

## CPCE Content COGS Declaration Form

(To be submitted *with* your CPCE M.Ed. Application Materials)

*This form is completed by the student applicant and used during the admissions process to officially select/declare your Content COGS for your M.Ed. program. All details about the M.Ed. program including admission requirements are included on the program Detail Sheet available from the CPCE website: [www.rowan.edu/cpce](http://www.rowan.edu/cpce). Because the M.Ed. program allows a number of different options regarding coursework and entry points, it is strongly recommended that you begin the application process by first contacting the CPCE M.Ed. Administrative Advisor to determine the best Content COGS and entry point.*

### INSTRUCTIONS

#### CPCE M.Ed. Admissions and Content COGS

*There are three admissions pathways a student might follow for their M.Ed.:*

- 1. Pathway A: For those who know they want the M.Ed. degree and are within 1 year of beginning M.Ed. coursework:**
  - a. Apply directly for the M.Ed. through CPCE and submit this Declarations Form with your application materials. Do not submit a separate application form for the Content COGS. (You must still meet the admission requirements for your Content COGS of choice.)
  - b. Work with the CPCE Administrative Advisor at [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu) to determine exactly when you should apply given your individual situation and the next ideal entry point.
- 2. Pathway B: For those who are already admitted to/officially matriculated/taking courses in a Content COGS but now want to move forward with the M.Ed. degree:**
  - a. You have already been officially admitted to your Content COGS so of course, you need not submit a Content COGS application. Apply directly for the M.Ed. through CPCE and submit this Declarations Form with your application materials.
    - i. You may work with the Graduate School and/or the Content COGS Advisor to obtain copies of any original application materials you may want to re-use for the M.Ed. application. (It is the student's responsibility to make sure up-to-date versions of every required M.Ed. admission item is included in the application to CPCE)
    - ii. On the Declarations Form, please make it clear that you have already been admitted to the Content COGS and list which courses you have completed in that area. Official approval from the Content COGS Advisor via this form will still be necessary.)
  - b. Work with the CPCE Administrative Advisor at [cpceacademicservices@rowan.edu](mailto:cpceacademicservices@rowan.edu) to determine exactly when you should apply given your individual situation and the next ideal entry point.
- 3. Pathway C: For those who are unsure if the M.Ed. is their final goal and want to begin with the Content COGS first.**
  - a. Apply directly for the Content COGS of your choice. (Either through CPCE or the Graduate School – depending upon the Content COGS chosen.) Until you are ready to apply for the M.Ed., this Declarations Form will not be necessary. Once you decide you want the M.Ed., you will follow the instructions for Pathway B above.

**Important Note:** Regardless of your pathway, if you choose a CPCE Content COGS that is not administered through CPCE, remember that you will also need to work directly with your Content COGS Advisor on all registration and enrollment coordination for those particular courses. There may be times when you will need a CPCE Permission & Override Form in order to register for a class. If you are unsure, contact you CPCE Administrative Advisor.

#### Choosing a Content COGS

*All students who apply to the M.Ed. program must use this form to officially declare/choose their Content COGS.*

- The CPCE Administrative Advisor will be your guide through the Admissions process and assist you (if needed) in completing the Declarations Form correctly. Please read admission requirements carefully before submitting this form.
- If you choose a Content COGS for which it is determined (during the admissions process) that you do *not* meet the admission requirements, you will be asked to select another. (This process might happen via email.)
  - Admission requirements for CPCE-administered Content COGS are listed in the appropriate Detail Sheet available at: [www.rowan.edu/cpce](http://www.rowan.edu/cpce). Click on Administrative Services and then the program of choice to find Detail Sheets.
  - Admission requirements for non-CPCE-administered Content COGS should be included in the Graduate School Application instructions.
- Once admitted, the CPCE Administrative Advisor will also assist you with the initial registration process for any CPCE-administered courses, whether you begin with the Core COGS or the Content COGS. Any registration for Content COGS courses not administered through CPCE will be your responsibility. Most students register themselves online after the initial registration term in consultation (as needed) with their Academic Advisor.

If you choose a **CPCE-Administered Content COGS**: The CPCE Administrative Advisor will provide each admitted student with a Personalized Course Sequence that outlines your enrollment plan for *both* your Core COGS and your Content COGS courses. (It is vital that you register according to this plan in order to best ensure that the courses you need are available in the mode of delivery promised and within the expected timeline.)

The following Content COGS are currently offered through CPCE and may be combined with the M.Ed. to serve as the Content COGS:

- Educational Technology (15 credits, accelerate and online)
- Special Education (18 credits, hybrid with ½ of the coursework online and ½ off-site at Cumberland County College)

If you choose a **Content COGS not administered through CPCE**: The CPCE Administrative Advisor will provide each admitted student with a Personalized Course Sequence that outlines your enrollment plan for *only* your Core COGS courses. Any enrollment plan for your Content COGS courses must be discussed with your Content COGS Advisor. (It is vital that you register according to this plan in order to best ensure that the courses you need are available in the mode of delivery promised and within the expected timeline. The Core COGS courses may not be offered every year. It is also your responsibility to work with your Content COGS Advisor to determine when and how the Content COGS courses would be offered and how they fit into your Core COGS enrollment plan.)

The following Content COGS are not offered through CPCE, but are instead available on Rowan's main campus.

- For a current list of on-campus/non-CPCE Content COGS that may be combined with the M.Ed., please refer to the following website: [http://www.rowan.edu/colleges/education/departments/teacher\\_ed/graduate/med/requirements.html](http://www.rowan.edu/colleges/education/departments/teacher_ed/graduate/med/requirements.html) (Contact the Graduate School for information about the appropriate non-CPCE Content COGS Advisor should you have any questions.)

## M.Ed. ADVISOR INFORMATION

### M.Ed. Advisors

Because of the variety of pathways and the two major course components to the M.Ed. (Core COGS and Content COGS) all M.Ed. students will work with a CPCE Administrative Advisor *and* an Academic Advisor. Depending upon the Content COGS chosen, some M.Ed. students may also work with a 3<sup>rd</sup> Advisor. See below for details and contact information.

#### Sheri K. Rodriguez

CPCE Administrative Advisor (Provides assistance from initial inquiry to matriculation)

Phone: 856-256-4708 Email: [rodriguezs@rowan.edu](mailto:rodriguezs@rowan.edu)

#### Gina M. Gondos

M.Ed. Academic Advisor (Provides academic assistance after initial registration to graduation clearance)

Phone: 856-256-4792 Email: [gondos@rowan.edu](mailto:gondos@rowan.edu)

#### Content COGS Advisor

The M.Ed. Academic Advisor is the *primary* academic advisor for all current M.Ed. students. However, because all M.Ed. students will also complete a Content COGS, they will all also have a Content COGS Advisor with whom they should consult on questions regarding Content COGS courses.

To ensure successful advising process, it is vital that M.Ed. students follow their Personalized Program Sequence (given to them by the Administrative Advisor during the admissions process) and that they keep *all* of their Advisors abreast of their enrollment.

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## STUDENT INFORMATION & OFFICIAL DECLARATION

*This form must be returned with your application materials to: Rowan University, Director of Academic Services, the College of Professional & Continuing Education (CPCE), Education Hall, 201 Mullica Hill Road, Glassboro, NJ 08028. FAX: 856-256-5638.*

### Student Information

Student Name: \_\_\_\_\_

Rowan (Banner) ID: \_\_\_\_\_

Street Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Rowan Email Address: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

(Please write clearly. Email is the format we will use for most communication during the admissions process.)

### I AM DECLARING THE FOLLOWING CONTENT COGS

A: Name of Content COGS Declaring: \_\_\_\_\_

OR

B: I have already been admitted to/matriculated in/taken courses in the following Content COGS: \_\_\_\_\_

**Content COGS courses already completed:** *If you choose "B" above, (or if you choose "A", but have already completed any M.Ed. coursework, please list any and all M.Ed./Content COGS courses already completed and attach an unofficial transcript for any courses mentioned. Please know that this information must also be reviewed and approved by the new Academic/Program Advisor who will make changes and adjustments as needed.)*

Course #1: \_\_\_\_\_

Course #4: \_\_\_\_\_

Course #2: \_\_\_\_\_

Course #5: \_\_\_\_\_

Course #3: \_\_\_\_\_

Course #6: \_\_\_\_\_

Content COGS Advisor Signature approving above list: \_\_\_\_\_ Date: \_\_\_\_\_

*I am declaring the above Content COGS to be combined with the M.Ed. degree program offered through CPCE. By my signature below, I verify that I have fully completed this form to the best of my ability, I have attached any necessary transcripts, and I have reviewed the admission requirements for the Content COGS listed and confirm that I meet these requirements.\**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Final Approval by Content COGS Advisor or CPCE Advisor (if CPCE Content COGS):

*\*Upon receipt of this form and during the admissions process, the CPCE Administrative Advisor will perform a preliminary review to determine if the student has met the Content COGS admission requirements. Official approval will come from the Content COGS Advisor during the file evaluation process via 1-2 signatures on this form and 1 signature on the Admissions Summary Form. If, at any time, it is determined that the students do not meet the Content COGS admission requirements, they will be asked by the CPCE Administrative Advisor to select another Content COGS. (This may take place via email, which would then be attached to this official form and re-sent – if necessary – for Content COGS Advisor approval and signature.)*

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Approval Process: Once an application is complete, a copy of the entire file (with both the Declaration Form and the Admissions Summary Form) will be sent by CPCE to the M.Ed. Academic Advisor who will coordinate the admissions review process including obtaining the Content COGS Advisor signature on both forms. At the end of the process, please return both signed forms and the entire file to CPCE. If the student matriculates, CPCE will forward copies of the file to both the Content COGS Advisor and the Academic Advisor for their records.*