

The Teacher of Students with Disabilities Graduate Endorsement Detail Sheet/Plan of Study

The College of Professional & Continuing Education (CPCE) at Rowan University offers the Teacher of Students with Disabilities Graduate Endorsement Program. This program is designed with coursework and field experiences to foster an understanding of students with special needs and provide the pedagogical skills to accommodate them. Classes will be accelerated and online in order to provide the fastest and most convenient route to your Endorsement.

Overview of the Coursework

- 23 graduate credit hours (8 courses) in 3 ½ to 4 consecutive semesters
- This is a part-time program.
- Courses are accelerated and online.
- While most coursework is done in an online environment, there may be some assignments that require you to be away from the computer. In addition, the Clinical Experiences in Special Education course requires special placements and classroom field activities which will need to be completed in a special education classroom. Student placements are arranged by the Office of Field Experiences in the College of Education. Many students are able to complete some of their placements in the school in which they are teaching/working if approved by the Office of Field Experiences.
- This program may also lead to other degrees as follows:
 - Those who complete this Endorsement are also completing the Certificate of Graduate Study (COGS) in Special Education, which means they have already completed 18 of the 36 credits required for the Master of Education in Teacher Leadership (M.Ed.) program offered online through CPCE at Rowan. (Students must apply for the M.Ed. separately. Please consult with your CPCE contact for more details).
 - The 23 credit hours for the Graduate Endorsement can also be applied to the Track II option for the Master of Arts in Special Education program offered on-campus through the Graduate School at Rowan. (Students must apply for the M.A. in Special Education separately. Please contact the Graduate School at gradoffice@rowan.edu for more details).
- Complete listings of all courses, as well as course descriptions, are included in the Teacher of Students with Disabilities Graduate Endorsement Course Description Sheet, which is available at www.rowan.edu/cpce. (Click on “Academic Services” and then the appropriate program).

Program Entry Points

- Students may start the program in the following upcoming modules:
 - Summer 2009, Online Module 5 (the first 8 weeks)
 - Summer is always the ideal entry point. However, students may begin any other module they choose. Please note that the Clinical Experiences in Special Education course and the Clinical Seminar in Special Education course must be taken simultaneously and can only be offered in the summer term. Therefore, there may be a period of time when you are not taking coursework while you are waiting to complete the program in the next available summer term.
 - To determine your best starting point, please consult with your CPCE Administrative Advisor so that your enrollment plan and pathway to your Endorsement are as clear as possible.

Course Sequence and Timeline

The Teacher of Students with Disabilities Graduate Endorsement program is offered in an accelerated and online format. Every module will be 8 weeks, with each week of work starting every Tuesday at 8 AM and ending every Monday at midnight Eastern Time. Including summer terms, and depending upon when you begin, the Graduate Endorsement can usually be completed within 3 ½ to 4 consecutive semesters. (If there are pre-requisites, they are noted in italics after each course in the chart below). If you begin your Teacher of Students with Disabilities Graduate Endorsement program in the first part of Summer 2009, you may finish by the first part of Summer 2010!

Sample Course Sequence for Students Beginning the Program Summer 2009, Module 5 (the first 8 weeks)

	Summer 2009	Fall 2009	Spring 2010	Summer 2010
<i>1st 8 Weeks</i>	SPED 08.515: Curriculum, Instruction, Transition in Special Education (3 s.h.)	SPED 08.555: Education and Psychology of Exceptional Learners (3 s.h.)	READ 30.530: Teaching Reading to Exceptional Children (3 s.h.)	SPED 08.520 AND SELN 10.592: Clinical Experiences in Special Education** and Clinical Seminar in Special Education# (2 courses that total 5 s.h.) (Co-req: These 2 courses must be taken simultaneously)
<i>2nd 8 Weeks</i>	SELN 10.585: Educational Assessment in Special Education (3 s.h.)	SELN 10.581: Implementing Positive Behavior Strategies (3 s.h.)	SELN 10.577: Collaborative Instruction in Inclusive Classrooms** (3 s.h.)	

Key to Course Sequence Chart:

NOTE: All courses are subject to run based upon meeting enrollment minimums.

(s.h. = semester hours)

♦ The Clinical Experiences course is composed entirely of a 6 week field placement

the Seminar Course will be a web-assisted course.

+This course has an additional field placement/activity fee

** May include off-site field experiences.

Students are expected to follow the Personalized Course Sequence they are given. Personalized course sequences are determined with your CPCE Administrative Advisor during the admissions process. Only those who follow this sequence can be promised that all coursework will be offered in the timeline and format outlined above. It is important to know that a "missed class" may not be available to make up in a timely manner and may significantly delay the award of your degree/endorsement/program. If your enrollment plans change and you will fall out of sequence, you must notify both your CPCE Administrative Advisor and Academic Advisor as soon as possible.

Benefits of the Teacher of Students with Disabilities Graduate Endorsement

- The program is designed for the working adult who needs a part-time option but still wants the fastest route to their endorsement.
- The sequence is set for the entire length of the program and therefore, students will always know their schedule well in advance.
- The schedule allows students to focus on only 1 course at a time.
- Tuition is competitive and all CPCE courses are discounted from regular Rowan rates.
- The online schedule is both flexible and convenient. The coursework is divided into 8, 1-week blocks that run from Tuesday to Monday. This gives online students the luxury of the weekend to complete additional course requirements/assignments.
- The online program provides tech support 24/7.
- The interactive online program also provides students with ample opportunity for vital professional networking and ongoing support.
- Successful completion of the Graduate Endorsement program leads to the New Jersey Endorsement in Teacher of Students with Disabilities.
- The Graduate Endorsement program is nationally accredited by the Council for Exceptional Children (CEC).
- Students will have the opportunity to work with experts in the field of Special Education in New Jersey.
- By going through the Graduate Endorsement program, students will have first hand, in-person experiences with students with disabilities.
- The Teacher of Students with Disabilities Graduate Endorsement Program does not require a thesis.
- All CPCE students have access to Rowan on-campus and online student resources.
- CPCE students will have access to not only their Academic Advisor but also a special CPCE Administrative Advisor.

How to Apply

CPCE Teacher of Students with Disabilities Graduate Endorsement applicants will apply using the CPCE Graduate & Post-Bac Application Form. Forms are available from CPCE or to download from <http://www.rowan.edu/cpce>. When you submit your application, be sure to mark "CPCE/Graduate Endorsement" and your term/module of entry on any other materials you submit.

Admission Requirements for the Teacher of Students with Disabilities Graduate Endorsement Program:

- ✓ Bachelor's degree from an accredited institution of higher learning
- ✓ \$50 application fee
- ✓ CPCE Graduate & Post-Bac Application Form
- ✓ One official transcript from *all* colleges attended
- ✓ Statement of Professional Objectives (Please be sure your statement addresses why you want to teach students with disabilities).
- ✓ Two Letters of Recommendation
- ✓ Resume
- ✓ Minimum cumulative GPA of 2.75
- ✓ Your official Praxis II score report (The report must show passing Praxis II scores in elementary content or a secondary subject area.)*

Plus:

- ✓ Eligible students should already have New Jersey teacher certification: CEAS or Standard. (Please include a copy of your New Jersey teacher certification with application materials).
- ✓ Eligible students must have on-going and regular access to a classroom. (Please include a signed statement confirming that you have on-going and regular access to a classroom and include with your application materials).

**Note about submitting standardized tests: If your program's Detail Sheet requires you to submit standardized test scores as a part of your application packet, please note that some agencies (like for the GRE or Praxis) may not have an automated submission address for CPCE. If this involves a test like the GRE etc., please select the Graduate School Office for Rowan University when having scores sent. If you request your Praxis scores be sent to "Rowan" your scores will be sent directly to the College of Education at Rowan University. In either case, please be sure to include a letter in your application packet letting CPCE know that you will be submitting these scores in that way so that we can retrieve them on your behalf from the appropriate office. In the case of Praxis scores, you are also strongly encouraged to print 5-6 copies of your scores when they are available because you are only given a small window of opportunity to do so before that option expires.*

Application Deadlines

Due to the complicated nature of the admission evaluation process, students are strongly encouraged to apply at least one full month before their desired entry point. However, applications are accepted and reviewed on a rolling basis until 14 business days prior to the start of the next entry module. Applications must be complete by this deadline in order to receive a decision before the module begins. (If a decision has not yet been reached, it *may* be possible—depending upon the program— for students to begin the course as a non-matriculated student while the official admission process completes).

Submit CPCE Application Materials to:

Rowan University, Enrollment & Extension Services, College of Professional & Continuing Education (CPCE), Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028, FAX: 856-256-5638.

Note: Please do not submit materials for CPCE programs to the Undergraduate Admissions Office or the Graduate School as this will delay processing.

CPCE Admissions is coordinated by Enrollment & Extension Services (Enrollment Team) at CPCE. Any questions you have about your CPCE application should be directed to 856-256-5435 or cpceacademicservices@rowan.edu.

Health Immunization Requirements

At this time, students matriculated in a degree program offered fully online are not required to comply with the Health Immunization Requirements of Rowan University.

Transfer Credit Policy

- The Teacher of Students with Disabilities Graduate Endorsement Program can only accept transfer credits for SPED 08.555: Education and Psychology of Exceptional Learners and only on a case-by-case basis. Please contact Academic Advisor, Gina Gondos, for more information.
- To request transfer credit, please complete and submit *with* your application the CPCE Graduate & Post-Bac Transfer Credit Evaluation Form which is available on the CPCE website at: <http://www.rowan.edu/colleges/cpce/forms.cfm>. Evidence supporting this request (transcripts, syllabi and course descriptions) should also be attached to the request form.
- While the admissions process for this program is coordinated by CPCE, the graduate and post-bac transfer credit evaluation process is coordinated by the Academic Advisor in the Academic Department for which the program is housed. Ideally, transfer credit is requested at the time of admissions and submitted with the application as outlined above. That request is forwarded to the Academic Advisor who then performs the evaluation and obtains appropriate approvals from the Academic Department and Dean. Once the form is fully signed, the form is sent back to CPCE so a copy can be made by the CPCE Administrative Advisor who will use it to create/update your Personalized Course Sequence. CPCE then sends the official copy to the Registrar. Transfer credit is not official until it is approved by all parties listed on the form and entered into the system by the Registrar.
- At Rowan, official notification of graduate and post-bac transfer credit is only via the credits being applied to and appearing on your academic transcript. Your Personalized Course Sequence that you receive from CPCE at the end of the admissions process will reflect any and all officially awarded transfer credit of which CPCE is made aware.
- All discussion or questions about the graduate and post-bac transfer evaluation process should be directed to the Academic Advisor.

CPCE Registration & Course Information

CPCE students are Rowan students taking Rowan courses; however, you will often follow different administrative deadlines and processes. This is especially true for registration and course information as detailed below.

- **CPCE Registration Plan:** As a special service, The CPCE Enrollment Team manually registers all matriculated CPCE students for all of the CPCE courses that are required for their program. Registration will follow the Personalized Course Sequence (PCS) that all CPCE students receive from their CPCE Administrative Advisor during the admissions process. Proper CPCE registration is highly dependent upon a correct PCS; therefore, it is very important that you keep this document handy and follow it carefully throughout your academic program at Rowan. Further details and step-by-step instructions for how to trigger CPCE registration are included in the CPCE Student Guide & Agreement and the CPCE admission decision packet.
- **CPCE Course Information & the Section Tally:** All CPCE course details such as start and end dates, meeting times and locations (if applicable), pre-reqs, as well as costs and texts can be found each term in the CPCE Course Section Tally located at www.rowan.edu/cpcecoursesearch.
 - Knowing how to navigate the Section Tally will help you find the information you need more quickly. For further instructions about how to locate details such as costs, texts, or pre-reqs for each CPCE course, please visit www.rowan.edu/coursesearch.
 - CPCE students should use the information in the Section Tally and not the Rowan Self Service site to make sure they have all necessary details about CPCE courses. (This is because CPCE course *details* do not appear properly in the Rowan Self Service site).
 - The Section Tally is also the tool to use if you are searching for additional classes you need to take outside of your CPCE program. Consult with your Academic Advisor for assistance.
 - **CPCE start and end dates** vary by course and often do not match the start and end dates for the official Rowan semesters. To be sure you always know when your CPCE course begins and ends, you should check the “Part of Term.” “Part of Term” is the 5th column appearing in the Section Tally and it identifies when a CPCE course begins and ends. (To find start and end dates for any future classes not yet listed in the Section Tally, click on the CPCE Part of Term in

the header row of the CPCE Registration-Related Deadline Chart at <http://www.rowan.edu/colleges/cpce/apply/register.cfm>.)

- **CPCE Registration-Related Deadlines:** CPCE has its own set of registration, payment, and drop deadlines. Sometimes there are even different schedules/deadlines for *each* course.
 - Deadlines are organized according to the “Part of Term” in which the CPCE course occurs. CPCE classes may be offered within a number of special CPCE “Parts of Term.” “Part of Term” is the 5th column appearing in the Section Tally (www.rowan.edu/cpcecoursesearch) and it identifies when a CPCE course begins and ends. By matching the “Part of Term” for your course from the Section Tally to the one listed in the CPCE Registration-Related Deadline Chart available at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines>, you will always be aware of the CPCE registration deadlines.
- **Changing CPCE Registration:**
 - If you need to drop or withdraw from a CPCE course, or change your registration in any way, please contact your CPCE Administrative Advisor or the CPCE Enrollment team right away at cpceacademicservices@rowan.edu to make sure this is handled properly and within appropriate deadlines. (Online dropping/adding is not possible with CPCE courses.)
 - A change to registration usually means a change to your PCS. Any time your Administrative Advisor changes your PCS a new one is sent to you, your Academic Advisor, and the CPCE Enrollment Team. Registration is then adjusted and a new registration confirmation email is sent to you. In this way, we all continue to work together to keep you on track for your educational goals.
- **CPCE Information & Communication:** Many helpful handouts, including the CPCE Student Guide & Agreement, online or partner student expectations, and Rowan network and email instructions (Tech Guide) are available at www.rowan.edu/cpce under “Forms.”
 - Once a student is registered for a course/program, all official communication from Rowan University is sent only to the Rowan email; therefore, it is imperative that this is the email address you use and monitor daily as a CPCE student.

If you ever have any questions about CPCE registration, please contact your Administrative Advisor or the CPCE Enrollment Team at cpceacademicservices@rowan.edu.

CPCE Costs

- To make our programs even more accessible, with rare exceptions, all CPCE courses are discounted from the regular Rowan rates!
- CPCE costs are assigned according to either the specific program or the course level and delivery type.
- For the most up-to-date information about costs and aid, please see the “CPCE Costs, Billing, & Payment Information” documents at www.rowan.edu/colleges/cpce/forms/cfm.
- Please note that, for the Teacher of Students with Disabilities Graduate Endorsement Program, one course, “Clinical Experiences in Special Education,” also has an additional field placement/activity fee.

A Note about Financial Aid

For an undergraduate-level student (including post-baccalaureate) 6 credit hours per term is the minimum required to qualify for federal financial aid. For a graduate-level (or doctoral) student, 4.5 credit hours per term is the minimum. (These are both considered part-time status.) Financial aid is therefore not applicable for those terms in which the total number of credits for which a student is registered is fewer than 6 (for undergraduates) or 4.5 (for graduates). Check the chart in this Detail Sheet/Plan of Study and your Personalized Course Sequence (PCS) that you receive during admissions to determine in which terms you have enough credits to be eligible to receive federal aid. Most CPCE programs are set up such that matriculated CPCE students *will* meet the minimum credit hours required each term to qualify for federal financial aid, but there are a few exceptions.

Students are encouraged to apply for financial aid as soon as possible (even before receiving admission decisions) and in each year/term in which they will be eligible. If you wish to apply for financial aid, please visit www.fafsa.ed.gov right away. Rowan’s code is 002609. Students should stay in touch with the Financial Aid Office at 856-256-4250, financialaid@rowan.edu to ensure proper and timely processing. CPCE students are Rowan students so the aid process is the same regardless of whether the class/program is accelerated, off-campus, online, or on-campus. **NOTE:** Aid cannot be packaged or applied to your account until you are officially matriculated into the program. Aid also cannot be retro-actively applied to a previous term. For more details about financial aid, please consult the CPCE Student Guide & Agreement and the CPCE Financial Aid Quick Guide which are available at www.rowan.edu/cpce under “Forms.”

INTERESTED IN A CLASS BUT NOT THE WHOLE PROGRAM?

Join the Rowan community as a non-matriculated student* and get credit for just the class(es) that interest you!

All of the courses for the Graduate Endorsement are open to non-matriculated graduate students with the exception of Clinical Experiences in Special Education and Clinical Seminar in Special Education. In addition, you may browse and register for some of Rowan’s many other course offerings** by visiting the Rowan Section Tally at http://banner.rowan.edu/reports/reports.pl?task=Section_Tally. A CPCE course is easily identifiable in Rowan’s official Section Tally by a letter that is included after every course section number. **To sign up for a course as a non-matriculant**, please contact the CPCE Administrative Advisor, using the contact information below. (Some courses may not be available to non-matriculated students.) Remember, CPCE has its own set of registration related deadlines. Please visit the website at <http://www.rowan.edu/colleges/cpce/apply/register.cfm#deadlines> for the appropriate schedule and registration plan.***

*Usually limited to 9 credits total for graduates and 24 total (11/term) for undergraduates.

** Provided necessary pre-requisites and/or restrictions are met.

*** No refunds are possible after the official CPCE drop period.

Please remember financial aid is not possible any term in which a student is a non-matriculated student.

Teacher of Students with Disabilities Graduate Endorsement Contact Information

Sheri K. Rodriguez

CPCE Administrative Advisor

(Provides assistance from initial inquiry to matriculation)

Phone: 856-256-4708 Email: rodriguezs@rowan.edu

Gina M. Gondos

Academic Advisor

(Provides academic assistance after initial registration to graduate clearance)

Phone: 856-256-4792 Email: gondos@rowan.edu

The information in this document was updated on 07-21-09.

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