



Thank you for your interest in University of Saint Joseph's off-campus Master's degree programs. We are pleased to bring our convenient, one-night-a-week graduate programs to your local area. Reduced tuition for these programs is \$495 per credit hour, and space in each cohort is limited to 18 students. These programs are dependent on the enrollment of 15 students. Once you submit your application, registration, application fee and transcripts (Steps 1-4 below), I will be able to hold your place in class until your application file is complete.

This packet includes all of the information that you will need to be admitted into the program. Read through this packet carefully, and be sure to contact me if you have any questions. My team and I are committed to guiding you through the application process. Choosing where to go to graduate school is an important step, and I want to help you in any way that I can. You can reach me by phone at (800) 956-8503 or by email at twarmelink@graduateprogram.org.

Note: University of Saint Joseph strictly limits class size to 18 students and accepts applications on a first-come, first-served basis.

Complete steps 1-4 below to Reserve Your Seat in this program.

Apply online at <http://www.graduateprogram.org/university-of-saint-joseph/application-checklist> for faster processing.

1	<p>Application (Pages 3 & 4)</p> <p>Submit your application online or complete pages 3 & 4 and return by fax to 800-504-7618.</p>	<input type="checkbox"/>
2	<p>Application Fee (Page 5)</p> <p>If you did not submit your application fee with your online application, you may use our secure payment center to submit your application fee online or complete page 5 and return by fax to 800-504-7618.</p>	<input type="checkbox"/>
3	<p>Registration Form (Page 6)</p> <p>Submit your registration online or complete page 6 and return by fax to 800-504-7618.</p>	<input type="checkbox"/>
4	<p>Transcripts (Page 7)</p> <p>Submit one official or unofficial transcript of your bachelor's degree. If you need further instructions, please see page 7.</p> <p>One official or unofficial transcript showing a bachelor degree conferral and a minimum GPA of 2.5 is required to reserve your seat. Unofficial transcripts from all institutions that you attended during your undergraduate career and listed on your graduate application will be required in order to be accepted to the program. Any student with a GPA below 2.5 on their degree-bearing transcript must complete the GPA Waiver Form. Contact the Graduate Information Office for more information.</p>	<input type="checkbox"/>

Once you have reserved your seat, turn to Page 2 or visit the [online checklist](#) to complete the remaining admission steps. Congratulations on your pursuit of a Master's degree with University of Saint Joseph!

Sincerely,

Theresa Warmelink
Graduate Information Office
(800) 956-8503
twarmelink@graduateprogram.org



Once you have reserved your seat, please continue with the following steps to complete your admission file.
 Note: While you may begin taking classes before you are officially accepted, you will not be eligible for financial aid until your admission file is complete and you receive your acceptance.

5	Financial Aid & Payment Options (Pages 8-10) Determine how you plan to pay for the program: Financial Aid, Pay-As-You-Go, or payment in full. If using Financial Aid, Complete the FAFSA online and USJ's Graduate Application for Financial Aid. For more information, see pages 8 & 9. It is in your best interest to complete the financial aid process as early as possible; payment is due prior to your first night of class. If you do not plan to use financial aid, please complete the Pay-As-You-Go Plan Agreement on Page 10, or pay semester tuition in full before the start of your first course. The tuition for cohorts for the 2013-2014 school year is \$495 per credit hour.	<input type="checkbox"/>
6	Professional Recommendation Forms (Page 11) The easiest and fastest way to request your recommendations is to use our online system . Submit contact information for two professional references who can attest to your ability to pursue graduate work. This will allow us to e-mail reference forms directly to your recommender on your behalf. If you prefer to use a traditional paper form, see page 11.	<input type="checkbox"/>
7	Proof of Immunization Form (Page 12) Applicants are required to submit a Proof of Immunization Form to the Health Services Office. This form is provided for you on Page 12. Please contact the Health Services Office at 860-231-5530 if you have questions.	<input type="checkbox"/>
8	Letter of Intent (Page 13) Go online to submit your letter of intent, responding to the prompt on Page 13.	<input type="checkbox"/>
9	Plan of Study Form (Pages 14-19) Go online to submit a Plan of Study form for the program to which you are applying. If you prefer, you may also complete and sign the appropriate Plan of Study form found on pages 14-19.	<input type="checkbox"/>
10	Purchase Task Stream Account Go online to https://www.taskstream.com to purchase a 2-year Task Stream account. There is a \$69 fee to purchase Task Stream. All students will be required to purchase a Task Stream account prior to the beginning of the cohort.	<input type="checkbox"/>

Completing your application steps online at <http://www.graduateprogram.org/university-of-saint-joseph/application-checklist> will allow for more immediate processing of your application. If you choose to submit paper forms, documents (with the exception of the Immunization Form) should be faxed or mailed to:

Fax: (800) 504-7618

Mail: University of Saint Joseph, Graduate Admissions & Academic Services
 Attn: Marshall Bradway, 1678 Asylum Avenue, West Hartford, CT 06117

Note: The Proof of Immunization Form should be sent directly to the Health Services Office at the address or fax number listed on Page 12.



We strongly prefer submission of this application [online](#) to ensure more immediate service and processing of your reservation. If needed, forms may be completed by hand and returned by fax to 800.504.7618, or by mail to the School of Graduate Admissions & Academic Services, University of Saint Joseph, 1678 Asylum Avenue, West Hartford, CT 06117.

Please complete all fields and contact the Graduate Information office at 800-956-8503, if you have any questions.

Candidate Information Prefix: Ms. Miss Mrs. Mr. Other: _____ Female Male

Last Name

First Name

Middle Initial

Previous Name(s) under which you have attended educational institutions

Permanent Home Address - Street/City/State/Zip Code

County (e.g. Hartford County)

()

()

()

Home Phone

Cell Phone

Work Phone

E-Mail Address

Date of Birth

Social Security Number

Are you or any of your relatives employees at University of Saint Joseph? Yes No

If yes, please list the name and your relationship to the employee

Relationship

Enrollment Information, Program Selection, & Teaching

Term: Fall 2013

Location: Groton Norwich
 Middletown Westbrook
 New Haven Windham

Program: M.A. Education - Curriculum & Instruction
 M.A. Education - Educational Technology
 M.A. Education - Reading and Language: Elementary
 M.A. Education - Multiple Intelligences
 M.A. Education - Research-Based Learning Interventions
 M.A. Special Education w/optional Cross-Endorsement*
 M.A. Special Education (no Cross-Endorsement)
 M.A. Special Education - w/Autism Spectrum Disorders Grad. Cert.

* Comprehensive Special Education PK-12 Endorsement - Note: University of Saint Joseph School of Education has developed this program with input from the Connecticut State Department of Education, however, only the State of Connecticut has the authority to issue the cross-certification license.

Teaching Background

School District Where Currently Employed: _____ Job Title: _____

Do you meet the requirement of one full year's teaching experience and are you currently employed with access to students and a classroom? Yes No

Do you hold a valid teaching license? Yes No

If yes, what state issued your certification? _____ What date were you certified? _____



Education Information

Please list all college(s) you have attended by degree(s) earned:

<small>Bachelor's Degree School</small> _____	<small>Year of Degree</small> _____	<input type="checkbox"/> B.A. <input type="checkbox"/> B.S. <input type="checkbox"/> Other: _____
<small>Other Institution Attended</small> _____	<small>Year(s) of attendance</small> _____	<input type="checkbox"/> M.A. <input type="checkbox"/> M.S. <input type="checkbox"/> Other: _____
<small>Other Institution Attended</small> _____	<small>Year(s) of attendance</small> _____	<input type="checkbox"/> M.A. <input type="checkbox"/> M.S. <input type="checkbox"/> Other: _____
<small>Other Institution Attended</small> _____	<small>Year(s) of attendance</small> _____	<input type="checkbox"/> M.A. <input type="checkbox"/> M.S. <input type="checkbox"/> Other: _____

Have you previously taken classes at University of Saint Joseph? Yes* No *See special note #3 in signature section below
 If yes, when? _____

Citizenship Information

I am a: U.S. Citizen U.S. Permanent Resident Visa: Country _____ Alien Registration # _____
 Other Citizenship: _____ Visa Type _____

Voluntary Information

Your responses below are voluntary and will neither be shared nor used to deny access, admission or financial aid. This information will be used solely for reporting purposes. Please note that some of the wording that follows has been recommended by the federal government.

U.S. Armed Services Veteran: Yes No
 If Yes, branch of service: _____
 Will you use veteran's educational benefits?
 Yes No
 Are you Hispanic or Latino?
 Yes No
 Please select one or more of the following:
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

Religious Preference: _____
 How did you first hear about University of Saint Joseph?

 What most influenced your decision to apply to University of Saint Joseph?

 To what other colleges/universities are you applying?

Other Information

Have you ever been found responsible for a disciplinary violation while in any post-secondary educational program, whether related to academic misconduct or behavioral misconduct, that resulted in probation, suspension, removal, dismissal, or expulsion from the institution? Yes No

If yes, please describe: _____

Have you ever been arrested, convicted, or pled "no contest" to a misdemeanor or felony? Yes No

If yes, please describe: _____

Signature

My signature below indicates that:

1. I certify that the information in my application, including all optional materials presented, is my own work and is complete, correct and honestly presented. I understand that if the information that I have certified is false, incomplete or inaccurate, I may be subject to academic discipline including the rescission of my acceptance to the University or dismissal at any time from the University.
2. I recognize that the University reserves the right to modify or change its admission policy and criteria at any time.
- *3. For those who have already received or will soon receive their undergraduate degree from University of Saint Joseph, or who have completed prior graduate courses at USJ: I grant my permission to obtain or reference my USJ transcripts and immunization records to support my graduate application and enrollment process. I understand that any transcripts other than USJ are my responsibility to obtain as part of my application process.

Signature

Date

University of Saint Joseph prohibits discrimination against any persons on account of their race, color, religious creed, age, sex, sexual orientation, marital or civil union status, national origin, ancestry, learning disability, or physical disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and employment practices.



We strongly prefer submission of this application fee payment online (Option 1) to ensure more immediate service and processing of your reservation. If needed, this form may be completed by hand to submit your \$50 non-refundable application fee and returned by mail (Option 2) or by fax (Option 3) as indicated below.

Option 1: To Pay Application Fee Online by Credit Card, Debit Card, or Electronic Check:

You may submit the fee online along with your online application at www.usj.edu/educationcohort.

If you have already submitted your application, you may submit the fee online at www.usj.edu/payonline.

Note: There is a minimal processing charge of \$1.38 for all credit card and debit card payments.

Option 2: To Pay Application Fee by Personal Check or Money Order:

Please mail a personal check or money order payable to University of Saint Joseph to:
 Graduate Admissions & Academic Services
 Attn: Marshall Bradway
 University of Saint Joseph
 1678 Asylum Avenue
 West Hartford, CT 06117

Option 3: To Pay Application Fee by Credit Card at an Information Session, by Fax, or by Phone:

Complete the personal information below and submit to a representative at one of our Information Sessions or fax to 800-504-7618. **This form should not be submitted by mail.** You may also contact the Graduate Information Office at 800-956-8503 to make your credit card payment over the phone, if you prefer. Note: There is a minimal processing charge of \$1.38 for all credit card and debit card payments.

Student Name: _____ Name on Card: _____

Cardholder Address: _____

Accepted Card Types: American Express Discover Master Card
 (Only the above card types are accepted)

Card Number: _____ Expiration Date: _____

Cardholder Signature: _____

Security Code _____ (This is a three-digit code on the back of Master Card and Discover cards, or a four-digit code shown on the front of American Express cards)



We strongly prefer submission of this registration [online](#) to ensure more immediate service and processing of your reservation. If needed, forms may be completed by hand and returned by fax to (800) 504-7618, or by mail to Graduate Admissions & Academic Services, University of Saint Joseph, 1678 Asylum Avenue, West Hartford, CT 06117.

Student Information:

Name: _____ E-mail Address: _____

Program Information: Please complete the form below by checking the appropriate boxes for start date, cohort location, and program (not all programs are offered in all locations. See Page 3 for listing). This form must match your application to be processed. Select only one item in each category.

- Term: Fall 2013
- Location: Groton Norwich Middletown
 New Haven Westbrook Windham
- Program: M.A. Education - Curriculum & Instruction
 M.A. Education - Educational Technology
 M.A. Education - Reading and Language: Elementary
 M.A. Education - Multiple Intelligences
 M.A. Education - Research-Based Learning Interventions
 M.A. Special Education w/optional Cross-Endorsement*
 M.A. Special Education (no Cross-Endorsement)
 M.A. Special Education - w/Autism Spectrum Disorders Grad. Cert.

* Comprehensive Special Education PK-12 Endorsement - Note: University of Saint Joseph School of Education has developed this program with input from the Connecticut State Department of Education, however, only the State of Connecticut has the authority to issue the cross-certification license.

USJ Off-Campus Education Cohort Registration Policy:

The Cohort Registration Form will be processed for all students who have submitted an application, the application fee, a transcript that shows degree conferral from a regionally-accredited institution with a 2.50 GPA or higher, and the student meets the classroom and teacher licensure requirements outlined by the program. Students who are not admitted prior to the start of the cohort program will only be registered for their initial six credits.

A student must submit all of their required documents before their file will be reviewed for admission. Once admitted to the program, all holds preventing the student from being registered for only their initial six credits will be lifted and the student will be registered for all the courses that correspond with their program each semester.

Registration Agreement: (initial each line, then sign and date)

- _____ I understand and acknowledge that signing this form will be used to register me for all the courses in the selected program unless written notification is submitted to Mary Ellen Diot (mdiot@usj.edu) prior to the start of the specific course(s).
- _____ I understand and acknowledge that I will be financially responsible for all charges relating to each course in the event that I have not met financial aid requirements prior to the first day of class or I have not withdrawn from the course by the second class session. The tuition and fees for this program are listed on page 24.
- _____ I have read and understand this Cohort Registration Form and agree to this registration agreement.
- _____ I plan to attend the selected cohort program.

Student: _____ Date: _____



One official or unofficial transcript showing a bachelor degree conferral and a minimum GPA of 2.5 is required to reserve your seat. Unofficial transcripts from all institutions that you attended during your undergraduate career and listed on your graduate application will be required in order to be accepted to the program. Any student with a GPA below 2.5 on their degree-bearing transcript must complete the GPA Waiver Form. Contact the Graduate Information Office for more information.*

If you have copies of your degree-granting transcript available, it can be submitted as an unofficial transcript to expedite the seat reservation process; however, an official sealed degree-bearing transcript is required in order to be admitted to USJ. Follow the steps below to request transcripts from your bachelor's degree-granting institution.

TO ORDER TRANSCRIPTS:

There are multiple ways to request transcripts, and each college or university will have their own process.

Typically, the easiest way to order official transcripts is:

- 1) Contact the Registrar's office at your previously attended school, either by phone, email, or through your university's website.
- 2) Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.

Note: Some colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.

- 3) It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at (800) 956-8503.

Please have all official transcripts sent to:

University of Saint Joseph
Graduate Admissions & Academic Services
ATTN: Marshall Bradway
1678 Asylum Avenue
West Hartford, CT 06117

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

*Please note: Any student with a cumulative GPA below 2.5 on their degree-bearing transcript must complete the GPA Waiver Form. Please contact the Graduate Information Office at 800-956-8503 for more information. Students with a GPA below 2.4 will not be accepted.



Complete all steps below to apply for financial aid. **Note: There are financial aid options that are not based on need.** Most students in the off-campus programs use financial aid to pay for the program. We recommend that you complete these steps as soon as possible to make sure that your payment arrangements are in order by the first night of class. For help, please contact the Financial Aid Office at (860) 231-5223.

How to Apply for Financial Aid

Step 1: Complete the 2013-2014 Free Application for Federal Student Aid at www.fafsa.ed.gov. You will need your 2012 Federal Tax Return, your federal PIN (www.pin.ed.gov) and University of Saint Joseph's School Code (001409). Graduate students are considered independent for financial aid purposes.

Step 2: Complete USJ's Graduate Application for Financial Aid. Please mail the one-page supplemental application found at http://www.usj.edu/ocm_finaid to the University of Saint Joseph Financial Aid Office, 1678 Asylum Avenue, West Hartford, CT 06117 or fax to (860) 231-6702. This form is also available on page 9 of this packet.

Step 3: Review your Student Aid Report (SAR) for accuracy. You will receive this report 7-10 days after the FAFSA is submitted. If there are any errors on your SAR, log back into your FAFSA to make corrections.

Step 4: You will receive your financial aid award letter from USJ. This lists the financial aid that you qualify for. If you wish to decline all or a portion of the award, notify the Financial Aid Office in writing. Be sure to contact the Financial Aid Office if you have any questions about your award.

Step 5: Complete Loan Entrance Counseling and the Master Promissory Note. All borrowers must complete a Master Promissory Note and Entrance Counseling. Both can be completed at www.studentloans.gov (you will need your PIN from Step 1).

Federal Loan Requirements

To be eligible to borrow funds under the Federal Stafford Loan Program, you must:

- 1) File the Free Application for Federal Student Aid (FAFSA)
- 2) Be a U.S. Citizen or permanent resident
- 3) Not be in default on prior educational loans
- 4) Maintain satisfactory academic progress

Questions? Contact the Financial Aid Office at (860) 231-5223 or financialaid@usj.edu

The Federal (Title I) Teacher Loan Forgiveness Program:

If you and the school in which you teach qualify, then this program may provide loan forgiveness for eligible Federal Direct Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program. University of Saint Joseph is not responsible to verify your eligibility for this or any other program. Please do not base your enrollment on this program as it can be difficult to ensure qualification for Government Programs, which are subject to reform and funding changes.

You must call 1-800-4-FED-AID to verify your eligibility
or visit <http://1.usa.gov/teacherforgiveness> for more information.

The TEACH Grant:

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides up to \$4,000 a year in grant assistance to students who are completing coursework towards certain high-need fields. In order to be eligible for a grant, a student must submit a FAFSA form and sign an Agreement to Serve as a full-time teacher at certain low-income schools and within certain high-need fields for at least four academic years within eight years after completing (or ceasing enrollment in) the course of study for which the candidate received a grant. The U.S. Department of Education will determine your eligibility for this program. The TEACH Grant converts to an unsubsidized Direct Loan if the student fails to complete any part of his or her obligation. This loan, plus interest, must be repaid.

For more information and to complete an Agreement to Serve (ATS) form, visit www.teachgrant.ed.gov.



Please complete this graduate application for financial aid and return to the financial aid office by fax or by mail. You will also be required to submit the FAFSA online in order to apply for student loans. Please see page 8 for details.

I. Personal Information: Are you a U.S. Citizen? Yes No If no, are you an eligible noncitizen? Yes No

Name: _____ Student ID #(If Known): _____

Address: _____ City: _____ State: _____ Zip: _____

Preferred phone: (_____) _____ Preferred e-mail address: _____

Business phone: (_____) _____ Business address: _____

List relative if you give permission for this office to discuss your account:

Relative's Name: _____

Total Household size _____ Total number of family members in college in 2013-2014 _____

Please note: Your initial financial aid award will be based on the total number of two consecutive sessions completed equal to 6 credits and is tentative until all credits are verified after the Add/Drop Period in each session. You must be enrolled and successfully complete two consecutive sessions to be eligible to participate in the Federal Student Loan program. Your course load will be verified by both Financial Aid and the Office of the Cashier prior to finalizing your financial aid award. Financial aid at the graduate level is not based on need.

If you are applying for the Multiple Intelligences Program and wish to borrow Summer II 2013 (6) credits in your financial aid package, indicate by checking this box:

Yes, I am enrolling in the Multiple Intelligences program and intend to use financial aid for Summer II.

If you plan to borrow in the student loan program, do you want to cover just billed charges or do you need to borrow to supplement personal and miscellaneous expenses? (Please choose only one option).

- Billed Charges Only Maximum amount allowed
 Billed Charges plus school expenses

Maximum amount per academic year at the graduate level is \$20,500 Direct Unsubsidized loan.

The amount listed above is subject to adjustment due to your total cost of attendance.

II. Other funding sources: (Please list all that apply.)

• Tuition Remission Amount _____

Name and Address of Employer: _____

• Outside Scholarships/Grants Amount _____

List all sources of outside scholarships: _____

• Outside Loans Source and Amount _____

Student Signature: _____ Date: _____

Spouse Signature (if applicable): _____ Date: _____

Please mail or fax to the following address/number:

Fax: 860-231-6702

Mail: Financial Aid - University of Saint Joseph
1678 Asylum Avenue, West Hartford, CT 06117



**“Pay As You Go Payment Plan”
Fall 2013**

Payments will be due on the 1st and 5th weeks of each course. You will be required to submit a new Payment Plan agreement for every Term you wish to enroll. Payments may be made online at MyUSJ using your Discover Card, American Express Card, or Master Card. There is a fee if you pay using a credit card. Online payments from checking/savings have no additional fees. Payment by check may be mailed to the address listed below.

Please complete the form below and return to Alicia Minko in the Office of the Cashier:

Mail: University of Saint Joseph, Office of the Cashier, 1678 Asylum Avenue, West Hartford, CT 06117

Fax: 860.231.8396

E-mail: aminko@usj.edu.

Monthly Pay As You Go Payment Plan Agreement: 2013 Module 1 (Fall I/Fall II/Spring I)

Name: _____ USJ Student ID# _____

Address: _____ Phone: _____

I agree to make the following payments listed on the schedule below directly to University of Saint Joseph. I realize failure to honor this payment agreement will result in late payment fees and/or referral to an outside collection agency. I also understand I will be responsible for all collection costs should my account be referred to an outside agency.

Student Signature

Date

MODULE 1 (2013 - 2014) PAYMENT SCHEDULE

Fall I, 2013:	Total Amount Due - \$1,485.00
Payment Amount: \$742.50	Due Date: August 26, 2013
Payment Amount: \$742.50	Due Date: September 23, 2013
 Fall II, 2013:	 Total Amount Due - \$1,485.00
Payment Amount: \$742.50	Due Date: October 21, 2013
Payment Amount: \$742.50	Due Date: November 18, 2013
 Spring I, 2014:	 Total Amount Due - \$1,485.00
Payment Amount: \$742.50	Due Date: January 6, 2014
Payment Amount: \$742.50	Due Date: February 3, 2014

Questions? Contact Alicja Minko at 860-231-5266 or by e-mail at aminko@usj.edu



In order to be officially accepted to University of Saint Joseph and the School of Education, and be eligible for financial aid, this form must be submitted. Students born before 1957 should return this form but are exempt from the immunization requirements. Records from a prior college may be attached, however additional documents may be required as vaccine requirements were recently changed by the state of Connecticut. If you have questions, contact Health Services at 860-231-5530.

Student Name: _____ Birth Date _____ Birth Place _____
Please include middle initial if applicable.

E-mail Address: _____ Student ID (If Known): _____

Address: _____
Street/Apartment City State Zip Code

Home Phone: _____ Cell Phone _____

Enrollment Status: _____ Part-time _____

Please attach a copy of the complete immunization record or have a health care provider office complete this form. For students declaring immunity by titers, a laboratory report must be attached. Students who are not completely immune will be required to obtain additional vaccine(s).

REQUIRED IMMUNIZATIONS

Measles, Mumps & Rubella (Individuals born before 1957 in the U.S. are exempt)

MMR # 1	MMR # 2	OR	<input type="checkbox"/> Lab results attached
<u>OR ALL VACCINES SHOWN:</u>			
Measles #1	Rubella #1	Mumps #1	
Measles #2	Rubella #2	Mumps #2	

➔ To meet requirement, Measles/Rubella/MMR vaccines must be given after the first birthday. 1st Measles vaccine must be after 1968 and 2nd must be after 1980. Rubella vaccine must be in or after 1969.

Varicella [chickenpox] (Only individuals born before 1980 in the U.S. are exempt)

Varicella (Chickenpox) # 1	Varicella # 2	OR	<input type="checkbox"/> Lab results attached
OR Health care provider verification (record month/year of illness) _____			

➔ To be valid the 1st Varicella vaccine must be given after the first birthday and the 2nd dose no sooner than 28 days after the initial vaccine.

Office stamp or print provider name & address:	Signature _____
	Date _____
	Office phone _____
	Fax _____

Return form to University of Saint Joseph, Health Services, 1678 Asylum Avenue, West Hartford, CT 06117-2791 or fax to 860-231-6794.



The letter of intent is a writing sample that should be typed, no longer than one-page in length, and addressed to the Program Director. Please respond to both sections below when writing your letter of intent. Note: The fastest and easiest way to submit your letter of intent is to attach it to the [online system](#). If you prefer, you may also email, fax, or mail your letter of intent using the contact information at the bottom of this sheet.

Section One: Personal Statement

Provide a detailed description of your working environment, including the district, school, your current position, the number of years of experience you have, any certification(s) that you hold, the type of access you have to students, and the availability of a classroom in your regular position.

Section Two: Letter of Intent

Using the background information provided in Section One, please address a minimum of two of the following three options:

- 1) Establishes your desire for the degree and articulate why you have selected your specific program
- 2) Identifies the strengths that you would bring to the program (e.g. credentials, experience)
- 3) Explains how you envision using your training and knowledge in the future

Please submit your Letter of Intent [online](#), by email, by fax, or by mail:

Email: twarmelink@graduateprogram.org

Fax: (800) 504-7618

Mail: University of Saint Joseph,
Graduate Admissions & Academic Services
Attn: Marshall Bradway
1678 Asylum Avenue
West Hartford, CT 06117



Name: _____

Address: _____

Primary Phone: (_____) _____ E-mail Address: _____

Goals and Focus of the Program:

The Curriculum & Instruction program focuses on curriculum development, teaching strategies, and integration of technology into teaching throughout the curriculum. You will gain in-depth knowledge of the relationship between teaching and learning as well as how to use that knowledge in developing curriculum. There are courses to develop the student-centered, backward-designed curriculum plans intended to meet the needs of all students including second language learners and special needs students as well as courses on learning styles, assessment, reading, and using technology to create a backdrop for developing appropriate student-centered curriculum plans.

Program Design:

The Curriculum & Instruction program follows a cohort model where students meet one night per week from 4:45 – 8:45pm. The duration of the program is approximately 2 years including almost 18 months of coursework followed by the comprehensive exam. Please see the academic calendar located on page 21.

Prerequisites:

Students in the Curriculum & Instruction program must have a Bachelor's degree from a regionally-accredited institution with a minimum GPA of 2.50, a valid Connecticut Teaching License, one-year of full-time, contracted teaching experience, and access to a classroom and students throughout the duration of the program to fulfill field study requirements.

Degree Requirements and Career Outcome:

The degree requirements for this program are successful completion of program's respective courses (listed below) and a passing score on the comprehensive exam taken after all coursework is complete. Upon completion of this program, students will have earned a Master of Arts degree in Education with a concentration in Curriculum & Instruction. This is not a certificate program.

Course	Course Title	Start Week	End Week	Credits
EDUC 537	Reflective Practitioner	Aug. 26, 2013	Oct. 14, 2013	3
EDUC 534	Assessment for Learning	Oct. 21, 2013	Dec. 9, 2013	3
EDUC 556	Curriculum Development	Jan. 6, 2014	Feb. 24, 2014	3
EDUC 535	English Language Learners	Mar. 3 2014	Apr. 28, 2014	3
EDUC 511	Educational Issues: Contemporary and Historical Perspectives	May 5, 2014	June 23, 2014	3
SPEC 541	Collaborative Consultation for School Personnel	Aug. 25, 2014	Oct. 13, 2014	3
EDUC 536	Technology for Learning	Oct. 20, 2014	Dec. 8, 2014	3
SPEC 539	Curriculum and Instruction: Adaptive Strategies	Jan. 5, 2015	Feb. 23, 2015	3
EDUC 565	Multiple Intelligence Theory & the Arts	Mar. 2, 2015	Apr. 27, 2015	3
EDUC 515	Educational Research	May 4, 2015	Jun. 20, 2015	3
Total Credit Hours:				30

*The courses for this program may be offered in a different order. This list should not be considered the finalized course sequence.

Anticipated Comprehensive Exam Date: Summer 2015**Plan of Study Agreement:** (initial each line, then sign and date)

_____ I have read and understand all information in the Student Information Packet including the Important Information on page 24 that lists information regarding admissions, transferring credits, refunds, enrollment, and tuition & fees.

_____ I understand that I am required to purchase a license for Task Stream and use the product for the duration of the program.

_____ I understand the Off-Campus Education cohort requires all students to complete their coursework with grades of B or better. I understand that I must receive a grade of B or better in the first two classes to avoid dismissal from the program. I also understand that I can only re-take each course one time.

_____ I understand that I have to submit a course evaluation at the conclusion of each course.

_____ I have read and understand this Plan of Study and agree to this Plan of Study Agreement.

Signature: _____ Date: _____



Name: _____

Address: _____

Primary Phone: (_____) _____ E-mail Address: _____

Goals and Focus of the Program:

The M.A. Education – Educational Technology Concentration focuses on the ability of the candidate to understand the networked learner (student and teacher) in a 21st century classroom/setting and to align instruction with the needs of each student using ISTE, Common Core, state and content standards. Further, candidates will understand the need to engage professional colleagues, students, parents and the community to facilitate the ideals of 21st century citizenship. The focus of the program is to develop candidates' capacity to use social media as a platform to engage learners and teachers in connecting authentically to a network of learners/teachers and classrooms/settings globally. Courses teach candidates how to use technologies authentically and purposefully as they develop performance-based learning and assessment experiences which meet the learning needs of each student. Unit, project and lesson development is based on the philosophy of backward-design, Universal Design and is standards based. Each course develops candidates' ability to use technology to meet the needs of all students including second language learners and special needs students.

Program Design:

The M.A. Education – Educational Technology Concentration program follows a cohort model. Classes will meet one night a week, from 4:45 – 8:45 p.m. Coursework will be completed in approximately 2 years. Participation in the comprehensive examination will occur after successful completion of all courses. Please see the academic calendar located at the end of this packet.

Prerequisites:

Students in the M.A. Education – Educational Technology Concentration program will hold at least a bachelor's degree and a current teaching certification, with one year of full time, contracted, licensed teaching experience. Students must have a classroom available to them, throughout the program, to fulfill field study requirements.

Degree Requirements and Career Outcome:

The degree requirements for this program are successful completion of program's respective courses (listed below) and a passing score on the comprehensive exam taken after all coursework is complete. Upon completion of this program, students will have earned a Master of Arts in Education degree with a concentration in Educational Technology.

Course	Course Title	Start Week	End Week	Credits
EDUC 536	Technology for Learning	Aug. 26, 2013	Oct. 14, 2013	3
EDUC 590.01	21st Century Digital Citizenship	Oct. 21, 2013	Dec. 9, 2013	3
EDUC 534	Assessment for Learning	Jan. 6, 2014	Feb. 24, 2014	3
EDUC 570	Computers in the Classroom	Mar. 3 2014	Apr. 28, 2014	3
EDUC 587	Public School Law	May 5, 2014	June 23, 2014	3
SPEC 551	Teaching in Culturally and Linguistically Diverse Classrooms	Aug. 25, 2014	Oct. 13, 2014	3
SPEC 584	Integrating Technology and Literacy	Oct. 20, 2014	Dec. 8, 2014	3
EDUC 590.02	Assistive and Adaptive Technologies: Hardware, Software, Tablet Applications	Jan. 5, 2015	Feb. 23, 2015	3
EDUC 537	Reflective Practitioners	Mar. 2, 2015	Apr. 27, 2015	3
EDUC 515	Educational Research	May 4, 2015	Jun. 20, 2015	3
Total Credit Hours:				30

*The courses for this program may be offered in a different order. This list should not be considered the finalized course sequence.

Anticipated Comprehensive Exam Date: Summer 2015**Plan of Study Agreement:** (initial each line, then sign and date)

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_____ I understand that I have to submit a course evaluation at the conclusion of each course.

_____ I have read and understand this Plan of Study and agree to this Plan of Study Agreement.

Signature: _____ Date: _____



Name: _____

Address: _____

Primary Phone: (_____) _____ E-mail Address: _____

Goals and Focus of the Program:

The Reading and Language: Elementary program focuses on the teaching and assessment of reading and writing skills for all learners in grades K-6. The program will help you become a better reading and language arts teacher. Advance teachers' ability to instruct and assess students' strengths and areas of need, in reading, using best practices. Deepen knowledge of reading and writing instruction, diagnosis and assessment, multicultural literature and application of reading strategies across the curriculum. Develop the capacity and focus for teachers to become researchers as they create intervention plans for individual students and groups in their elementary classrooms.

Program Design:

The Reading and Language: Elementary program follows a cohort model where students meet one night per week from 4:45 – 8:45pm. The duration of the program is approximately 2 years including almost 18 months of coursework followed by the comprehensive exam. Please see the academic calendar located on page 21.

Prerequisites:

Students in the Reading and Language: Elementary program must have a Bachelor's degree from a regionally-accredited institution with a minimum GPA of 2.50, a valid Connecticut Teaching License, one-year of full-time, contracted teaching experience, and access to a classroom and students throughout the duration of the program to fulfill field study requirements.

Degree Requirements and Career Outcome:

The degree requirements for this program are successful completion of program's respective courses (listed below) and a passing score on the comprehensive exam taken after all coursework is complete. Upon completion of this program, students will have earned a Master of Arts degree in Education with a concentration in Reading and Language: Elementary. **This is not a certificate program.**

Course	Course Title	Start Week	End Week	Credits
EDUC 518	The Writing Process	Aug. 26, 2013	Oct. 14, 2013	3
EDUC 526	Diagnosis and Remediation in Reading and Language Arts	Oct. 21, 2013	Dec. 9, 2013	3
EDUC 511	Educational Issues: Contemporary and Historical Perspectives	Jan. 6, 2014	Feb. 24, 2014	3
EDUC 582	Diversity in Literature for Children.	Mar. 3 2014	Apr. 28, 2014	3
EDUC 519	Emergent Literacy	May 5, 2014	June 23, 2014	3
EDUC 573	Reading and Writing in the Elementary Content Area	Aug. 25, 2014	Oct. 13, 2014	3
EDUC 584	Integrating Technology and Literacy	Oct. 20, 2014	Dec. 8, 2014	3
EDUC 521	Action Research	Jan. 5, 2015	Feb. 23, 2015	3
EDUC 538	Critical Literacy	Mar. 2, 2015	Apr. 27, 2015	3
EDUC 515	Educational Research	May 4, 2015	Jun. 20, 2015	3
Total Credit Hours:				30

*The courses for this program may be offered in a different order. This list should not be considered the finalized course sequence.

Anticipated Comprehensive Exam Date: Summer 2015**Plan of Study Agreement:** (initial each line, then sign and date)

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_____ I understand that I have to submit a course evaluation at the conclusion of each course.

_____ I have read and understand this Plan of Study and agree to this Plan of Study Agreement.

Signature: _____ Date: _____



Name: _____

Address: _____

Primary Phone: (_____) _____ E-mail Address: _____

Goals and Focus of the Program:

The Multiple Intelligences program focuses on the application of multiple intelligences and the arts in the traditional and inclusive classroom as a means to differentiate instruction and address the varying abilities of all students across all content areas. Develop knowledge and use of multiple intelligences theory to differentiate instruction and assessment based on students' learning strengths. You will become comfortable in the arts so that you will be able to provide interactive instruction and assessment experiences for your students.

Program Design:

The Multiple Intelligences program follows a cohort model where students meet one night per week from 4:45 – 8:45pm. (Except for the 6-credit Summer course; the 6-credit summer course meets from 9:00 to 5:00 p.m. daily for 13 days). The duration of the program is approximately 16 months of coursework followed by the comprehensive exam. Please see the academic calendar located on page 22.

Prerequisites:

Students in the Multiple Intelligences program must have a Bachelor's degree from a regionally-accredited institution with a minimum GPA of 2.50, a valid Connecticut Teaching License, one-year of full-time, contracted teaching experience, and access to a classroom and students throughout the duration of the program to fulfill field study requirements.

Degree Requirements and Career Outcome:

The degree requirements for this program are successful completion of program's respective courses (listed below) and a passing score on the comprehensive exam taken after all coursework is complete. Upon completion of this program, students will have earned a Master of Arts degree in Education with a concentration in Multiple Intelligences. This is not a certificate program.

Course	Course Title	Start Week	End Week	Credits
EDUC 565	Multiple Intelligences Theory and the Arts	Aug. 26, 2013	Oct. 14, 2013	3
EDUC 564	Art Museum Education for Teachers	Oct. 21, 2013	Dec. 9, 2013	3
EDUC 513	Curricular Applications of Multiple Intelligences Theory	Jan. 6, 2014	Mar. 3, 2014	6
EDUC 511	Educational Issues	Mar. 10, 2014	May 5, 2014	3
EDUC 562	Music for Educators	May 12, 2014	June 23, 2014	3
EDUC 568	Creativity, Writing and Nature	June 30, 2014	July 18, 2014	3
EDUC 515	Educational Research	Aug. 25, 2014	Oct. 13, 2014	3
EDUC 563	Visual Arts for Educators	Oct. 20, 2014	Dec. 8, 2014	3
EDUC 566	Theatre in Education	Jan 5, 2015	Feb. 23, 2015	3
Total Credit Hours:				30

*The courses for this program may be offered in a different order. This list should not be considered the finalized course sequence.

Anticipated Comprehensive Exam Date: Spring 2015
Plan of Study Agreement: (initial each line, then sign and date)

_____ I have read and understand all information in the Student Information Packet including the Important Information on page 24 that lists information regarding admissions, transferring credits, refunds, enrollment, and tuition & fees.

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_____ I understand the Off-Campus Education cohort requires all students to complete their coursework with grades of B or better. I understand that I must receive a grade of B or better in the first two classes to avoid dismissal from the program. I also understand that I can only re-take each course one time.

_____ I understand that I have to submit a course evaluation at the conclusion of each course.

_____ I have read and understand this Plan of Study and agree to this Plan of Study Agreement.

Signature: _____ Date: _____



Name: _____

Address: _____

Primary Phone: (_____) _____ E-mail Address: _____

Goals and Focus of the Program:

The Research-Based Learning Interventions program provides theoretical insight and practical application of strategies to create an effective tiered classroom which meets the learning needs of all students. Develop understanding of Scientifically Research-Based Teaching Interventions and the Tiered student interventions system used in Connecticut (SRBI). Use research known to be true about children and learning to provide instruction, use data to diagnose learning difficulties, and develop appropriate intervention plans. Increase individual skills to facilitate collaboration and a student-centered collegial environment.

Program Design:

The Research-Based Learning Interventions program follows a cohort model where students meet one night per week from 4:45 – 8:45pm. The duration of the program is approximately 18 months of coursework followed by the comprehensive exam. Please see the academic calendar located on page 21.

Prerequisites:

Students in the Research-Based Learning Interventions program must have a Bachelor's degree from a regionally-accredited institution with a minimum GPA of 2.50, a valid Connecticut Teaching License, one-year of full-time, contracted teaching experience, and access to a classroom and students throughout the duration of the program to fulfill field study requirements.

Degree Requirements and Career Outcome:

The degree requirements for this program are successful completion of program's respective courses (listed below) and a passing score on the comprehensive exam taken after all coursework is complete. Upon completion of this program, students will have earned a Master of Arts degree in Education with a concentration in Research-Based Learning Interventions. This is not a certificate program.

Course	Course Title	Start Week	End Week	Credits
SPEC 541	Collaborative Consultation for School Personnel	Aug. 26, 2013	Oct. 14, 2013	3
EDUC 514	Diagnosis and Remediation in Math	Oct. 21, 2013	Dec. 9, 2013	3
EDUC 535	English Language Learners	Jan. 6, 2014	Feb. 24, 2014	3
EDUC 537	Reflective Practitioners	Mar. 3 2014	Apr. 28, 2014	3
SPEC 540	Reading for the Inclusive Classroom Tier I, II	May 5, 2014	June 23, 2014	3
EDUC 511	Educational Issues	Aug. 25, 2014	Oct. 13, 2014	3
SPEC 544	Social Skill Interventions	Oct. 20, 2014	Dec. 8, 2014	3
EDUC 534	Assessment for Learning	Jan. 5, 2015	Feb. 23, 2015	3
EDUC 565	Multiple Inteligences Theory & the Arts	Mar. 2, 2015	Apr. 27, 2015	3
EDUC 515	Educational Research	May 4, 2015	Jun. 20, 2015	3
Total Credit Hours:				30

*The courses for this program may be offered in a different order. This list should not be considered the finalized course sequence.

Anticipated Comprehensive Exam Date: Summer 2015**Plan of Study Agreement:** (initial each line, then sign and date)

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_____ I understand the Off-Campus Education cohort requires all students to complete their coursework with grades of B or better. I understand that I must receive a grade of B or better in the first two classes to avoid dismissal from the program. I also understand that I can only re-take each course one time.

_____ I understand that I have to submit a course evaluation at the conclusion of each course.

_____ I have read and understand this Plan of Study and agree to this Plan of Study Agreement.

Signature: _____ Date: _____



Name: _____

Address: _____

Primary Phone: (_____) _____ E-mail Address: _____

Goals and Focus of the Program:

The Special Education with Comprehensive Special Education Cross-Endorsement program focuses on Special Education theory and best practices for the inclusive school, grades PK-12. Candidates will develop understand all aspects of special education law and procedures to serve the needs of children, classrooms, schools and districts. Develop leadership skills and perspectives to advocate for all children in developing compassionate and thoughtful programs and procedures which honor their learning abilities. Develop knowledge of special education laws and procedures, understand areas of student need as described state and national policy, develop the ability to assess and plan instruction for individual students as well as the ability to communicate and collaborate with professional peers, students and families.

Program Design:

The Special Education with Comprehensive Special Education Cross-Endorsement program follows a cohort model where students meet one night per week from 4:45 – 8:45pm. Students will also complete two 5 week student teaching placements in consecutive summers (2013, 2014). The duration of the program is approximately 18 months of coursework followed by the comprehensive exam and final teaching experience. Please see the academic calendar located on page 23.

Prerequisites:

Students in the Special Education with Comprehensive Special Education Cross-Endorsement program must have a Bachelor's degree from a regionally-accredited institution with a minimum GPA of 2.5, a valid Connecticut Teaching License, one-year of full-time, contracted teaching experience, and access to a classroom and students throughout the duration of the program to fulfill field study requirements.

Degree Requirements and Career Outcome:

The degree requirements for this program are successful completion of program's respective courses (listed below) and a passing score on the comprehensive exam taken after all coursework is complete. Upon completion of this program, students will have earned a Master of Arts degree in Special Education. With successful passing of the Praxis II exam, students will have completed the appropriate coursework and may submit an application to CSDE for a cross-endorsement in Comprehensive Special Education PK-12 teacher licensure. The University of Saint Joseph School of Education has developed this program with input from the Connecticut State Department of Education, however, only the State of Connecticut has the authority to issue the cross-certification license.

Course	Course Title	Start Week	End Week	Credits
SPEC 535	Laws & Special Education	Aug. 26, 2013	Oct. 14, 2013	3
SPEC 517	Students with Mild Disabilities	Oct. 21, 2013	Dec. 9, 2013	3
EDUC 535	English Language Learners	Jan. 6, 2014	Feb. 24, 2014	3
SPEC 539	Curriculum and Instruction: Adaptive Strategies	Mar. 3 2014	Apr. 28, 2014	3
SPEC 526	Educational Assessment	May 5, 2014	June 23, 2014	3
SPEC 536	Summer Practicum	Five Weeks During the Summer		4
SPEC 560	Autism: Nature & Characteristics	Aug. 25, 2014	Oct. 13, 2014	3
SPEC 540	Reading Interventions for Inclusive Schools	Oct. 20, 2014	Dec. 8, 2014	3
SPEC 530	Research in Special Education	Jan. 5, 2015	Feb. 23, 2015	3
SPEC 543	Instructional Planning and Interventions in Spec Ed	Mar. 2, 2015	Apr. 27, 2015	3
SPEC 561	Autism: Managing Behaviors	May 4, 2015	Jun. 20, 2015	3
SPEC 537	Summer Practicum	Five Weeks During the Summer		4
Total Credit Hours:				38

*The courses for this program may be offered in a different order. This list should not be considered the finalized course sequence.

Anticipated Comprehensive Exam Date: Summer 2015

Plan of Study Agreement: (initial each line, then sign and date)

_____ I have read and understand all information in the Student Information Packet including the Important Information on page 24 that lists information regarding admissions, transferring credits, refunds, enrollment, and tuition & fees.

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_____ I understand that I have to submit a course evaluation at the conclusion of each course.

_____ I have read and understand this Plan of Study and agree to this Plan of Study Agreement.

Signature: _____ Date: _____



Name: _____

Address: _____

Primary Phone: (_____) _____ E-mail Address: _____

Goals and Focus of the Program:

The Special Education program focuses on Special Education theory and best practices for the inclusive school, grades PK-12. Candidates will develop understand all aspects of special education law and procedures to serve the needs of children, classrooms, schools and districts. Develop leadership skills and perspectives to advocate for all children in developing compassionate and thoughtful programs and procedures which honor their learning abilities. Develop knowledge of special education laws and procedures, understand areas of student need as described state and national policy, develop the ability to assess and plan instruction for individual students as well as the ability to communicate and collaborate with professional peers, students and families.

Program Design:

The Special Education program follows a cohort model where students meet one night per week from 4:45 – 8:45pm. The duration of the program is approximately 2 years including almost 18 months of coursework followed by the comprehensive exam. Please see the academic calendar located on page 21.

Prerequisites:

Students in the Special Education program must have a Bachelor's degree from a regionally-accredited institution with a minimum GPA of 2.50, a valid Connecticut Teaching License, one-year of full-time, contracted teaching experience, and access to a classroom and students throughout the duration of the program to fulfill field study requirements.

Degree Requirements and Career Outcome:

The degree requirements for this program are successful completion of program's respective courses (listed below) and a passing score on the comprehensive exam taken after all coursework is complete. Upon completion of this program, students will have earned a Master of Arts degree in Special Education. This is not a certificate program.

Course	Course Title	Start Week	End Week	Credits
SPEC 535	Laws & Special Education	Aug. 26, 2013	Oct. 14, 2013	3
SPEC 517	Students with Mild Disabilities	Oct. 21, 2013	Dec. 9, 2013	3
EDUC 535	English Language Learners	Jan. 6, 2014	Feb. 24, 2014	3
SPEC 539	Curriculum and Instruction: Adaptive Strategies	Mar. 3 2014	Apr. 28, 2014	3
SPEC 526	Educational Assessment	May 5, 2014	June 23, 2014	3
SPEC 560	Autism: Nature & Characteristics	Aug. 25, 2014	Oct. 13, 2014	3
SPEC 540	Reading Interventions for Inclusive Schools	Oct. 20, 2014	Dec. 8, 2014	3
SPEC 530	Research in Special Education	Jan. 5, 2015	Feb. 23, 2015	3
SPEC 543	Instructional Planning and Interventions in Spec Ed	Mar. 2, 2015	Apr. 27, 2015	3
SPEC 561	Autism: Managing Behaviors	May 4, 2015	Jun. 20, 2015	3
Total Credit Hours:				30

*The courses for this program may be offered in a different order. This list should not be considered the finalized course sequence.

Anticipated Comprehensive Exam Date: Summer 2015

Plan of Study Agreement: (initial each line, then sign and date)

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- _____ I understand the Off-Campus Education cohort requires all students to complete their coursework with grades of B or better. I understand that I must receive a grade of B or better in the first two classes to avoid dismissal from the program. I also understand that I can only re-take each course one time.
- _____ I understand that I have to submit a course evaluation at the conclusion of each course.
- _____ I have read and understand this Plan of Study and agree to this Plan of Study Agreement.

Signature: _____ Date: _____



Name: _____

Address: _____

Primary Phone: (_____) _____ E-mail Address: _____

Goals and Focus of the Program:

The Autism Spectrum Disorders program focuses on Special Education theory and best practices for the inclusive or mainstreamed school and program, grades PK-12, with special emphasis on development of strategies used in instruction of students on the Autism Spectrum Disorders continuum. Develop knowledge of research in autism, understanding of characteristics of children diagnosed as being on the autism disorder spectrum, build a collection of assessment and instructional strategies appropriate to educate this student population and develop skills in being effective communicators and collaborators.

Program Design:

The Autism Spectrum Disorders program follows a cohort model where students meet one night per week from 4:45 – 8:45pm. The duration of the program is approximately 2 years including almost 18 months of coursework followed by the comprehensive exam. Please see the academic calendar located on page 21.

Prerequisites:

Students in the Autism Spectrum Disorders program must have a Bachelor's degree from a regionally-accredited institution with a minimum GPA of 2.50, a valid Connecticut Teaching License, one-year of full-time, contracted teaching experience, and access to a classroom and students throughout the duration of the program to fulfill field study requirements.

Degree Requirements and Career Outcome:

The degree requirements for this program are successful completion of program's respective courses (listed below) and a passing score on the comprehensive exam taken after all coursework is complete. Upon completion of this program, students will have earned a Master of Arts degree in Special Education with a concentration and Graduate Certificate in Autism Spectrum Disorders. This is not a certification from the CSDE.

Course	Course Title	Start Week	End Week	Credits
SPEC 560	Autism: Nature & Characteristics	Aug. 26, 2013	Oct. 14, 2013	3
SPEC 561	Autism: Managing Behaviors	Oct. 21, 2013	Dec. 9, 2013	3
SPEC 562	Autism: Communication and Technology	Jan. 6, 2014	Feb. 24, 2014	3
SPEC 554	Math Interventions	Mar. 3 2014	Apr. 28, 2014	3
SPEC 563	Autism: Assessment	May 5, 2014	June 23, 2014	3
SPEC 564	Autism: Application of Instructional Strategies	Aug. 25, 2014	Oct. 13, 2014	3
SPEC 539	Curriculum and Instruction: Adaptive Strategies	Oct. 20, 2014	Dec. 8, 2014	3
SPEC 530	Research in Special Education	Jan. 5, 2015	Feb. 23, 2015	3
SPEC 540	Reading for the Inclusive Classroom Tier I , II	Mar. 2, 2015	Apr. 27, 2015	3
SPEC 565	Psychosocial Interventions	May 4, 2015	Jun. 20, 2015	3
Total Credit Hours:				30

*The courses for this program may be offered in a different order. This list should not be considered the finalized course sequence.

Anticipated Comprehensive Exam Date: Summer 2015
Plan of Study Agreement: (initial each line, then sign and date)

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_____ I understand that I have to submit a course evaluation at the conclusion of each course.

_____ I have read and understand this Plan of Study and agree to this Plan of Study Agreement.

Signature: _____ Date: _____

**Fall 2013, Session 1***Classes meet the week of:*

August 26
 September 2
 September 9
 September 16
 September 23
 September 30
 October 7
 October 14

Fall 2013, Session 2**Classes meet the week of:*

October 21
 October 28
 November 4
 November 11
 November 18
 November 25
 December 2
 December 9

Spring 2014, Session 1***Classes meet the week of:*

January 6
 January 13
 January 20
 January 27
 February 3
 February 10
 February 17
 February 24

*All classes meet on Tuesday
 night the week of Thanksgiving

Spring 2014, Session 2***Classes begin the week of:*

March 3
 March 10
 March 17
 March 24
 March 31
 April 7
 April 14
 April 21
 April 28

**Spring Break will coincide with the
 scheduled break of the off campus site

Summer 2014*Classes begin the week of:*

May 5
 May 12
 May 19
 May 26
 June 2
 June 9
 June 16
 June 23

Fall 2014, Session 1*Classes meet the week of:*

August 25
 September 1
 September 8
 September 15
 September 22
 September 29
 October 6
 October 13

Fall 2014, Session 2**Classes begin the week of:*

October 20
 October 27
 November 3
 November 10
 November 17
 November 24
 December 1
 December 8

*All classes meet on Tuesday
 night the week of Thanksgiving

Spring 2015, Session 1***Classes meet the week of:*

January 5
 January 12
 January 19
 January 26
 February 2
 February 9
 February 16
 February 23

Spring 2015, Session 2***Classes begin the week of:*

March 2
 March 9
 March 16
 March 23
 March 30
 April 6
 April 13
 April 20
 April 27

**Spring Break will coincide with the
 scheduled break of the off campus site

Summer 2015*Classes begin the week of:*

May 4
 May 11
 May 16
 May 23
 May 30
 June 6
 June 13
 June 20

Please Note: While all efforts will be made to keep to this schedule, this calendar is tentative and subject to change. This page is for illustrative purposes only. This calendar does not take into account class site closings.

*All classes meet on Tuesday nights the week of Thanksgiving.

**Spring Break week to be determined. Break will coincide with the scheduled break for the off-campus site.

**Fall 2013, Session 1***Classes meet the week of:*

August 26
 September 2
 September 9
 September 16
 September 23
 September 30
 October 7
 October 14

Fall 2013, Session 2**Classes meet the week of:*

October 21
 October 28
 November 4
 November 11
 November 18
 November 25
 December 2
 December 9

Spring 2014, Session 1***Classes meet the week of:*

January 6
 January 13
 January 20
 January 27
 February 3
 February 10
 February 17
 February 24

*All classes meet on Tuesday
 night the week of Thanksgiving

Spring 2014, Session 2***Classes begin the week of:*

March 3
 March 10
 March 17
 March 24
 March 31
 April 7
 April 14
 April 21
 April 28

Summer 2014, Session I*Classes begin the week of:*

May 5
 May 12
 May 19
 May 26
 June 2
 June 9
 June 16
 June 23

Summer 2014, Session II*Classes meet on USJ campus,
Weekdays, 9:00 to 5:00*

June 30 - July 2
 July 7 - July 11
 July 14 - July 17
 Performances: July 18
 12:00 - 9:00
 (6 Credit Course)

**Spring Break will coincide with the
 scheduled break of the off campus site

Fall 2014, Session 1*Classes meet the week of:*

August 25
 September 1
 September 8
 September 15
 September 22
 September 29
 October 6
 October 13

Fall 2014, Session 2**Classes begin the week of:*

October 20
 October 27
 November 3
 November 10
 November 17
 November 24
 December 1
 December 8

Spring 2015, Session 1***Classes meet the week of:*

January 5
 January 12
 January 19
 January 26
 February 2
 February 9
 February 16
 February 23

*All classes meet on Tuesday
 night the week of Thanksgiving

Please Note: While all efforts will be made to keep to this schedule, this calendar is tentative and subject to change. This page is for illustrative purposes only. This calendar does not take into account class site closings.

*All classes meet on Tuesday nights the week of Thanksgiving.

**Spring Break week to be determined. Break will coincide with the scheduled break for the off-campus site.



**Fall 2013,
Session 1**

Classes meet the week of:

August 26
September 2
September 9
September 16
September 23
September 30
October 7
October 14

**Fall 2013,
Session 2***

Classes meet the week of:

October 21
October 28
November 4
November 11
November 18
November 25
December 2
December 9

*All classes will be held on Tuesday the week of Thanksgiving

**Spring 2014,
Session 1****

Classes meet the week of:

January 6
January 13
January 20
January 27
February 3
February 10
February 17
February 24

**Spring 2014,
Session 2****

Classes meet the week of:

March 3
March 10
March 17
March 24
March 31
April 7
April 14
April 21
April 28

**Spring Break week will coincide with the scheduled break for the off-campus site.

Summer 2014

Classes meet the week of:

May 5
May 12
May 19
May 26
June 2
June 9
June 16
June 23

This session will include more online work

**Summer 2014
Summer Practicum**

(For Cross-Endorsement)

Jun 30 - Aug 5

Each student will complete a Summer Practicum during a five week period between the dates above.

**Fall 2014,
Session 1**

Classes meet the week of:

August 25
September 1
September 8
September 15
September 22
September 29
October 6
October 13

**Fall 2014
Session 2***

Classes meet the week of:

October 20
October 27
November 3
November 10
November 17
November 24
December 1
December 8

*All classes will be held on Tuesday the week of Thanksgiving

**Spring 2015,
Session 1****

Classes meet the week of:

January 5
January 12
January 19
January 26
February 2
February 9
February 16
February 23
March 2

**Spring 2015,
Session 2****

Classes meet the week of:

March 2
March 9
March 16
March 23
March 30
April 6
April 13
April 20
April 27

**Spring Break week will coincide with the scheduled break for the off-campus site.

Summer 2015

Classes meet the week of:

May 4
May 11
May 18
May 25
June 1
June 8
June 15
June 22

This session will include more online work

**Summer 2015
Summer Practicum**

(For Cross-Endorsement)

Jun 29 - Aug 4

Each student will complete a Summer Practicum during a five week period between the dates above.

Please Note: While all efforts will be made to keep to this schedule, this calendar is tentative and subject to change. This page is for illustrative purposes only. This calendar does not take into account class site closings.

*All classes meet on Tuesday nights the week of Thanksgiving.

**Spring Break week to be determined. Break will coincide with the scheduled break for the off-campus site.



Thank you for your interest in the University of Saint Joseph!

Admissions Information

Applicants seeking to be officially accepted to graduate programs must meet the following requirements: 1. a bachelor's degree from a regionally-accredited institution; 2. a minimum undergraduate GPA of 2.5; 3. admission application, registration form and non-refundable application fee; 4. official, sealed transcripts from all institutions attended; 5. two recommendation forms; 6. immunization form; 7. letter of intent; 8. plan of study form. Please note: recommendations must be obtained from individuals who are not family members or personal friends, or members of the Department of Education at University of Saint Joseph. Graduate students seeking a degree may take up to 6 graduate credits prior to being officially accepted. After completion of 6 graduate credits, you must be officially accepted in order to proceed with the program. Students must receive a grade of B or better in all graduate courses.

Transferring Credits

A maximum of six credits may be transferred from another accredited graduate school into a University of Saint Joseph graduate program, provided the transferred course matches a course in the program plan of study and is completed prior to beginning coursework at University of Saint Joseph. To be eligible for transfer credit, a course to be transferred must carry a grade of B or higher. The coursework in transfer requests must have been completed within the last seven years. An official transcript of the credits and a completed Transfer Credit Request Form must be received in the School of Education. A student will be asked to have a course description and syllabus sent with the official transcript. No transfer credit will be considered until the student has been officially accepted. Transfer of credits is not granted automatically. Approval is granted by the Director of Off-Campus Programs. For information call 860-231-5694. Transfer of credits may impact your eligibility for Financial Aid. Check with the Financial Aid office if you plan to transfer credits.

Refund Policy

University of Saint Joseph refunds tuition and fees based on the University of Saint Joseph Institutional Policy. Adjustments made outside the institutional policy may be made by the Graduate Dean when extenuating circumstances exist such as illness. Refunds cannot be mailed until funds are received and checks have cleared. No refunds are given after the established drop/add date for standard courses as published in the Academic Calendar.

Enrollment Policy

The cohort programs at University of Saint Joseph are designed with the expectation that students will remain continuously enrolled and move through the coursework in sequence with their cohort group. While reasonable accommodations can be made for course make-up, students are not permitted to sit out for a course without prior approval from their academic advisor. Permission to sit out for a course in a cohort will be reserved for special circumstances and is not granted automatically. Students seeking special permission to sit out of a class should contact Mary Ellen Diot.

Tuition & Fees

The tuition rate for the Off-Campus Education cohort is \$495 per credit hour for the 2013-2014 academic year. Additional costs to complete the program include:

- textbooks
- Task Stream account (\$25 per semester, \$42 per year, or \$69 for two years)
- \$50 application fee
- \$25 comprehensive exam fee (paid when application to take comprehensive exam is submitted)
- \$125 graduation fee (paid when the application to graduate is submitted)
- \$150 materials fee (*required for only the students in the Special Education programs*)

Important Contacts

Graduate Information Office	Theresa Warmelink	800-956-8503	twarmelink@graduateprogram.org
Graduate Admissions & Academic Services	Marshall Bradway	860-231-5879	mbradway@usj.edu
Off-Campus Education Programs	Mary Ellen Diot	860-231-5694	mdiot@usj.edu
Financial Aid Office	Krystle Keena	860-231-5245	kkeena@usj.edu
Business Office/Cashier	Alicja Minko	860-231-5266	aminko@usj.edu
Health Services	Joanne Davis	860-231-5530	jdavis@usj.edu