



The Post-Baccalaureate Endorsement: Teacher of Students with Disabilities Detail Sheet/Plan of Study

The College of Professional & Continuing Education (CPCE) at Rowan University offers the Post-Baccalaureate Endorsement in "Teacher of Students with Disabilities." The coursework and related field experiences are designed to foster an understanding of students with special needs, combined with the pedagogical skills to accommodate these needs and provide appropriate curriculum modifications when necessary. Classes will be accelerated and online which offers the fastest and most convenient route to your endorsement.

Overview of the Coursework

- 22-27* undergraduate credit hours (7-9 courses) in approximately 5 ½-6 consecutive semesters
- This is a part-time program.
- 3 credits in General Education, 5 credits in Reading/Literacy and 19 credits in the Specialization (Special Education)
- This program is a hybrid of sorts. All coursework is fully online; however, each course requires classroom field placement in local area schools. (In order to complete these placements, students must have ongoing and regular access to a classroom. With the exception of "Clinical Seminar & Clinical Practice," student placements are arranged, course by course, by the individual student in consultation with their instructor. "Clinical Seminar & Clinical Practice" is 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).
- Complete listings of all courses, as well as course descriptions, are included in the Post-Bac Course Description Sheet, which is available at www.rowan.edu/cpce. (Click on "Academic Services" and then the appropriate program).

**Many students receive transfer credit for having previously taken a course equivalent to READ 30-280 and/or READ 30-351. If a student receives credit for both of these courses, they will only have 22 credits left to take for the endorsement and they will skip the modules that include these 2 Reading classes. Transfer credit must be requested at the time of application using the CPCE Graduate Transfer Credit Evaluation Form available from www.rowan.edu/cpce. You should discuss this process and any questions you might have with your Administrative Advisor during the application process. (Actual transfer credit awarded will be determined by the Academic Advisor during the admission review process).*

Pathways to the Teacher of Students with Disabilities Endorsement

Rowan currently offers 2 pathways to the above endorsement:

1. If you already possess NJ state standard teaching certification and you are only looking to earn the Endorsement in Teacher of Students with Disabilities, the College of Education recommends that you instead pursue the Graduate Endorsement: Teacher of Students with Disabilities Special Education Program. It leads to the same endorsement as the Post-Bac Program, but it is made up of 23 graduate-level credits. Please consult your Administrative Advisor for details.
2. If you do not already possess New Jersey state standard teacher certification, then you may pursue the Post-Bac Program pending you meet one of the scenarios below:
 - a. If you do not have your initial NJ Certificate of Eligibility (CE) in Elementary Education or in the appropriate Content Area Subject Matter, but do have a Bachelor's degree from an accredited college or university with the number of credits in the area you wish to teach, you will need to take and pass a Praxis II test. If you are unsure of which Praxis II test to take, you will need to contact your county office of education. After you have spoken to your county office of education and have taken and passed a Praxis II test, your next step will be to apply for a CE online at the following State of New Jersey Department of Education website: www.nj.gov/njded/educators/license. Once you have your initial CE, refer to "b" or "c" below (depending upon your employment situation).
 - i. If you do not have a Bachelor's degree from an accredited college or university, there may be an undergraduate education program offered through the College of Education that will suit your needs. Please contact the College of Education at 856-256-4000 for additional information.
 - b. If you do have your initial NJ Certificate of Eligibility (CE) in Elementary Education or in the appropriate Content Area Subject Matter, and do have a job in special education, you may have already completed your 200 hours or are currently completing your 200 hours through the New Jersey Provisional Teacher Program and may have already received your second CE in Teacher of Students with Disabilities. If this is the case, you may enroll in the Post-Bac Program.
 - c. If you do have your initial NJ Certificate of Eligibility (CE) in Elementary Education or in the appropriate Content Area Subject Matter, but do not have a job in special education, you may still enroll in the Post-Bac Program. However, please know that, until you are hired for a special education position, you will not receive the CE in Teacher of Students with Disabilities, nor will you qualify for the Endorsement in Teacher of Students with Disabilities. You will be taking the coursework in the Post-Bac Program at your own risk.

Program Entry Points

- Students may start the program in the following upcoming modules:
 - Summer 2009, Online Module 5 (the first 8 weeks)
 - Summer 2009, Online Module 6 (the second 8 weeks)
 - Fall 2009, Online Module 2 (the second 8 weeks)
 - Spring 2010, Online Module 4 (the second 8 weeks)

Course Sequence and Timeline

The Post-Baccalaureate Endorsement: Teacher of Students with Disabilities 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 Endorsement (7-9 courses) can usually be completed within 5 ½ to 6 consecutive semesters (2 years). (If there are pre-requisites, they are noted in italics after each course in the chart below). If you begin your Post-Baccalaureate Endorsement: Teacher of Students with Disabilities program in the first part of Summer 2009, you may finish by the second part of Fall 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 | Fall 2010 |
|-------------------------------|---|---|---|---|--|
| <i>1st 8 Weeks</i> | SPED 08.130: Human Exceptionality (3 s.h.) | READ 30.280: Teaching Literacy (3 s.h.) | SPED 08.316: Differentiated Instruction in the Inclusive Classroom (2 s.h.) | SPED 08.360: Positive Behavioral Support Systems (3 s.h.) | SPED 08.445 AND SPED 08.450: Clinical Seminar and Clinical Practice* (2 courses that total 5 s.h.) (<i>Pre-req: SPED 08.415</i>) |
| <i>2nd 8 Weeks</i> | SPED 08.308: Assistive Technology and Transition Planning for Students with ELNs (3 s.h.) | READ 30.351: Differentiated Literacy Instruction (2 s.h.) | SPED 08.307: Assessment of Students with Exceptional Learning Needs (ELNs) (3 s.h.) | SPED 08.415: Specialized Instruction for ELNs (3 s.h.) | |

NOTE: All courses are subject to run based upon meeting enrollment minimums. (s.h. = semester hours).
*This course has an additional field placement fee.

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 Post-Baccalaureate Endorsement: Teacher of Students with Disabilities

- 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.
- The Endorsement in "Teacher of Students with Disabilities" is extremely marketable because there is currently a critical shortage of teachers in the area of Special Education.
- Because this endorsement can be combined with those in an Alternate Route program, it is also ideal for the individual seeking to make a career change. (According to the U.S. Census Bureau, the total number of job openings in education is expected to increase approximately 25% by the year 2012, which means the need for special education teachers will continue).
- All of the coursework is state approved and in line with NCATE (National Council for Accreditation of Teacher Education) and the Council for Exceptional Children's Program Standards (2002) for Programs for the Preparation of Special Education Teachers.
- The Post-Bac program does not require a thesis.
- The Post-Bac application process does not require the submission of any standardized tests.
- 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 Post-Bac applicants will apply using the CPCE Graduate & Post-Bac Application Form. Forms are available from CPCE or to download from www.rowan.edu/cpce. When you submit your application, be sure to mark “CPCE Post-Bac” and your term/module of entry on any other materials you submit.

Admission Requirements for the Post-Baccalaureate Endorsement: Teacher of Students with Disabilities Program

- ✓ Bachelor’s degree from an accredited institution of higher learning.
(This program is offered at the undergraduate level, but students must have a bachelor’s degree. Students will be listed and charged as undergraduates, but will go through the graduate admissions process).
- ✓ \$50 application fee
- ✓ CPCE Graduate & Post-Bac Application Form
- ✓ One official transcript from *all* colleges attended
- ✓ 2 Letters of Recommendation
- ✓ Minimum cumulative GPA of 2.75
- ✓ A copy of your initial New Jersey Certificate of Eligibility (CE) in Elementary Education or in the appropriate Content Area Subject Matter
- ✓ A copy of your second New Jersey CE in Teacher of Students with Disabilities (if your second New Jersey CE in Teacher of Students with Disabilities has not yet been awarded, please be sure to send a copy to CPCE once you have received it).
- ✓ No standardized tests are required!

Application Deadlines

Due to the complicated nature of the admissions 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 up 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 CPCE Post-Baccalaureate Endorsement: Teacher of Students with Disabilities Program allows incoming matriculated students to transfer up to 9 undergraduate credits into the program providing a grade of B or better was earned and the course/credits are deemed equivalent to required course/credits in the sequence and that the coursework was taken within the past 10 years.
- 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 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.

Please note that this program information is tentative and subject to change.

CPCE Registration Schedule and Course Information

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

- The CPCE Post-Baccalaureate Endorsement: Teacher of Students with Disabilities Program follows the CPCE Online Module Schedule.
- The official schedule and all start and end dates for each class are located at www.rowan.edu/cpceschedules. (This is also where dates and deadlines for CPCE registration, drop/add and payment are listed).

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.

Please note that this program information is tentative and subject to change.

- 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 Post-Baccalaureate Endorsement: Teacher of Students with Disabilities program, one course, Clinical Practice, also has an additional field placement 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!

The following courses for the Post-Bac Program are open to non-matriculants: Human Exceptionality, Assistive Technology and Positive Behavioral Support Systems. 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.

Post-Baccalaureate Endorsement: Teacher of Students with Disabilities 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 07/21/09.