, research, and leadership. The honor society fosters the spirit of inquiry and promotes attitudes of professional responsibility. Students who have completed a minimum of 30 graduate credits in Nutrition Education with a cumulative average of 3.7 are invited to membership.

PI KAPPA LAMBDA

The Pi Kappa Lambda honor society is the only music organization recognized by the Association of College Honor Societies. This honor society was dedicated by its founders to the fostering of scholarly interest in the theoretical and historical aspects of music, and to the stimulation of eminent achievements in performance, composition, music education, and research. The local chapter, Delta Psi, was founded at Immaculata in April 1980.

The membership of the Society is open to eligible music faculty, junior, senior, and graduate students majoring in music; subject to the following regulations:

Any candidate for the degree of Master of Arts in Music (or its equivalent) considered by the faculty committee to be outstanding in scholarship and musicianship, satisfactorily completing requirements for that degree (though formal awarding of the degree need not take place at the time of the election), provided that grades for no fewer than two-thirds of the graduate credits required for the degree are the letter A, or equivalent when letter grades are nonexistent, may be eligible for membership in Pi Kappa Lambda.

SIGMA THETA TAU

Sigma Theta Tau, an international honor society of Nursing founded in 1922, provides leadership and scholarship in practice, education and research to enhance the health of all people. Immaculata University joined the Delta Tau Chapter at large in November 2005. The honor society supports the learning and professional development of its members, who strive to improve nursing care worldwide. To be eligible for membership graduate candidates are required to have completed at least one-half of the nursing curriculum, have at least a 3.5 GPA on a 4.0 scale, rank in the upper 35% of the graduating class and meet the standard of academic integrity.

INSURANCE COVERAGE

Students are responsible for contacting their department/division chair or program director in order to be apprised of procedures for securing malpractice liability insurance for practicum and internships. Students are expected to secure coverage well in advance of beginning field placement and risk being excluded from field placement experiences if appropriate coverage is not secured and maintained within the time frame established by the student's academic program.

RESEARCH ASSISTANCE ON STUDENT PROJECTS

Graduate Students conducting research to meet the requirements of their degree (eg. dissertation research) must seek approval from their dissertation chair/faculty advisor to employ the use of a research assistant. Students must also follow any applicable procedures as required by their respective programs and the Research Ethics Review Board (RERB).

RESEARCH ETHICS REVIEW BOARD (RERB)

RERB is a committee of faculty members from various academic disciplines appointed by the President for the purpose of: ensuring the protection of human subjects involved in research and in reviewing research protocols submitted to the board for review by students, faculty, or community members seeking to conduct research under the auspices of Immaculata University or with Immaculata populations. (RERB guidelines are available through the Immaculata University portal MyIU).

RESEARCH PAPERS

Graduate Research papers in all areas of specialization are to be completed using the standardized format designated by the Graduate Academic Policy Committee. Currently, the American Psychological Association (APA) writing manual is the designated source.

RETURNING ASSIGNMENTS

Faculty members make available to students a procedure for returning final assignments. If the faculty member agrees to a mailing, the students are requested to supply the faculty member with a self-addressed, stamped envelope for the returning of assignments at the end of the semester. It will be understood that students not providing the stamped envelope do not wish materials returned.

STUDENT HANDBOOK

The Immaculata University Student Handbook is a supplement to the current catalog and contains an overview of student services and university policies and procedures. The Code of Conduct can be accessed at immaculata.edu/campus-life/student-code-of-conduct/.

STUDENT RETENTION PROCEDURES

All professions charge their members with the responsibility of monitoring new members. This monitoring involves not only evaluation of potential new members' cognitive (i.e. academic) abilities, but also their personal and professional behaviors. Faculty believe that this is an appropriate responsibility for members of professions, and therefore readily accept this charge. On rare occasions, faculty members become concerned about a student's suitability for entry into a profession represented in programs even though the student may be evidencing satisfactory performance in academic course work. Therefore, faculty members have adopted these student retention procedures for such occasions in order to fulfill their professional responsibility and to protect the rights of the student.

BEHAVIOR

If, in the professional judgment of a faculty member, a student's behavior is deemed inappropriate and professionally unbecoming the following steps are taken (according to the student's right to due process):

1. The faculty member who has become aware of a problem meets with the student and offers suggestions for possible changes in the student's behavior.
2. If Deemed appropriate the faculty member also writes a letter to the department/division chair concerning the meeting with the student. The faculty member concurrently informs the student, in writing, that a letter has been sent to the department/division chair. The faculty member maintains ongoing communication with the chair.
3. If the chair deems the student's problem to be serious enough in nature, a request is made to the dean to appoint a retention committee composed of three current faculty members to investigate all aspects of the situation and to make recommendations concerning the student to the chair and faculty. The student is always informed, in writing, of these proceedings and is always interviewed by the retention committee as one aspect of the investigation.
4. The retention committee's report, including recommendations and /or requirements, is presented to the dean, chair and faculty in a "closed" meeting (i.e. a meeting of faculty members only; students are not permitted in this meeting).
5. At the conclusion of the retention committee's report, the chair and the student's faculty advisor meet with the student to convey the decision(s). The chair (and the student's advisor) subsequently monitor the student's progress in carrying out the recommendations for the student.
6. If the student is not satisfied with the committee's decision, the student can subsequently follow the appeals procedures of the Immaculata University, which are printed in the Graduate Catalog.

WRITING AND MATHEMATICS CENTERS

The Writing and Mathematics Centers at Immaculata University are focused on enhancing the writing and mathematics skills of Immaculata students. The goal is to help students across the disciplines in all stages of mathematics and the writing process. While the Writing Center is supportive in developing writing skills of graduate students throughout their programs, its services may not be employed during the Comprehensive Examination process.

Faculty and Student Grievance Review Policy

PURPOSE

The Purpose of this grievance review policy is to provide procedures which will facilitate the resolution of grievances by Immaculata University's students, faculty, administrators, and staff members after efforts at grievance resolution on appropriate administrative levels (informal procedures) have been exhausted or specifically rejected by the above parties. This policy will ensure fair and equitable treatment of all parties.

GRIEVANCE DEFINED

Informal Procedures at Administrative Level. Under this policy, a grievance is defined as any event, conduct, condition, rule, or practice which the student, faculty member, administrator, or staff member believes violates his or her civil rights or results in substantial unfairness to him or her. Efforts shall be made to resolve a grievance informally on the appropriate university administrative level.

INFORMAL RESOLUTION

Campus Review Committee Composition. If efforts to arrive at an informal resolution at the administrative level have been exhausted, the aggrieved member may then file a written statement with the campus review committee (a facilitating committee which will explain this policy, will help frame, if requested, such written statement and which will attempt to resolve the matter informally). Members: appointment by president of the university Student Grievance: one religious, one lay person. In addition to the two members of the faculty, two students from the appropriate college will be appointed by the president.

MEDIATION

If the campus review committee cannot resolve the grievance informally, it shall inform the aggrieved party that he/she has a choice of mediation or a formal hearing within thirty (30) working days of his/her written grievance. If the student, selects mediation, the campus review committee shall appoint a neutral mediator who will meet with the disputants within thirty (30) working days of such appointment and attempt to mediate a resolution. Definition: neutral mediator a third party not directly involved with the disputed issues of the grievance who is acceptable to the disputants. If the grievance is not resolved with the mediator, or if the resolution is specifically rejected by the aggrieved party, the aggrieved party may request a formal hearing within thirty (30) working days after the mediation period. If the aggrieved party chooses to have the formal hearing (in lieu of or after the mediation process), the campus review committee will facilitate its formation, if the student declines mediation, the individual may then request a formal hearing.

FORMAL HEARING

Except as provided below with respect to matters referred to the board of trustees, the formal hearing is the final in-house procedure for resolving any previously unresolved grievance. The campus review committee will facilitate the formation, within twenty (20) working days from the date the request for a formal hearing was received by the campus review committee, of a three member panel made up of members of the university community. The panel shall consist of a representative designated by the aggrieved party, one designated by the administration, and a third panel member selected jointly by the two representatives. The panel shall schedule a formal hearing to be held within thirty (30) working days of its formation unless the disputants mutually consent to an extension of time. Five (5) working days

before the hearing, the panel shall send a written notice of the hearing to the disputants and to the campus review committee. In addition to the disputants, members of the campus review committee are entitled to attend. Other persons may attend at the discretion of the panel. The panel shall conduct the hearing in accordance with such equitable and efficient procedures as it may establish. The disputant shall be given an opportunity to make a complete presentation, with due regard to privacy. The panel shall render a decision which shall include findings, recommendations, and an opinion within thirty working days after completion of the hearing. A copy of the decision will be sent to the disputants and the campus review committee. The decision of the panel is conclusive unless the president determines within thirty working days that the subject matter of the grievance or the nature of the panel's decision is of sufficient gravity as to warrant consideration thereof by the board of trustees or its executive committee. The board chair will appoint an appropriate task force to review the panel's decision and make a recommendation to the board chair. The board chair will refer the matter for consideration and final decision by the executive committee or by the board. The decision of the board or its executive committee is final.

REPORTS AND ANNUAL REVIEW

The campus review committee will report at least once each year to the university community, if there has been review activity, stating the nature of grievances filed and their disposition (without identifying the disputants). The campus review committee will suggest, if appropriate improvements in these procedures or other policies and practices of the institution that result from experience with the grievance procedure.

Lines of Communication

COURSE LISTING

Course offerings are published online each semester, listing the courses offered and the semester dates, as well as the days and the times of the instruction. It also gives information on dates for registration, holidays and dates on which tuition is due. This information can also be found through SSIU.

IU ALERT

Immaculata University utilizes IU ALERT, a mass notification system, to send emergency notifications and timely alerts to the university community, including weather-related closing information. Campus community members may receive notifications by email and/or text message. Students are encouraged to sign up for IU ALERT through the Campus Applications section on the MyIU portal or at <https://immaculata.omnilert.net/subscriber.php> Students may register two email addresses and two cell phone numbers at which to receive the notifications.

STUDENT ADVISORY BOARD

This Graduate Student Advisory Board acts as a liaison between students and faculty. Members communicate to faculty student opinions and suggestions for improvement of the graduate programs. Students interested in membership on this board should contact their faculty advisor or the dean.

COMPUTER ACCESS

Network Login. To use campus computers, such as those in the library or in the classroom, students are automatically provided with a network account. Your credentials to log on are:

Username: firstinitiallastname (lowercase, no spaces, ex. kjohnson)

Password: your birthdate in format of mmddyy (ex: 050587)

Domain: Academia

Students with a common name may have a numeral after their username (kjohnson2). If your birthdate was not given to us your password is the last six digits of your student ID number. Assistance with network accounts is available through the Help Desk by calling 610.647.4400x1234 or emailing helpdesk@immaculata.edu.

Email

All students receive an email account automatically. The account is accessible on or off campus through the university Web portal, MyIU at myiu.immaculata.edu.

Username: firstinitiallastname (lowercase, no spaces, ex. kjohnson)

Password: your birthdate in the format of mmddyy (ex. 050587)

Students with a common name may have a numeral after their username (kjohnson2). If your birthdate was not given to us, your password is the last six digits of your student ID number. Your student e-mail address is firstinitiallastname@mail.immaculata.edu (ex. kjohnson@mail.immaculata.edu) For help with My IU, contact the Help Desk.

RECEIVE CLASS CANCELLATION NOTICE BY TEXT MESSAGE.

Sign up to receive text message notification of class cancellation and/or university emergency information. Log onto MyIU and click the IU Alert icon under Campus Applications.

ACCESS TO GRADES, FINANCIAL ACCOUNT AND CLASS REGISTRATION

All students have access to their grades and financial records online. Students can also register online. The online service is called SSIU (Self-Service at Immaculata University). You can get to SSIU directly through MyIU, the Web portal. After logging on to the portal (see above), click on the SSIU logo that appears on the upper right side of the page, next to your email inbox.

DIRECTORY INFORMATION

A student's name, address, and program enrollment are considered public or directory information. Other directory information is defined in the Student Handbook. Students may withhold "directory information" from certain third parties by completing a form available in the graduate office.

INSIGHT

Insight, the College of Graduate Studies newsletter, is published approximately four times each year. It informs students of important dates, activities and pertinent news concerning students enrolled in the College of Graduate Studies and graduates of the programs. Insight is disseminated through the IU Portal, Moodle, on the Immaculata website or is available in the Graduate Office.

Index

Academic Advisement	Page 31
Academic Code of Conduct	Page 22
Academic Integrity Policy	Page 21
Academic Programs	Page 46
Academic Standing and Progress	Page 18
Administration, College, 2022-2023	Page 148
Admission, Requirements for	Page 12
Admission Status	Page 18
Assistantships	Page 45
Attendance Policy	Page 162
Auditing Courses	Page 31
Calendar	Page 4
Catalogue Exemptions	Page 27
Certificate in Addictions Studies and Therapeutic Practice	Page 129
Certification Programs	
Principal K-12	Page 67
School Counseling Certification (PK-12)	Page 128
PK-4 Certification	Page 64
PK-4 and Special Education PK-8 Certification	Page 64
Special Education PK-12	Page 65
Secondary Certification	Page 64
Reading Specialist	Page 65
Letter of Eligibility	Page 69
Supervisor, Curriculum and Instruction	Page 68
Supervisor, Pupil Personnel Services	Page 69
Supervisor, Single Subject	Page 68
Supervisor, Special Education	Page 68
Change of Address	Page 163
Change of Courses-Drop/Add-Withdrawal	Page 28
Change of Program	Page 18
Change of Status	Page 19
Clery Act	Page 31, 162
Commencement	Page 20
Comprehensive Examinations	Page 19
Computer Access	Page 170
Concurrent Enrollment	Page 19
Core/general Curriculum	Page 48
Criminal Background Waiver	Page 163
Curriculum	Page 164
Degree Candidacy	Page 20
Degree Works	Page 33
Dietetic Internship Program	Page 122
Disabilities: Learning Support Services	Page 164
Dissertations Continuous Registration	Page 33

Doctoral Programs	
Clinical Psychology (Psy.D.)	
Program description	Page 130
Course descriptions	Page 134
Educational Leadership/Administration (Ed.D.)	
Program Description	Page 70
Course Descriptions	Page 71
Higher Education (Ed.D.)	
Program Description	Page 83
Course descriptions	Page 87
Double Counting Credits	Page 20
Drop/Add	Page 31
Dual Degrees	Page 20
Endorsement in Instructional Coaching	Page 66
Endorsement in Mathematics Coaching	Page 66
STEM Education Endorsement	Page 66
Social Emotional and Behavioral Wellness Endorsement	Page 67
E-mail	Page 170
Examination- Make-up	Page 164
Expenses	Page 38
Extension for Degree Completion	Page 33
Faculty	Page 149
Family Educational Rights and Privacy Act of 1974	Page 31
Financial Assistance	Page 39
Grade Appeals Procedures	Page 33
Grading Policies	Page 27
Graduation	Page 28
Grievance Review Policy	Page 168
History of Immaculata	Page 7
Honor Societies	
Chi Sigma Iota	Page 164
Kappa Omicron Nu	Page 165
Pi Kappa Lambda	Page 165
Sigma Theta Tau	Page 165
Incomplete Courses	Page 34
Independent Study	Page 34
Insurance	Page 166
International Students Admission Requirements	Page 17
IU Alert	Page 170
Leave of Absence	Page 34
Lines of Communication	Page 170
Master-level Programs	
Athletic Training	
Program of Study	Page 51
Course Descriptions	Page 52
Educational Leadership	
Program of Study	Page 55
Course Descriptions	Page 71

Healthcare Management	
Program of Study	Page 94
Course Descriptions	Page 95
Higher Education	
Program of Study	Page 92
Course Descriptions	Page 92
Management and Leadership	
Program of Study	Page 97
Course Descriptions	Page 98
Music Therapy	
Program of Study	Page 101
Course Descriptions	Page 110
Nursing (MSN)	
Program of Study	Page 116
Course Descriptions	Page 118
Nutrition Education	
Program of Study	Page 121
Course Descriptions	Page 125
Psychology and Counseling	
Clinical Mental Health/School Counseling Certification PK-12	
Program of Study	Page 127
Course Descriptions	Page 134
Mission/Philosophy: University	Page 5
Motto	Page 5
Plagiarism/Cheating	Page 22
Probation	Page 28
Published Length of Program	Page 28
Readmission	Page 29
Refund Policy	Page 45
Registration Procedures	Page 35
Research Ethics Review Board	Page 166
Research Papers	Page 166
Return of Assignments	Page 166
Status: Full-time/Half-time	Page 30
Student Advisory Board	Page 170
Student Handbook	Page 166
Student Retention Procedures	Page 166
Suspension, non-Continuation or Exclusion	Page 28
Transcript	Page 36
Transfer Credits	Page 35
Tuition, Charges and Fees	Page 38
Vision	Page 5
Withdrawal from College	Page 30
Withdrawal/Refund Policy	Page 31-32
Writing and Mathematics Center	Page 167
Writing	Page 31



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