

**GWYNEDD MERCY UNIVERSITY**

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**Sponsored by**

The Sisters of Mercy of the Americas

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Commonwealth of Pennsylvania as a non-profit organization

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Middle States Commission on Higher Education (MSCHE)

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**Approved for Operation and Degree Granting by**

Commonwealth of Pennsylvania Department of Education

(PDE) 333 Market Street, Harrisburg, PA 17126-0333



### President's Message

Welcome to Gwynedd Mercy University! Here you'll find a community rich in history and rooted in the values of Mercy. Whether you'll join us for classes on campus in Gwynedd Valley, Pennsylvania or earn your graduate degree or certificate online, I look forward to welcoming you into our tight-knit GMercyU community.

At GMercyU, faculty and staff are committed to academic excellence and care deeply about the success of our students. They love being a part of the transformation that our graduate students experience as they expand their knowledge of their disciplines, the world, and themselves. Our alumni are successful in a wide array of careers including business, counseling, education, nursing, occupational science, public health, and speech-language pathology. They often cite the personal attention they received, along with our focus on serving others, as reasons that contributed to their success at Gwynedd Mercy University and in their lives after graduation.

To help you advance your career, our graduate students can choose from more than 30 graduate degrees and certificates which are housed in two colleges: The College of Arts, Sciences and Professional Studies, and the Frances M. Maguire College of Nursing and Health Professions. Many of these programs are hybrid or 100% online to offer our adult learners flexibility and convenience. Regardless of format, our expert faculty work hard to foster connections between students so that when you graduate, your classmates will become new professional contacts and colleagues.

I wish you well in your graduate study and am so pleased to welcome you to Gwynedd Mercy University!

A handwritten signature in black ink that reads "Deanne H. D'Emilio".

Deanne H. D'Emilio, JD  
President, Gwynedd Mercy University



### **CERTIFICATION STATEMENT**

This catalog serves as an explanation of the offerings of Gwynedd Mercy University and is not a contract with the student. The administration reserves the right to change courses, expenses or requirements as the need arises.

I certify that this catalog is true and correct in content and policy as required by 38 CFR 21.4253(d)(1).

A handwritten signature in black ink that reads 'Jeffrey R. Breese'.

Jeffrey R. Breese  
Provost and Vice President for Academic Affairs

**Academic Affairs**  
1325 Sumneytown Pike • P.O. Box 901  
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## ACADEMIC CALENDAR

### Academic Year 2024-2025

NOTE: Dates on the Academic Calendar pertain to students enrolled in Term Programs only, except for the Graduation Application deadline and the Commencement date. Students enrolled in Non-Term Programs should refer to their syllabus or individual plan for holidays and other breaks in coursework. Students enrolled in Non-Term Programs should refer to the appropriate section in this catalog for Course Change and Withdrawal deadlines.

#### Fall 2024

Accelerated X1 Begins (8/21-10/9)	August 21
University Assembly	August 21
Saturday Classes Begin	August 24
Regular Classes Begin	August 29
Labor Day (University Closed)	September 2
Last Day to Drop/Add Regular Classes	September 3
Deadline for December 2024 Graduation Applications	September 23
Fall Break (no regular classes)	October 14,15
Accelerated X2 Begins (10/16-12/5)	October 16
Spring 2025 Registration begins	November 4
Last Day to Withdraw from Regular Classes	November 8
Thanksgiving Holiday (University Closed)	November 27,28,29
Last Day of Regular Classes	December 9
Final Exams	December 10-14

#### Spring 2025

University Assembly	January 9
Regular Classes Begin	January 13
Accelerated X3 Begins (1/15-3/5)	January 15
Martin Luther King Jr. Holiday (University Closed)	January 20
Last Day to Drop/Add Regular Classes	January 21
Deadline for May 2025 Graduation Applications	January 27
Spring Break (No regular classes)	March 10-14
Accelerated X4 Begins (3/17-5/5)	March 17
Summer and Fall 2025 Registration begins	March 24
Last Day to Withdraw from Regular Classes	March 28
Easter Holiday (University Closed)	April 17- 21
Last Day of Regular Classes	May 5
Final Exams	May 6-10
Commencement	May 17

#### Summer 2025

<i>Summer Session</i>	May 12- August 18
Memorial Day (University Closed)	May 26
Juneteenth (University Closed)	June 19
Independence Day (University Closed)	July 4
<i>Summer Session I</i>	May 12- June 26
<i>Summer Session II</i>	July 1- August 11
Graduation	August 19

## MISSION and CORE VALUES

### Mission Statement

Gwynedd Mercy University is a Catholic University rooted in the tradition of the Sisters of Mercy. Our learning community prepares students for successful careers and meaningful lives in a global society.

**Core Values:** As a Mercy University committed to academic excellence, we value: Integrity in Word and Deed  
Respect for the Dignity of Each Person Service to Society  
Social Justice in a Diverse World\*

*\*With a special focus on the Critical Concerns of the Sisters of Mercy: Earth, Immigration, Anti-Racism, Non-Violence, Women*

Gwynedd Mercy University's core values of integrity in word and deed, respect for the dignity of all people, service to society, and social justice in a diverse world, place inclusive excellence at the center of our daily work and relationships as a Catholic, Mercy university. Inclusive excellence recognizes that to advance our mission successfully, we must value, engage, and include the rich diversity of all the members of our community.

In seeking to live this commitment faithfully, we must first acknowledge how we are continuously influenced by the collective history of systemic inequity in society at large, despite our commitment to inclusivity. We must learn from our failures and build upon our successes to work toward a more inclusive institution that is rooted in Mercy.

To achieve this, our community must meaningfully internalize this work of transformation; it will require all to engage in collaborative implementation that strategically integrates inclusion and **radical mercy** into the curriculum, co-curriculum, administrative structures, practices, decision-making, and culture.

## PHILOSOPHY of GRADUATE STUDIES

The philosophy of graduate studies at Gwynedd Mercy University is based on combining education for professional excellence with the Mercy tradition of service to society. Founded by the Mercy Sisters in the Catholic and liberal arts traditions, Gwynedd challenges both the intellectual growth and the professional development of the whole person, incorporating within the curriculum both moral leadership and social responsibility. The goal is consistent with the mission of Gwynedd Mercy University which emphasizes learning that is rooted in gospel values and rich in liberal arts and takes place in an atmosphere of inquiry and dialogue. It is based on the belief that the personal, social, educational, and professional experiences embedded in the graduate programs encourage open exchange and critical examination of ideas and concepts, processes that provide the foundation for advancing knowledge and learning.

We may be required to quickly modify our curricular and co-curricular programming based on any changing campus concerns and/or state or local requirements. For the safety of all concerned, members of the University community are expected to comply with any updated policies or procedures.

We sincerely appreciate the cooperation of our entire GMercyU community.

## ACCREDITATION

	Year Last Accredited	# of years	Degree/Program Name
MSCHE Middle States Commission on Higher Education <a href="https://www.msche.org/">https://www.msche.org/</a>	2019	8	All
ACOTE Accreditation Council for Occupational Therapy Education <a href="https://acoteonline.org/">https://acoteonline.org/</a>	2019	7	MSOT
CAA The Council on Academic Accreditation in Audiology and Speech-Language Pathology	2024	5	MSSLP
CCNE Commission on Collegiate Nursing Education <a href="https://www.ccneaccreditation.org">https://www.ccneaccreditation.org</a>	2022	10	BSN/ABSN, DEMSN , MSN, DNP, Post-graduate APRN Certificate
CSWE Commission on Social Work Education <a href="https://www.cswe.org/">https://www.cswe.org/</a>	2020	4	BS Social Work
CoARC Commission on Accreditation for Respiratory Care <a href="https://coarc.com/">https://coarc.com/</a>	2018	10	AS Respiratory Care; BHS Respiratory Care
IACBE International Accreditation Council for Business Education <a href="https://iacbe.org/">https://iacbe.org/</a>	2021	7	BS Accounting; Business Administration (Finance, Management, Marketing, Sport Mgmt); MBA
JRCERT Joint Review Committee on Education in Radiologic Technology <a href="https://www.jrcert.org/">https://www.jrcert.org/</a>	Jan 2019	5	BS, BHS, Radiation Therapy  <i>Affiliate sites hold accreditation for BS in Radiologic Technology</i>
NAACLS The National Accreditation Agency for Clinical Laboratory Sciences 5600 North River Rd/ Suite 720; Rosemont, IL 60018-5119 <a href="https://www.naacls.org/about.aspx">https://www.naacls.org/about.aspx</a>	*	*	<i>Affiliate sites hold accreditation for the BS in Medical Laboratory Science</i>
PDE Pennsylvania Department of Education – Approved Teacher Preparation Programs <a href="https://www.education.pa.gov/Educators/Certification/BecomeAnEducator/Pages/ACPAll.aspx">https://www.education.pa.gov/Educators/Certification/</a> <a href="https://www.education.pa.gov/Educators/Certification/BecomeAnEducator/Pages/ACPAll.aspx">BecomeAnEducator/Pages/ACPAll.aspx</a>	±	*	Programs leading to Degrees with Certification; Programs leading to Certification Only

## Instructional Hour

Federal regulations require that the university confirms all courses meet the required number of in-class instructional hours. For all undergraduate term programs and non-lab courses, Gwynedd Mercy University defines an “instructional hour” as a 50-minute session. While Gwynedd Mercy University is committed to an outcomes-based approach to curriculum and assessment in accordance with its accreditation by the Middle States Commission on Higher Education (MSCHE) and other program accrediting associations, it also complies with and endorses the requirements of the Pennsylvania Department of Education on what constitutes a semester credit hour of instruction (22 PA. Code Chapter 31-21-31.22). The standard states that “a semester hour represents a unit of curricular material that can normally be taught in a minimum of 14 hours of classroom instruction, plus outside preparation or the equivalent as determined by the faculty.” The institution also supports the federal regulations for credit hours as specified in the Higher Education Opportunity Act as: “One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time.”

At Gwynedd Mercy University, a three-credit course represents 42 hours of classroom instruction or its equivalent, not including final examination or homework as normally interpreted. The following guidelines are intended to assure compliance with the standard across the various course delivery formats offered by the institution, a consistency in when and how the equivalency is applied across formats, and the maximum opportunity for faculty to exercise academic freedom in meeting the extant standard while achieving the goals, objectives, and outcomes of the specific course.

**Term Programs:** Ordinarily, courses offered within a Term Program format will meet the 14 hours of classroom instruction per credit hour (i.e., 42 hours for a three-credit course, 56 hours for a four-credit course, etc.). However, if a class or classes in a course must be cancelled due, for example, to the closing of the University for Inclement Weather or the illness or other appropriate unavailability of the faculty member, then additional structured instructional activity (or activities) would be required to meet the equivalency standard. For example, if classroom instruction turns out to be 38 hours face-to-face, the faculty will determine the appropriate “out of classroom” instructional activities for the additional four hours required to meet the semester standard. Wherever possible, this contingency will be explained in the syllabus and documented accordingly.

**Non-Term and Accelerated Programs:** There are a number of outcome-based formats at the university in which instructional time is less than the 14 hours per one semester credit but meet the equivalency standard set forth in the regulation. In these alternative formats, the instructional time, and the additional outside of classroom alternative instructional activities (“*Alternative Equivalent Instruction*” or *AIE*) must meet the one semester credit hour per 14 hours’ classroom instruction, or its equivalent as determined by the faculty (i.e., 42 hours for a three-credit course; 56 for a four-credit course, etc.). For example, if a three-credit course in a seven-week format meets face-to-face for 28 hours, an additional 14 hours of structured, alternative equivalent instruction activities (AIEs) are required; for a five-week course that meets 20 hours face-to-face, an additional 22 hours of alternative equivalent instruction activities would be needed. Online courses require 42 hours of appropriate alternate equivalent online instruction activities to meet the minimum threshold. The syllabus for the course should reflect the type of AIE’s to be utilized.

## ASSESSMENT OF STUDENT LEARNING

G MercyU is committed to providing quality education and to assuring students gain the knowledge and skills necessary to be successful. Assessment of student learning provides the information faculty and staff need to make improvements in program structure, course content, and pedagogy. To this end, information is collected at the course, program, and institutional levels. All student performance data are aggregated and confidential. For any questions related to the assessment processes, please contact the Director of Assessment and Continuous Improvement.

### University Student Learning Outcomes

Continuing at successively higher levels across their college studies, students prepare for twenty-first-century challenges by gaining or becoming:

**ULO1. Knowledge of Human Cultures and the Physical and Natural World** Through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts. *(Focused by engagement with big questions, both contemporary and enduring.)*

**ULO2. Intellectual and Practical Skills**, including: Inquiry and analysis; Critical and creative thinking; Written and oral communication; Quantitative literacy; Information literacy; Teamwork and problem solving. *(Practiced extensively, across the curriculum, in the context of progressively more challenging problems, projects, and standards for performance.)*

**ULO3. Personal and Social Responsibility**, including: Civic knowledge and engagement—local and global; Intercultural knowledge and competence; Ethical reasoning and action; Foundations and skills for lifelong learning. *(Anchored through active involvement with diverse communities and real-world challenges.)*

**ULO4. Integrative and Applied Learning**, including: Synthesis and advanced accomplishment across general and specialized studies. *(Demonstrated through the application of knowledge, skills, and responsibilities to new settings and complex problems.)*

**ULO5. Immersed in the Critical Concerns of the Sisters of Mercy of the Americas for:** Women – advocating for the lives/rights of women; Earth – encouraging sustainable practices; Non-Racism – urging a dismantling of institutional racism; Immigration – supporting persons who have been displaced; Non-Violence – promoting peaceful discourse/discernment/decision-making.

*NOTE: For a full description of all Program-Level Learning Outcomes, see Program Information Pages.*

## COMPLAINTS, ACADEMIC

*NOTE: For University Complaint Procedures, see <https://www.gmercyu.edu/about-gmercyu/fast-facts/consumer-information#Complaint%20Process>*

The purpose of the University's Academic Complaint procedure is to ensure that students have the opportunity to raise concerns which have remained unresolved after previous attempts to do so, and that these concerns will be dealt with in a just and fair manner. An academic related action or decision is eligible to be addressed through the Academic Complaint procedure only if it involves a violation of federal, state or local law, or a misapplication or misinterpretation of University policy. The validity of University policies themselves may not be challenged through this process. Examples of academic complaints include the misapplication of the University attendance policy, inconsistent application of class syllabi policies, etc. In addition, this procedure may not be used to resolve complaints regarding: 1. Claims based on purchases or contracts; or 2. Claims against a University employee on matters that are unrelated to the employee's job or role at the University; or 3. Grade grievances.

The procedures set forth below may be used by individuals bringing complaints (“complainants”) who are enrolled as students at Gwynedd Mercy University. The complainant must be the alleged victim of unfair treatment; a complaint cannot be filed on behalf of another person. The existence of this procedure does not prohibit complainants from also filing claims in other forums to the extent permitted by national, state, or local law or applicable accrediting agencies.

The formal resolution process described below must be initiated within ten (10) business days of the decision, action, or events giving rise to the complaint. The College Dean may extend this time limit at his or her discretion if good cause is shown.

#### *Informal Resolution*

Before proceeding to the formal resolution process, complainants are expected to have discussed the concern with the person they allege to have caused the complaint (the “respondent”). This requirement may be waived if the complainant has a reasonable basis for believing that such a discussion could result in physical injury, severe emotional distress, or discrimination. If the respondent does not respond to the complainant’s attempts at discussion, or if an equitable solution cannot be found, the case will proceed through the formal resolution process outlined below.

#### *Formal Resolution*

If informal resolution is not successful, the complainant should file a written request for review with the College Dean. The request must:

1. Provide the names of all respondents;
2. List the law or University policy that has allegedly been misapplied or misinterpreted, if known;
3. State how the decision or action was unfair and/or harmful to the complainant.
4. State how the respondents are responsible for the action or decision; and
5. State the requested remedy.

The Dean will review the request. If it is clear that the complaint has not been filed within the time limit or pertains to a matter not applicable under this procedure or comes from a person without the right to issue a complaint, the Dean will dismiss the case and notify the complainant in writing.

If the complaint is not dismissed, the Dean will review the information provided, gather any additional information required, and formulate a decision within fifteen (15) business days of receipt of the request. If the respondent is the Dean, the Provost and Vice President for Academic Affairs will appoint another University administrator to issue a decision. Once a decision has been made, it will be recorded for the University record, and the complainant and respondent(s) will be notified of the decision in writing.

#### *Final Appeal*

If the resolution provided by the Dean is not satisfactory to the complainant or respondent, that person may file a request for reconsideration via a final appeal. Such a request must be submitted in writing to the Provost and Vice President for Academic Affairs within five (5) business days of receipt of the original decision. The Provost and Vice President for Academic Affairs will review the information provided concerning the complaint, the request for reconsideration, and details regarding the complainant’s desired remedy. The Provost and Vice President for Academic Affairs will issue a final decision within fifteen (15) business days of receiving the request for reconsideration. The Provost/Vice President for Academic Affairs’ decision may include one of the following options: 1. A determination that the complaint was valid; 2. A determination that the complaint was not valid; or 3. A modification

of the remedy proposed by the Dean. The Provost and Vice President for Academic Affairs will forward his or her decision to the complainant, respondent, and the Dean.

The Provost and Vice President for Academic Affairs' decision is final and cannot be appealed.

**Interstate Complaint Process (NC-SARA):** To ensure compliance with state authorization requirements, GMercyU is a member of the National Council for State Authorization Reciprocity Agreements (NC-SARA). SARA is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education. As part of our participation in NC-SARA and in compliance with Federal Regulations for Title 34 Education § 668.43 (b) Institutional Information, Gwynedd Mercy University provides current and prospective students enrolled in online courses with information for filing complaints. The University strives to resolve complaints in a fair and timely manner. Students residing outside of the State of Pennsylvania while attending Gwynedd Mercy University who desire to resolve a complaint should refer to the University's grievance procedures. If after following the University procedures the issue is not satisfactorily resolved internally and the student seeks additional resolution, the resources below may be used to file complaints in the student's state or the institution's accrediting body.

Student complaints relating to consumer protection laws offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution. SARA consumer protection provisions require the Institution's Home State, through its SARA Portal Entity, to investigate and resolve allegations of dishonest or fraudulent activity by the state's SARA-participating institutions, including the provision of false or misleading information. The student should begin the complaint process with the institution and if resolution is not found, the student would contact the Institution's Home State SARA Portal Entity. For more information, please visit <https://nc-sara.org/student-complaints>.

### Commonwealth of Pennsylvania, National Accreditation and Program Accreditation Complaint

**Processes:** If after following the University procedures, the issue is not satisfactorily resolved internally and the student seeks additional resolution, the resources below may be used to file complaints with the appropriate agency in the student's state or the institution's accrediting body.

Gwynedd Mercy University is accredited by the Middle States Commission on Higher Education. Contact the Commission on Colleges at 3624 Market Street, Philadelphia, PA 19104-2680 or call 267-284-5000 for questions about the accreditation of Gwynedd Mercy University. Information regarding MSCHE's complaint process can be found on the <https://www.msche.org/> under <https://www.gmercyu.edu/about-gmercyu/fast-facts/consumer-information>.

Information regarding the Pennsylvania Department of Education complaint process can be found on the website <http://www.education.pa.gov/K-12/Special%20Education/Complaints/Pages/default.aspx>. For additional information, please contact: Division of Higher & Career Education | Pennsylvania Department of Education - Postsecondary and Adult Education 333 Market Street, 12th Floor | Harrisburg, PA 17126-0333 Phone: 717.783.8228 | Fax: 717.722.3622 [ra-collunivseminfo@pa.gov](mailto:ra-collunivseminfo@pa.gov) | [www.education.pa.gov](http://www.education.pa.gov)

To register a complaint, please contact the corresponding Accrediting Organization:

- Middle States Commission on Higher Education (MSCHE)
  - <https://www.msche.org/complaints/>
- Commission on Collegiate Nursing Education (CCNE)
  - <https://www.aacnnursing.org/CCNE-Accreditation/What-We-Do>
  - Click on "Third-Party Comments for Current Accreditation Reviews"
- Commission on Accreditation for Respiratory Care (CoARC)
  - <https://coarc.com/students/complaint-process/>
- Joint Review Committee on Education in Radiologic Technology (JRCERT)
  - <https://www.jrcert.org/accreditation-for-students/allegations/>
- Council on Academic Accreditation in Audiology & Speech-Language Pathology (CAA)
  - <https://caa.asha.org/programs/complaints/>
- Accreditation Council for Occupational Therapy Education (ACOTE)
  - <https://acoteonline.org/?s=complaints>
  - Section V.B.1 - Click on "Form for Complaints Against Programs"
- International Accreditation Council for Business Education (IACBE)
  - <https://iacbe.org/wp-content/uploads/2017/08/Procedure-for-Third-Party-Complaints.pdf>
- Council on Social Work Education (CSWE)
  - [www.cswe.org/accreditation/policies-process/epas-handbook/1-overview/1-2-coa-policies-procedures/1-2-1-complaints-regarding-program-compliance](http://www.cswe.org/accreditation/policies-process/epas-handbook/1-overview/1-2-coa-policies-procedures/1-2-1-complaints-regarding-program-compliance)

## DEFINITIONS of TERMS

### Program Type

**Term Program**--Typical characteristics of these programs include: Courses begin and end according to a semester-based, academic schedule (e.g. August-December for FALL; January-May for SPRING; May-August for SUMMER)

**Non-Term Programs**--Typical characteristics of these programs include: Courses begin and end independently of any term structure. Courses may overlap, extend, or accelerate, involve multiple start dates, and courses and/or modules may be of unequal lengths.

### Program Modality

**Online Program** -- 50 percent or more of the program is offered via courses using online technologies in order to deliver instruction to students who are separated from the instructors. Regular and substantive interaction between the students and the instructor occurs either synchronously and/or asynchronously. (Note: The 50 percent applies to all of the requirements of the program including general education and core curriculum courses.)

**On-ground Program** -- The majority of the instruction is to students through on-ground, face-to-face meetings with the flexibility for instruction in other modalities.

**Hybrid Program**--The program is offered via a blended combination of online and on ground classroom instruction, with no more than 50% of the coursework being offered online.

### Course Modality

**Online Course** --In an online course, all course activity occurs though online technologies in order to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, synchronously and asynchronously. Typically, there are no required face-to-face instructional sessions in an online course, with the exception of on-site hours as required by select courses, clinicals or practicums. All online courses meet for the required number of instructional hours through the documentation of 14 hours of *Alternative Instructional Equivalencies* per credit hour (i.e., 42 hours for a three-credit course, 56 hours for a four-credit course, etc.).

**Hybrid Course** -- In a hybrid course, course activities include a blend of online and face-to-face instruction methods. Hybrid courses deliver instruction to students through on-ground meetings, for a minimum of 50% of the required number of instructional hours, with the remaining percentage of the instructional hours documented through the assessment of online course activities. The total instructional hours for hybrid courses consist of the combination of face-to-face, on-ground instruction hours and online course activities (documented as *Alternative Instructional Equivalencies*). All hybrid courses meet requirements of 14 instructional hours per credit hour (42 hours for a three-credit course, 56 hours for a four-credit course, etc.). *NOTE: Courses offered in this blended format—in which some instruction is face-to-face, and some is delivered in a distance education format—are not considered distance education courses under the HEOA.*

**On-ground Course** --In an on-ground course, instruction is delivered to students through on-ground, face-to-face meetings for 100% of the required number of instructional hours.

## Student Type

**Full Time Student** –Term programs: Graduate students taking 6 or more credits. Non-Term programs: all students taking courses which are part of their degree requirements.

**Part Time Student** –Term programs: Graduate students taking less than 6 credits. Non-Term programs: students taking courses outside of their degree requirements.

### Other Common Terms

**Remote Learning** -- More than 50% of the class or program is synchronous, although there may be some asynchronous components as well.

**Synchronous**--Face to face instruction is achieved through real-time, two-way audiovisual technology.

**Asynchronous**-- Instruction and coursework takes place at a time that best suits your schedule, as long as you meet assignment deadlines and requirements.

**Drop and Withdrawal** – Dropping a course removes the course from the student’s transcript. Withdrawing from a course keeps the course on the student’s transcript with a “W” grade.

**Title IV / Financial Aid** – The Title IV section of the Higher Education Act of 1965 is a legislative document signed into law on November 8, 1965, to provide educational resources to colleges and universities and financial assistance to students attending these institutions.

**FAFSA** –The Free Application for Federal Student Aid is an application that is free of charge and used to establish a financial aid record for a particular aid year. Students who would like to receive Title IV funding must complete the application at [studentaid.gov](http://studentaid.gov).

**Financial Aid Verification**—This federal regulatory process requires the Financial Aid Office to validate the income and housing information noted on the FAFSA. During this process, the student must submit various documents to confirm the data noted on the FAFSA. The Financial Aid Office will follow up directly with the student to complete this process.

**R2T4 (Return to Title IV)** -- This federal regulatory process examines federal aid eligibility, federal aid received at time of withdrawal, withdrawal date, and period of enrollment/payment period to determine what aid a student who withdraws from the University can retain on their student account. During this process, a student’s aid may be reduced and returned to the federal government despite any refunds previously received by the student.

## Change of Major

Students who would like to change their major must complete a “Change of Major/Minor” form and submit it to the Registrar’s Office, with all required signatures, by the deadline published on the form. Forms can be obtained through the student’s advisor and are also found on the Registrar’s Office website. Students interested in changing degree programs should consult their advisor to determine if they need to apply for admission into the new program.

## Course Changes

### Course Add and Course Drop—Term Programs

A student who desires to change a course or section may do so within the drop/add period of each semester/session (See “Academic Year” section for deadlines). Students should drop/add online via Colleague Self-Service. No student may enter a course after the end of the drop/add period except by permission of their advisor and College Dean in which the course is offered, and the submission of a drop/add form. Students cannot simply stop attending a class and expect to be dropped.

### **Repeated Courses**

Students must refer to their respective College guidelines regarding repeated courses and maintaining eligibility in their major. Students may repeat a course required in their major curriculum, or a prerequisite for each course in their major only once. Failure to meet the minimum grade requirement for the repeated course may result in program dismissal. Credit is earned only once. Both grades are recorded on the transcript. The lower grade is flagged with parentheses {}, and the higher grade noted with an asterisk {\*}. Only the higher grade's quality points are used to calculate the grade point average.

### **Second Degree Program**

A student who has earned a master's degree from a regionally accredited university or college may apply for a second master's degree at Gwynedd Mercy University. After application to the University is completed, a review of transcripts will be conducted by the College Dean to which the student is applying. Once acceptance towards program has occurred, a curriculum will be tailored to the educational goals of the student. Upon acceptance into the graduate program, all graduate credits must be earned at Gwynedd Mercy University. Students who have completed one master's degree at Gwynedd Mercy University may apply a maximum of six credits from the first master's degree to the second. A review of coursework will be conducted to determine applicability of credits to a second master's. A minimum of 50 percent of the Gwynedd Mercy courses will be required for the University to sponsor a student for certification.

### **Graduate Student Transfer Credits**

Graduate credits, typically not to exceed six, taken at other accredited institutions prior to matriculation, may be applied toward the master's degree. The credits must have been taken within five years of admission and a grade of B or better must have been earned. The official transcript for transfer of credit must be on file prior to acceptance of credits for transfer. These credits are evaluated by either the Program Director or the College Dean.

### **Withdrawal from a Course- in a Term Program**

Students who desire to withdraw from one or more courses may do so within the course withdrawal period. Students who do not officially withdraw from a course will earn the appropriate grade based on the quality of their academic performance during the course and the grading policies within the course syllabus.

Any student who seeks to withdraw from courses within the course withdraw period must submit a Course Withdrawal form to the Registrar's Office. The Course Withdrawal form can be found on the Registrar's Office website. The deadline for course withdrawal is published each semester/session in the Academic Calendar (see "Academic Year") and may be obtained through the Registrar's Office, on the Registrar's website or in the Office of Academic Affairs.

Students who request a course withdrawal after the end of the withdrawal period must submit the Course Withdrawal form in addition to the appropriate documentation that supports their request to the College Dean for approval. Students are financially responsible for all courses from which they withdraw.

### **Withdrawal from the University**

All students who wish to withdraw from the University must complete a University Withdrawal form (there are separate forms for Term and Non-Term programs) and submit the form to the College Dean for approval.

Students must understand that a withdrawal is a permanent decision. Students who withdraw from the University will need to re-apply to the University should they wish to return after one calendar year. Once the course begins, students are financially responsible for all courses from which they withdraw. If applicable, the official date when a student withdraws from the university (designated by the date the student notifies the university of the decision to withdraw) is the basis to determine refunds or tuition adjustment.

Students who request a complete withdrawal from the University after the end of the withdrawal period must submit the University Withdrawal/Program Withdrawal form with appropriate documentation that supports their request to their College Dean. The final decision will be made by the Provost and Vice President for Academic Affairs in consultation with the College Dean.

### **Application for Graduation**

All students must apply for graduation through the application found on Self-Service. Applications are opened at the beginning of each semester and close on the date published in the "Academic Calendar". Submission of an application does not guarantee graduation. Late submission may postpone graduation and/or receipt of a diploma. The graduation fee is payable in the semester of graduation. The fee must be paid by all students whether the student participates in the formal commencement ceremony or not. Financial indebtedness to the University will result in the withholding of a diploma.

### **Non-Matriculated Students**

Non-matriculated students may take up to 6 credits of coursework at Gwynedd Mercy University. After completing these 6 credits, students must contact the admissions office for advice about matriculation into one of the graduate programs offered at the University. In the MBA program, non-matriculated students may take any course for which they have met the prerequisites. In Graduate Counseling and Education programs, non-matriculated students may not take any field experience courses (Student Teaching, Practicum, or Internship), except with permission of the College Dean. In the Graduate Nursing programs, non-matriculated students may only take NUR 530, NUR610 and NUR 510 or electives approved by the MSN Director.

### **Program Leave of Absence (LOA)**

#### **Term Programs**

A graduate student enrolled in a Term Program who is forced to interrupt his or her studies should, with the approval of his or her advisor, write to the College Dean requesting leave, and stating the reasons. The student's request for leave is granted by the College Dean.

Interruptions in a student's studies are normally granted for no more than one calendar year. The period of a leave granted by the Dean will not be counted toward the time limit applied to the degree. A leave already granted can be extended at the discretion of the College Dean, but more than one leave is not normally granted. This is a program leave of absence and is not to be considered a leave of absence from the University. Students who are not enrolled in courses for a semester will be reported to the National Student Clearinghouse as withdrawn.

### **Non-Term Programs**

Graduate students enrolled in Non-Term Programs are required to attend all classes and to fully participate in online classes. The Federal government has determined that 60 days or more is a break in attendance and will affect the student's success in completing program as outlined in course schedule. All breaks in attendance must have an approved Leave of Absence (LOA) or student will be administratively withdrawn from program. The Leave request will inform the University how long the student will be out of attendance and the reason.

LOA request forms must be submitted within 10 days of the student's Last Date of Attendance (LDA). All parts to the LOA request form must be completed in order for the LOA to be considered for approval by the Financial Aid office. Students can take a total maximum of 180 days in a 12-month period. LOA requests will be denied if the student has exceeded 180 days. The twelve-month period begins with the start of the first leave.

If the LOA is not completed or approved, the student will be withdrawn from the program and may be required to re-apply for admission. If program withdrawal paperwork is not completed by student, then student will be withdrawn from program by their advisor.

Students out of attendance for 14 days but fewer than 60 days must submit their scheduled reentry date in writing.

#### Planned LOA

- LOA requests must be completed and submitted prior to student's Last Date of Attendance (LDA).
- For students out of attendance more than 60 days, a course withdrawal request becomes a Leave of Absence (LOA) request and it must be approved or denied based on LOA criteria.
- All parts to the LOA request must be completed in order for Academic Advisor to review LOA. These
  - include the student's LDA, Scheduled Reentry Date, Reason, and Signature.
- Students who do not provide a reentry date within the prescribed timeframe will be withdrawn from the program.
- If submitted after LDA, it will be reviewed using unforeseen circumstance criteria, which is indicated on the Leave of Absence Request form. Proof of unforeseen circumstances are required.
- LOA will be denied if over 180 days, or if a student accumulates periods of non-attendance of 180 days or more within a calendar year period.

#### Unplanned LOA

- Students must complete LOA request and submit documentation.
- LOA requests approved for unforeseen circumstances will be evaluated to determine if the course is dropped or withdrawn. If dropped, the course will be removed from the transcript and all charges to be removed from the student's account. If withdrawn, the course will remain on the transcript with a "W" grade and charges will be assessed based on the refund policy.

### **Student Eligibility**

Students must be officially registered at the University in order to attend class. If the student is not on the class list the professor must ask the student to leave that class. Students enrolled in Term Programs must contact the Campbell Solution Center to resolve administration issues. Students enrolled in Non-Term Programs should contact their assigned Academic Advisor or email [NonTermAdvising@gmercyu.edu](mailto:NonTermAdvising@gmercyu.edu). Students will not be able to report back to class until they are officially registered.

### Request for Transcripts

The Family Educational Rights and Privacy Act of 1974, as amended, prohibits the release of educational records by institutions without the specific written consent of the student. Students, alumni, or former students may request copies of their transcripts through the National Student Clearinghouse. There is no charge for copies sent between offices at Gwynedd Mercy University. Transcript requests are processed in the order received and require 2 to 3 days for processing. Specific deadlines should be mentioned when requesting the transcript. Students can visit the Registrar's web page at [www.GMercyU.edu](http://www.GMercyU.edu) for instructions on receiving a transcript.

### Grade Reports

Grade reports are available using the University's Self-Service online features at the end of each semester/session. If a student believes that an incorrect grade has been reported for a particular course the student must follow the Grade Appeal process in the Catalog.

This average is determined by dividing the total number of quality points by the number of credit hours attempted. Credit hours for all grades earned at Gwynedd Mercy University are included in the calculation.

Grading Quality Point System

A: 4.0	B-: 2.67	D+: 1.33	P: Pass, no quality points
A-: 3.67	C+: 2.33	D: 1.0	I: Incomplete (30 days)
B+: 3.33	C: 2.0	D-: 0.67	W: Withdraw
B: 3.0	C-: 1.67	F: 0.0	WA: Administrative Withdraw
			AUP: Audit, pass, no quality points AUF, Audit fail, no quality points

The use of plus and minus indicates performance levels between those suggested by these characteristics.

**A: Excellent (4 quality points per credit hour)** The grade A reflects exceptional interest and mastery of subject matter; the student has displayed initiative and creativity, as well as superior insight in analyzing problems and synthesizing subject matter; he or she manifests exceptional ability in integrating and applying this knowledge to other disciplines.

**B: Very Good (3 quality points per credit hour)** The grade B evidences intelligent fulfillment of course requirements; the student has demonstrated a marked ability to communicate and apply more than merely the basic elements of a course; his or her initiative reveals unusual ability to generalize about course material and displays a marked degree of independence.

**C: Satisfactory (2 quality points per credit hour)** The grade C indicates a satisfactory grasp of course content; the student can apply and express basic concepts intelligibly and has shown no

measurable deficiency in meeting requirements of the course work. A grade of C-, or below is not acceptable in the major. (Refer to specific College requirements.)

**D: Passing Grade (1 quality point per credit hour)** The grade D indicates only passable achievement in course work and indicates areas of deficiency in basic course content; the student has fulfilled the minimum requirements of the course (Refer to specific College requirements.)

**D-: Minimum Passing Grade (.67 quality point per credit hour)** The grade D- indicates only a minimal passing achievement in course work and indicates areas of deficiency in basic course content, this student has fulfilled the absolute minimum requirements of the course, thus making a failing grade unwarranted (Refer to specific College requirements.)

**F: Failure (0 quality points per credit hour)** The grade F indicates deficiency in so many areas of a course that the student's understanding of the course content does not meet minimum requirements. The course must be repeated before credit can be obtained.

**I: Incomplete** Students may petition their instructor for an extension beyond the normally scheduled semester/session final examination because of illness or another serious reason (the nature of certain courses prohibits a grade of incomplete). If permission is granted, the instructor will submit a grade of "I". Instructors must complete the "Incomplete Grade Contract" and submit it to the appropriate Dean. Forms must be signed by both the instructor and the student. The work must be completed within 30 calendar days from the last day of the final examination period. Otherwise, a grade of "F" will be recorded. No extension will be granted beyond 30 days unless approved by the instructor and the Vice President for Academic Affairs prior to the end of the 30-day extension. If an extension is granted, the instructor must complete the "Incomplete Grade Extension" form, along with the student and submit it to the Vice President for Academic Affairs. This form can also be found on the Registrar's Office website. Once a final grade is achieved, the instructor will submit a "Change of Grade" form to the Office of Academic Affairs.

**W: Withdrawn** A grade of W is recorded for students who withdraw from a course by the published withdraw period with the permission of the College Dean or advisor. If a student ceases to attend class but does not officially withdraw, a grade of F will be recorded for that class. Please refer to the course withdrawal policies in this catalog for additional information.

**P: Pass/Fail Courses** Junior and senior students are permitted the option of electing a pass/fail grading in courses designated in their curriculum as "open elective." The conditions of the pass/fail policy are:

- The pass/fail is limited to junior and senior level students.
- The student may exercise his or her option in a course that would fill an open elective.
- The student declares his or her intent of the pass/fail option at registration or no later than the end of the semester/session drop/add period.
- The professor will be informed by the student that he or she has exercised the pass/fail option in the course. The letter grade "P" is listed on the transcript but is not calculated in the quality point average.

These credits are not included in the minimum 12 credits required for the Dean's List.

**AUP/AUF: Audit** Courses may be audited with an advisor's consent. Although no credit is received, the faculty will enter a letter grade at the end of the semester. Auditing students earning an A through D- equivalent (considering modified course work) will earn an AUP on their transcript, demonstrating successful audit completion of a course.

Auditing students earning a final grade of F will be assigned AUF on their transcript. The same tuition and fees are charged for an audit as for a credit course. Alumni and senior citizens pay only the registration fee when auditing a class. Students are not permitted to change a status of a course from "audit" to "credit" or "credit" to "audit" after the end of the drop/add period.

## ACADEMIC POLICIES

### Academic Integrity

**Statement:** Academic honesty is fundamental to the quest for truth, which is deeply rooted in our core values at Gwynedd Mercy University. The University highly values academic integrity and expects that each student will conduct his or her academic life in accordance with this expectation. Violations of this core value are considered serious offenses. Violations may include, but are not limited to, the following: cheating on an assignment, quiz, test, or examination; falsifying data; grade alteration; deception to avoid meeting course requirements; plagiarism in any form; or assisting another student in cheating or plagiarizing or receiving such aid.

#### Violations of the Academic Integrity Policy

**Cheating:** is any action that uses or provides unauthorized assistance or material during an academic exercise. This may include, but is not limited to:

1. Copying or offering unauthorized assistance on tests, quizzes, examinations, reports, papers, or research.
2. Submission of the same paper or report for more than one course and/or at more than one institution without prior approval of both instructors.
3. Deception to avoid meeting course requirements.
4. Externally posting, through the internet or other electronic sources, any course-related materials developed by faculty, staff, or students.

**Fabrication:** is the falsification or invention of any information or citation in an academic exercise. This may include, but is not limited to: grade alteration, research papers, assignments, lab reports, clinical assignments, and any other data gathering efforts.

**Plagiarism:** is to present the words or ideas of another person as one's own. Any assignment (e.g., written, oral, poster) or computer program (e.g., presentations, power points, web pages) acquired in part or in whole from any source and submitted as one's own original work shall be considered plagiarism. Plagiarism also includes, but is not limited to:

1. The quotation or other use of another person's words, ideas, logic, opinions, thoughts, or theories without use of quotation marks and acknowledgment of the source;
2. The paraphrasing of another person's words, ideas, logic, opinions, thoughts, or theories without acknowledgment of the source;
3. The quotation or other use of facts, statistics, or other data or materials that are not clearly common knowledge without acknowledgment of the source;
4. Copying or purchasing all or any portion of another's academic, research, or creative work— even with the creator's knowledge and permission—and submitting it, in part or in its entirety, as one's own. This includes material available through the Internet or other electronic sources and any material which has been copyrighted. Students are hereby advised that when such material has been copyrighted, its unauthorized use constitutes not only a breach of academic integrity, but also a violation of law that could lead to civil or criminal penalties.

**Denying Others Access to Information** is any behavior that denies access to scholarly resources or to deliberately impede the process of other students' success. This may include, but is not limited to:

stealing, hiding or defacing books, journals or media; misrepresentation of identity; falsification of official University records or communications; alteration or destruction of course material, including web based.

**Collusion:** involves the cooperation of students with faculty or staff personnel in securing any course-related materials; cooperative efforts by students and student assistants to gain or allow access to any course-related materials for distribution; assisting in or contributing to the academic dishonesty of another individual; and seeking, obtaining, possessing, or giving to another person an examination or portions of an examination (not yet given), without permission of the instructor.

### **Sanctions**

In congruence with the mission and core values of Gwynedd Mercy University, faculty should teach ethical behavior, confront and report academic dishonesty, and provide sanctions based on the severity and frequency of violations of the Academic Integrity Policy. The determination of academic dishonesty and the determination of the severity of the sanction is the responsibility and purview of each faculty member.

Each faculty member has a right to use his or her discretion in determining if an action is in fact a violation of the policy. However, if any sanction is taken, the violation and the sanction imposed must be reported via Maxient to the Provost. Maxient issues notifications of violation reports to the Office of Academic Affairs, the Associate Dean of Operations, the student, and the student's academic advisor.

Sanction Scale:

1. Written warning;
2. Sanction other than those listed (additional assignments, additional tests, etc.);
3. Zero credit for the test or assignment;
4. Failure of Course (receives an F);
5. Suspension from the University (minimum 1 semester, maximum 2 semesters);
6. Dismissal from the University.

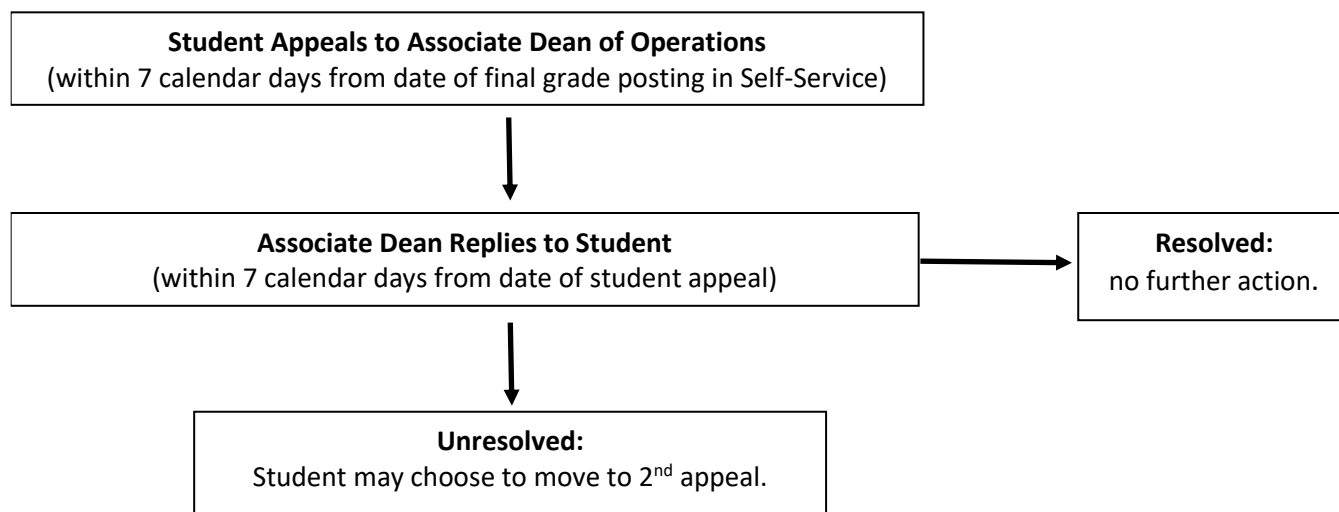
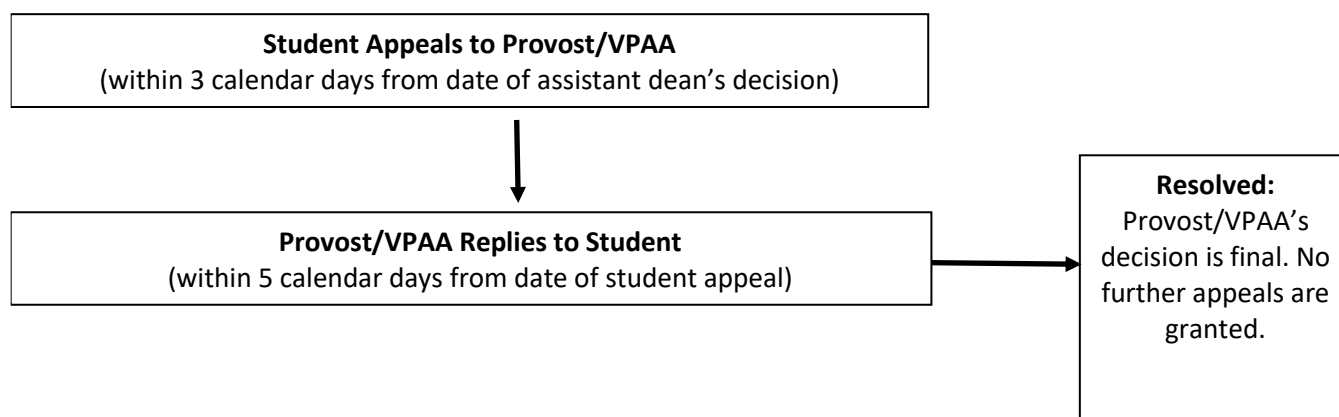
Sanctions 1 through 4 can be enacted at the discretion of the faculty member, who should file the completed report through Maxient within 7 calendar days of discovering the violation.

Sanctions 5 and 6 may be imposed by the Provost, in consultation with the Dean, when there are repeated instances of violations of the Academic Integrity Policy. Even a first violation, if severe, could move to sanctions 5 and 6. Notification of suspension or dismissal will be sent from the Provost with a copy to the College Dean and the student's Academic Advisor.

### **Appeal Process**

A student may appeal a faculty member's report of a violation of the Academic Integrity Policy by following the procedure described in the flow chart below, beginning with the first-level appeal to the Assistant Dean. A student may not appeal decisions or sanctions imposed by the Provost.

*NOTE: If a student is concurrently appealing an academic integrity violation and the final grade for the same course, the grade complaint process will pause until the academic integrity violation appeal process is completed. Appeals must be submitted separately; combined academic integrity violation and final grade appeals will not be considered. Students are encouraged to consult with their academic advisor, if they have questions about any appeal process.*

First-Level AppealSecond-Level Appeal**Academic Probation and Dismissal**

Graduate students whose cumulative grade point average drops below 3.0 are considered to be on academic probation and will receive notice from the Dean. Any student earning below the minimum grade point average for two semesters or earning three "C's" (2.0) will be dismissed from the program. Students who receive any grade below a "C" (<2.0) will be dismissed from the program. Students may repeat a course once and failure to pass a repeated course is grounds for dismissal.

Individual graduate schools and programs may have additional or more specific requirements. Students should consult the appropriate section of the Graduate Catalog or the Graduate Guide for more information about their program.

### Academic Progress

Once enrolled, students are expected to be enrolled continuously thereafter until degree completion. To remain in good academic standing, graduate students must maintain a cumulative GPA of at least 3.0 for all work completed at Gwynedd Mercy University. A minimum cumulative GPA of 3.0 is required in order to graduate. Information on warning, probation and dismissal policies is specified in the academic program sections of the catalog.

### Time to Completion

The maximum time allotted for completion for each graduate program is specified in the academic program sections of the catalog. In extraordinary circumstances, students may petition the Dean or Provost and Vice President for Academic Affairs, or a designate, in writing for an extension.

### Attendance

**Term Programs:** Regular class attendance is necessary for the attainment of satisfactory performance in university work and is the responsibility of each student. Requirements for class attendance within any course are at the discretion of the faculty member responsible for the course. Attendance is always required on the first day of each course.

**Non-Term Programs:** The pace of an accelerated degree program requires students to maximize opportunities to learn. The classes and out-of-class learning activities provide the primary context for instruction as well as learning. The University believes that in order to learn from faculty instruction and from one another, students must participate in all learning opportunities and be present at all classes and submit all out-of-class weekly assessable learning activities. Missing a class or failure to submit a weekly assessable learning activity cannot be “made up.” The policy is intended to encourage students to make choices that support their educational goals.

Definition of attendance for an online course: Online students are considered present for the week if they post to a discussion forum or submit any assignment or other deliverable via Canvas during the instructional week (Monday-Sunday). Failure to actively engage in the course by posting to discussion forums or submitting assignments will result in an official absence.

If a student is absent and has not submitted coursework for any 2 consecutive class sessions (putting student out of program attendance for 14 days), then the student will be administratively withdrawn from the student’s current course and earn the grade of “WA”. Additionally, the student will be dropped from all future courses and administratively withdrawn from the program unless attending a concurrent course.

If a student communicates in writing from their Gwynedd Mercy e-mail to their Advisor, prior to the second week absence posting, that they intend to be absent for two weeks but wish to continue with the next course, the student will not be withdrawn from the program, just from the course in which the student has been marked absent and will receive a grade of WA. The student will remain enrolled in future courses.

The e-mail communication will be attached to the administrative course withdrawal form.

If a new student is absent and not submitted for the first 2 class sessions of their very first

program course, then the student will be dropped from the course and all future courses. Since this student does not have a University transcript, they are considered “never enrolled”. If a student is taking more than one course at a time and they are not out of overall program attendance, then only an administrative course withdrawal may be necessary.

If a student is absent for non-consecutive class sessions, then the student will earn a final grade from instructor based on the course policy.

Residencies Attendance

Attendance for all days of scheduled residency is mandatory. See Program Handbook for more information.

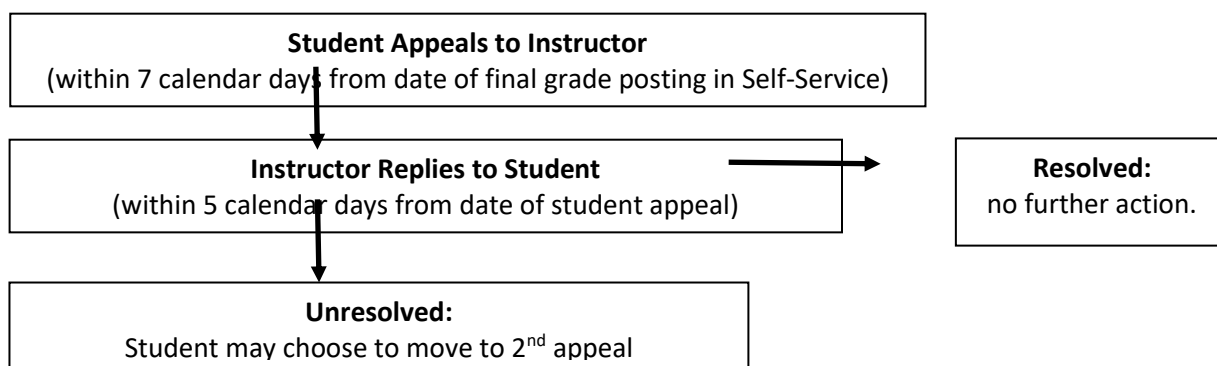
**Grade Appeals**

Students who believe that their final course grade is not correct must follow the procedure described in the flow chart below, beginning with the first-level appeal to the instructor. The student is required to provide documentation supporting the appeal and to show that their work warranted the grade they seek. The appeal must include evidence that the faculty member did not follow grading or other policies in the course syllabus, as well as dates and summaries of all other meetings or attempted meetings with the instructor to resolve the concern.

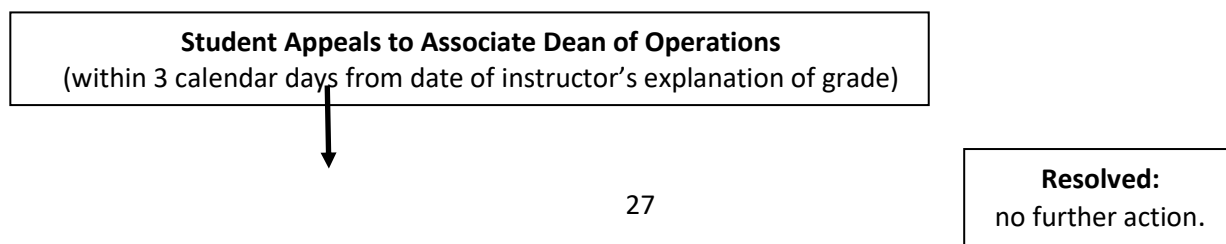
All email communication must be conducted via the student’s, instructor’s, and administrator’s GMercyU account; no personal email accounts should be used.

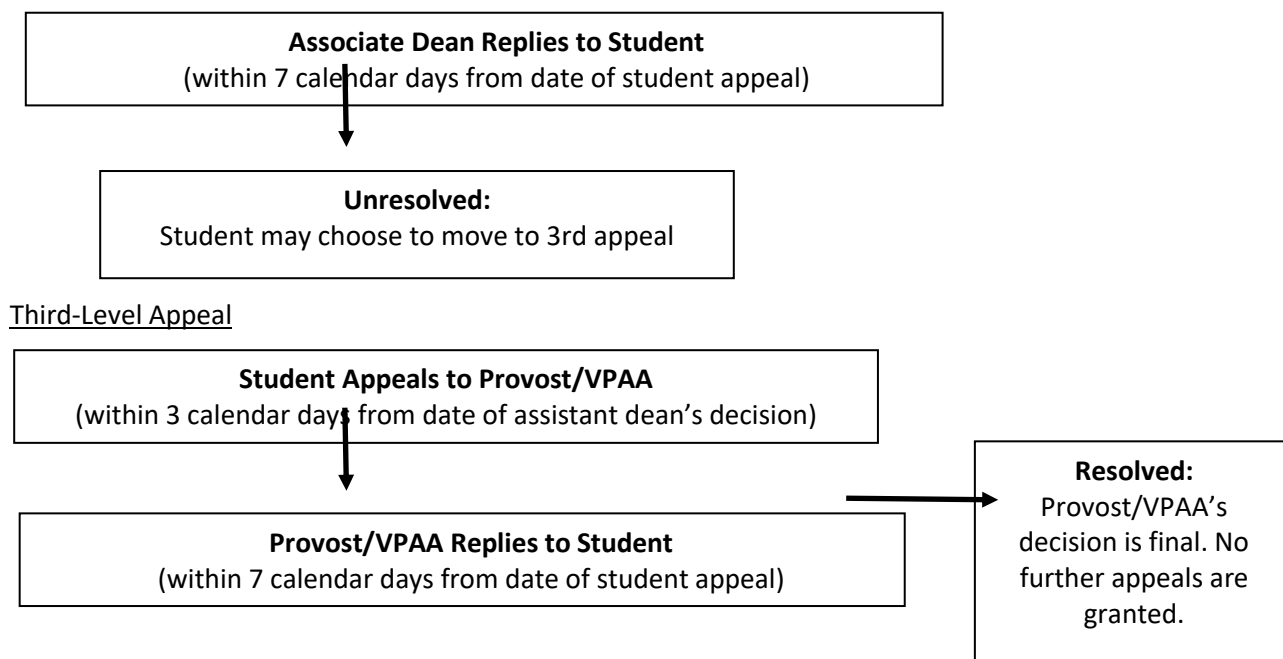
NOTE: *If a student is concurrently appealing an academic integrity violation and the final grade for the same course, the grade complaint process will pause until the academic integrity violation appeal process is completed. Appeals must be submitted separately; combined academic integrity violation and final grade appeals will not be considered. Students are encouraged to consult with their academic advisor, if they have questions about any appeal process.*

First-Level Appeal



Second-Level Appeal





### Incomplete Grade

Students may petition their instructor for an extension beyond the normally scheduled semester/session final examination because of illness or another serious reason (the nature of certain courses prohibits a grade of incomplete). If permission is granted, the instructor will require the student to sign an “Incomplete Grade Contract” outlining the terms of the extension and work to be completed. The instructor will submit a temporary grade of “I”. Instructors must complete the “Incomplete Grade Contract” and submit it to the appropriate Dean. Forms must be signed by both the student and the instructor. The work outlined in the contract must be completed within 30 calendar days from the last day of the final examination period. Otherwise, a grade of “F” will be recorded as the final grade. No extension will be granted beyond 30 days unless approved by the instructor and the Vice President for Academic Affairs prior to the end of the 30- day extension. If an extension is granted, the instructor must complete the “Incomplete Grade Extension” form, along with the student, and submit it to the Vice President for Academic Affairs. Once a final grade is achieved, the instructor will submit a “Change of Grade” form to the Office of Academic Affairs.

### Policy for Students Called to Military Service Obligation

**Scope of Policy & Rationale:** Gwynedd Mercy University is governed by federal and state law on the duties to and the rights of students who are members of the US Armed Forces, including the National Guard and the reserves, when they are temporarily unable to attend classes or have to suspend their studies due to service requirements. This policy is intended to conform fully to pertinent federal and state laws.

**Policy****I. Extensive Absence or Withdrawal from courses for a military service obligation:**

Students called to a military service obligation should contact the University Registrar. Each student has the following options:

1. If a student is called to military service obligation for a period of two weeks or less, it will be considered an excused absence. Students should work with their instructors to make up any missed work or assignments. *If a student is reported with an excused absence for 2 consecutive weeks of a non-term course due to military service obligation, the students will not be administratively withdrawn.*

For any absences longer than two weeks, students will have the following options:

- a) If the student wishes to drop a course prior to the official drop/add deadline, they may do so and receive a full refund.
  - b) If the student wishes to drop a course after the official drop/add deadline, they may do so and receive a full refund.
  - c) Receive an "Incomplete (I)" if eligible, according to university policy. If the student chooses this option but is unable to fulfill the course completion requirement(s), regardless of the circumstances, the student cannot later choose option (a) or (b) above.
2. Students should provide advance written notice with supporting documents of their military service obligation to the University Registrar.
    - a) If unable to provide advance notice of the military service due to military necessity, students will submit at the time of reenrollment and attestation that the student performed service in the uniformed services that necessitated the student's absence from the institution.

**II. Reenrollment for service members after a military service obligation:**

1. Students will be promptly reenrolled with the same academic status when last in attendance or last admitted, subject to paragraphs 2 and 3 below. The University will make reasonable efforts at no extra cost to the students to help them become prepared or to enable the student to complete their program. However, if it is determined after reasonable efforts that any such student is unable to complete their program or resume their program at the point where they left off, Gwynedd Mercy University is not required to readmit the student upon their return.
2. Students will be promptly reenrolled if the cumulative length of the absence and of all previous absences by reason of service in the uniformed services does not exceed five years. Students whose previous absences cumulatively exceed five years are subject to the established reenrollment policy and procedures.
3. Students who seek reenrollment will provide the University Registrar with documentation to establish that the student has not exceeded the service limitation of total cumulative absence of five years.

**III. Additional Services**

Graduate students may have special problems resulting from a military service obligation, such as a maximum number of years permitted to complete a particular academic program. Graduate students who need an extension or adjustment to their programs due to military service obligations should contact their academic program director. Veterans' tuition benefits at Gwynedd Mercy are administered by the Office of Financial Aid.

### **Religious Holidays**

It is the policy of the University to respect the observance of major religious holidays. Where scheduling conflicts prove unavoidable, no student will be penalized because of religious reasons, and alternative means will be sought for satisfying the academic requirements involved.

### **Repeated Withdrawals**

Students must refer to their respective College guidelines regarding course withdrawals. Students may withdraw only once from each course required in their major curriculum, or each pre-requisite for a major course. A second withdrawal from any required or prerequisite course may result in program dismissal.

We may be required to quickly modify our curricular and co-curricular programming based on any changing campus concerns and/or state or local requirements. For the safety of all concerned, members of the University community are expected to comply with any updated policies or procedures.

We sincerely appreciate the cooperation of our entire GMercyU community.

## ACADEMIC SUPPORT

### Keiss Library and Learning Commons

Keiss Library provides students with the resources and assistance they need to be successful in their academic career. Resources include 60,000+ physical materials, including books, audiovisual, and special collections, access to 45,000+ full-text electronic journals through subscription databases, 330,000+ electronic books, and 80,000+ academic streaming films. During the academic year, librarians and staff are available during library hours 6 days a week to help students navigate resources.

The Keiss Library webpage (<https://gmercyu.libguides.com>) provides access to the library's catalog, online resources, research guides and tutorials, and information about library hours, policies, and services. Electronic resources are available from any internet connection. Off-campus users are required to login with their GMercyU username and password.

The librarians at Keiss Library offer reference services in person and virtually during library hours, assisting users in developing research strategies, using online resources, and accessing scholarly materials. Research assistance is also available via text message, live chat, email, and telephone. When the library is closed, reference assistance is available 24/7 via a link to AskHerePA. Librarians also engage in classroom research skills and information literacy instruction sessions.

Keiss Library offers study spaces for individual and group study, including open tables, quiet spaces, and reservable study rooms.

Students can print from computers in the library or their laptops. Each student is allotted 300 prints per semester; if needed, students can purchase additional prints online. Keiss Library also has a book scanner and photocopier; there is no charge for using the book scanner, and photocopies are deducted from the 300 prints allocated per semester.

The library is fully wireless. Students who bring their own laptops can connect to the campus network and Follow-Me Printer.

If research materials are not available in the Keiss Library collection, users can request journal articles, books, dissertations, theses, and DVDs through the library's interlibrary loan (ILL) service. Requested articles may be available within three business days to a week; physical materials may be available within two weeks.

A current GMercyU ID is required to borrow materials. Books, audiobooks, and DVDs circulate for three weeks to students. Reference and course reserves, including books and videos that instructors designate for use by a specific class, must be used in the library. Course reserves are available at the circulation desk.

For assistance or more information, call 215-646-7300 ext. 21484, text/SMS 215-642-0918, email [Library@GMercyU.edu](mailto:Library@GMercyU.edu), or visit the library webpage at [GMercyU.edu/library](https://gmercyu.edu/library).

## Student Success Center

The Student Success Center, located in the Keiss Library, provides academic and professional support for current Gwynedd Mercy University students. The Student Success Center houses the following departments: the Office of Academic Advising, the Office of Accessibility services, the Office of Career Development, the Office of Tutoring Services and Placement Assessments, and the Office of First-Year Experience.

Academic advising is a vital component of a student's academic and personal success in college and beyond. Students who are matriculated into a term program are advised by a faculty advisor. Students who are matriculated into a non-term program work with an assigned professional academic advisor. Academic Advisors are identified in Self-Service.

The Professional Success Coach assists students with general learning skills (such as time management, test-taking strategies, and study skills) and facilitates the University's Academic Recovery Program. For an appointment or more information, email [studentsuccess@gmercyu.edu](mailto:studentsuccess@gmercyu.edu).

The Office of Accessibility Services assists students with a qualified disability in meeting their academic and personal goals. Within the bounds of our resources, Gwynedd Mercy University will provide reasonable accommodations to meet the challenges and needs of students with a qualified disability. For information about accommodations, email [accessibilityservices@gmercyu.edu](mailto:accessibilityservices@gmercyu.edu). NOTE: *For more information, see Accessibility Services.*

The Office of Career Development supports students with their career goals and empowers and equips students to transition from college to career. To schedule an appointment and learn more information email [CD@gmercyu.edu](mailto:CD@gmercyu.edu) and visit [www.gmercyu.edu/cd](http://www.gmercyu.edu/cd).

The Office of Tutoring Services and Placement Assessments offers tutorials for individuals and small groups, as well as academic workshops. Graduate students have access to online tutoring provided by a third-party vendor, which provides tutoring in a variety of subjects, including a Writing Center. Tutoring availability varies by subject, but all subjects have some evening and weekend availability. The online writing center offers review and feedback on papers. Select "Brainfuse Online Tutoring" in Canvas or on the portal for access or contact [studentsuccess@gmercyu.edu](mailto:studentsuccess@gmercyu.edu) [for more information](#).

## Accessibility Services

Gwynedd Mercy University intends for all students accepted into an academic program to have equal access and opportunity to effectively reach their academic and personal goals. Within the bounds of its resources, Gwynedd Mercy University will provide reasonable accommodations to meet the challenges and needs of students with a qualified disability. The Office of Accessibility Services works to coordinate with faculty, staff, and administration to meet the needs of students who have a qualified disability. In addition, Gwynedd Mercy University regularly convenes a University-wide Accessibility Awareness Committee dedicated to identifying barriers of accessibility that prohibit persons with disabilities from experiencing equal access to educational opportunities at Gwynedd Mercy University.

At the time of a student's acceptance to Gwynedd Mercy University, or anytime thereafter, a request can be made for accommodations pertaining to learning, psychological, and/or physical disabilities. This request must

be made by the student directly to the Director of Accessibility Services. Requests must be made by the student to the Office of Accessibility services in person, by email, or by receipt of the GMercyU Accommodation Application. Other forms of contact such as phone calls or disclosure to other University staff or faculty are not recognized as requests for accommodations. A student who self- identifies as having a disability and requests accommodations is responsible for submitting appropriate documentation and following the procedures as listed on the Accessibility Support web page. No accommodation can be made by Gwynedd Mercy University without completing this process.

All information provided to the Director of Accessibility Services is, in accordance with FERPA, confidential. It is important to allow sufficient time for administrative processing of the application (this may be four to six weeks). In addition, accommodation requests are assessed on a case-by-case basis, and accommodations are based on each student's individual and unique needs.

For additional information, visit the University's Accessibility Services web page:

<https://www.gmercyu.edu/student-life/campus-resources/accessibility-services/student-accessibility-services> or email [accessibilityservices@gmercyu.edu](mailto:accessibilityservices@gmercyu.edu)

#### Staff and location:

Director of Accessibility Services

215-646-7300, extension 21014 [accessibilityservices@gmercyu.edu](mailto:accessibilityservices@gmercyu.edu) Location: Student Success Center, 2<sup>nd</sup> floor, Keiss Library

#### Accessibility Services Grievance Procedure

Grievances falling under the scope of Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990, and the ADA Amendment Act of 2008 should be made according to the following procedure. This procedure is applicable only to students who have previously registered with Accessibility Services, regardless of their experience in the classroom to date. A student who has a grievance/concern regarding their disability status, accommodations/modifications, or lack thereof, the "reasonableness" presented by the University, or any decisions based on their presentation by faculty, staff or a department; or has been subjected to discrimination or harassment on the basis of disability should first contact the Director of Accessibility Services. The Director may be able to assist in the informal resolution of the issue, and/or serve as a liaison to the faculty/staff member or department. In instances which directly involve the Director as an integral party to the grievance/concern, the student should contact the Dean of Student Success for attempts at informal mediation/negotiation. To increase the likelihood of successful resolution, such processes must be initiated at the time of conflict. If the student is not satisfied with the outcome of this process, they may proceed to a Formal Complaint.

Retaliation against anyone who files a grievance or cooperates in the investigation, or a grievance is prohibited.

Formal Complaint: A student may choose this option if attempts at prior resolution have been unsuccessful. A signed, written summary of events must be submitted to the Dean of Student Success within 30 days of the initiation of the grievance process.

The summary should include the following:

- The specifics of the concern including any applicable sections of the above laws
- The steps already taken by the student to resolve the issue
- The outcomes of those steps
- The requested resolution to the concern

The Dean of Student Success will, as expeditiously as possible, present the complaint to a committee which may include from Health Services, Counseling Services, the academic program the student is pursuing or other faculty/staff on campus with relevant expertise, and Institutional Technology, for a full investigation. The Dean of Student Success may also include or consult with an external professional with expertise in disability support services and the presenting concern.

Confidentiality will be maintained for everyone involved, in so far as possible.

Only those persons who have a “need to know” within the investigation and resolution of complaints are entitled to information regarding a complaint.

The Dean of Student Success may meet with the Director of Accessibility Services for a briefing on information relevant to the case. This communication may occur through a verbal account and/or through review of material documentation previously submitted to the Director, which shall then be permissible in the investigation process. A written report regarding findings will be provided by the committee to the complainant and any involved parties, if action is required on their part. The Dean of Student Success may wish to meet with the complainant to discuss alternate ways of meeting the student’s concern determined by the committee if the requested resolution is not deemed appropriate and/or necessary.

If the student remains unsatisfied with the outcome, they may appeal to the Provost and Vice President of Academic Affairs with an updated version of the Summary of Events specifying the current area of discontent, for review.

If the student remains unsatisfied with the outcome, they may pursue other federal or state remedies. The above process should not be considered a pre-requisite to such external remedies. Students may opt to contact the [Office of Civil Rights](#).

## ADMISSIONS GRADUATE PROGRAMS

Once a student's application file is complete, the Admissions team and Program Director decides based on University admissions standards and any specific requirements of the applicant's intended program of study. The student is notified of the decision as soon as possible after all application materials have been submitted and a thorough review has taken place.

Admissions requirements include:

- A baccalaureate degree from an accredited college or university
- A minimum undergraduate GPA of 3.0 or higher.
  - Candidates with a GPA lower than 3.0 will be reviewed on a case-by-case basis.
- A completed application for your program of choice
- Official transcripts from every college or university attended
- Professional resume
- Two complete supervisory reference forms
- Personal interviews may be required, as needed

Some programs may have additional requirements. Please consult the requirements listed within your program of interest for additional information.

### Conditional Acceptance

Graduate students may be conditionally admitted to their intended degree program, pending the completion of specific requirements as outlined in their conditional acceptance letter. This option is generally reserved for students who do not meet the program's minimum GPA requirements and must earn a grade of B or better in specified courses prior to being fully admitted to the program.

Conditionally admitted students who are enrolled in courses that count toward their intended degree may be eligible for federal student aid, provided they meet satisfactory academic progress standards. Students who do not successfully fulfill the requirements of the conditional admittance within one calendar year will not be admitted to their program of choice and will no longer be eligible for federal financial aid.

### International Students

To enroll as a graduate-level international student at Gwynedd Mercy University, we recommend that you contact the Office of International Programs at [isl@gmercycu.edu](mailto:isl@gmercycu.edu) before starting your application to get specific instructions on how to apply to GMercyU's graduate programs.

International students will need to provide the following materials to be considered for Admission:

- A baccalaureate degree from an accredited college or university
  - If the degree is awarded by an international institution, an evaluation via a third-party vendor will need to take place and be submitted for review.
- A minimum undergraduate GPA of 3.0.
  - Candidates with a GPA lower than 3.0 will be reviewed on a case-by-case basis
- A completed application for your program of choice
- Official transcripts from every college or university attended
- Professional resume
- Two complete supervisory reference forms
- Personal interviews may be required, as needed

- A minimum score of 550 (written), 213 (computer), or 79 (internet) on the TOEFL examination (non-US applications only).
  - Students whose native language is English are not required to submit language scores
- Applicants who have had nursing education outside of the U.S. must have transcripts evaluated by CGFNS ([www.cgfns.org](http://www.cgfns.org)).
- International students who apply to education, nursing and health profession programs must have the ability to complete the background screening process required for placement in a clinical/school setting and should review state licensure requirements before choosing to enroll. The U.S. background screening process requires a U.S. Social Security Number.
- U.S. citizenship or permanent residency is a requirement for licensure within certain academic programs. International students and students who are under DACA status or are undocumented should carefully review the licensure requirements for their state before enrolling in a degree program that leads to licensure. Additional information can be found on the [National Conference of State Legislatures website](#).

Some programs may have additional requirements. Please consult the requirements listed within your program of interest for additional information.

### **Pregnancy Non- Discrimination Policy**

Under the Department of Education's (DOE) regulations implementing Title IX of the Education Amendments of 1972, a college or university "shall not discriminate against any student or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, and termination of pregnancy or recovery therefrom." According to these materials, not discriminating against a pregnant student means granting her leave "for so long a period of time as is deemed medically necessary by the student's physician," and then effectively reinstating the student "to the status which she held when the leave began." Pregnant students are entitled to accommodations under Title IX and/or the American with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act. For more information, please contact Ms. Kelly Kiefer Director of Accessibility at [Kiefer.k@gmercyu.edu](mailto:Kiefer.k@gmercyu.edu) or 215-646-7344 ext. 21014 or Ms. Tia Brown, Title IX Coordinator at or (215) 646-7300 ext.21140.

Students will be given an opportunity to make up missed work wherever possible. Extended deadlines, makeup or alternative assignments, and incomplete grades for work that can be completed at a later date (agreed between instructor and student), should all be utilized. The University must provide the student with the appropriate assignments and information to make up the work she would have been required to complete while she was out, if this is possible in a given course. In situations where the temporal particularities of the task do not allow for a "break," such as large performances, and lab work, clinical assignment, or group work, the institution should work with the student to devise an alternative academic course-work plan for completion within the policies for academic progress of the University or program as defined by the college catalog. The University requires a doctor's note for continued participation in University activities for all students who have a medical condition that requires routine treatment by a doctor. This also applies to pregnant students. While the University may offer to provide more leave than that stated under Title IX, the University cannot have a rule that

prohibits students from returning to classes for a set period of time after childbirth. Pregnant students working within the University's work-study program are protected under Title IX in their capacity as part-time employees.

### LABORATORY ACTIVITIES

Gwynedd Mercy University laboratories are in compliance with the requirements of the Occupational Safety and Health (OSHA) Act. However, it is the responsibility of the student to inform the instructor of the laboratory courses as soon as the student knows she is pregnant. The student must obtain written permission from her prenatal care doctor to participate in the course laboratory activities. If the student does not properly inform the instructor of the pregnancy, does not provide a doctor's permission note, or is unaware of her pregnancy, the responsibility for any risks or consequences associate with the completion of the laboratory work remains with the student. Gwynedd Mercy University cannot ensure that a pregnant student will not be exposed to chemicals that might be unhealthy for her or her fetus since the effects of all chemicals in fetal development are not completely known. In addition, it is impossible to precisely anticipate the level of exposure, the length of exposure, and the number of encounters that might occur with any chemical during a semester. Therefore, the University recommends that pregnant students should be advised NOT to take a lab course unless she is willing to understand and assume all the risks. She should certainly seek and follow proper medical advice from her physician. Pregnant students will be advised that if they choose to enroll in a laboratory course at Gwynedd Mercy University, they must participate as fully as any other student or their grades will be impacted. They may not take the course in a virtual format of any sort or by watching others, and laboratory course requirements will not be revised under any circumstances to accommodate a pregnant student.

### **Title IX**

As a recipient of Federal funds, Gwynedd Mercy University is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), and Code of Federal Regulations 34, 106 which prohibits discrimination on the basis of sex in educational programs or activities, admission and employment. Under certain circumstances, Sexual Misconduct constitutes sexual discrimination prohibited by Title IX. In addition, the University complies with Section 304 of the Violence Against Women Reauthorization Act of 2013 ("VAWA"). Inquiries concerning the application of Title IX and VAWA may be referred to the University's Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights. Gwynedd Mercy's Title IX Coordinator is Tia Brown and she may be contacted by phone at 215-646-7300, ext. 21140 or by e-mail at brown.t8@gmercyu.edu

### **Non-Discrimination Policy and Statement**

Gwynedd Mercy University is committed to maintaining a positive learning, working, and living environment that is free from unlawful discrimination and harassment. Gwynedd Mercy University does not discriminate against any applicant for admission to or employment at the University because of race, religion, age, gender, sexual orientation, gender identity, national origin, disability, color, marital status, veteran status, genetic characteristics, or any other characteristic protected by federal, state or local law ("Protected Classes"). This includes, but is not limited to, admissions, financial aid, educational services, and student programs and activities, as well as to all terms and conditions of employment including, but not limited to, recruitment, selection, hiring, placement, transfer, promotion, training, compensation, benefits, discipline, and termination. The University will not tolerate unlawful acts of discrimination or harassment based upon Protected Classes, or related retaliation against or by any employee or student. This policy applies to all University faculty, administrators, staff and students. Persons who lodge discrimination or harassment complaints or participate in the investigation of such a

complaint are protected from retaliation (e.g., adverse action or consequences) for those actions. Retaliation will not be tolerated at Gwynedd Mercy University. Although discrimination and harassment described and prohibited by this policy include a wide range of behaviors, certain discriminatory conduct is addressed elsewhere. For example, sexual harassment is addressed in the University's Sexual Misconduct Policy. Individuals who violate this policy shall be disciplined or subjected to corrective action, up to and including termination or expulsion.

Inquiries regarding federal law and regulations concerning nondiscrimination in education or the University's compliance with those provisions may also be directed to: Office for Civil Rights, Philadelphia Office, U.S. Department of Education, The Wanamaker Building 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323, Telephone: (215) 656-8541, Facsimile: (215) 656-8605, Email:

[OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

## FINANCIAL AID

### Financial Aid Application Procedures (FAFSA)

#### A. New Entering Students

Students who wish to receive consideration for financial aid must:

1. Submit the Free Application for Federal Student Aid (FAFSA) at [studentaid.gov](http://studentaid.gov).
2. Gwynedd Mercy University's federal code is 003270. You must enter our school code for us to receive the results of your FAFSA.
3. Complete the Federal Verification process, if selected for verification.
4. Regularly check the email you used on your FAFSA. If we have questions or need additional paperwork, we will notify you at the email you provided on your FAFSA.
5. The FAFSA is available on October 1 of each year. Please submit the FAFSA as close to October 1 as possible, and no later than our priority filing date - January 15.
6. Once your financial aid package is complete, you will be notified to log into your GMercyU Self Service account to view and accept your aid package.

#### B. Returning Students

1. Students who wish to request renewal of financial aid for an upcoming academic year, as well as those already enrolled who wish to apply for financial aid the first time, must:
2. Submit the Free Application for Federal Student Aid (FAFSA). Gwynedd Mercy University's federal code is 003270.
3. You must enter our school code for us to receive the results of your FAFSA.
  - a. You must submit the FAFSA for each year in which you want to be considered for financial aid.
4. Complete the Federal Verification process, if selected for verification.

Note: Please submit your FAFSA no later than April 1 each year.

Students will receive notification that their aid package is available for review via email. Students must log into their GMercyU Self Service account to view and accept their financial aid package.

### Satisfactory Academic

#### Progress (SAP) Standards of Satisfactory Academic Progress

Federal regulations require that all students who receive any financial aid meet federal academic progress standards while taking courses toward a degree or certificate program. This policy applies to all terms of enrollment, even if not receiving federal aid, and all enrollment types (full-time/part-time).

Academic progress is measured by cumulative grade point average, percentage of credits successfully completed, and the time it takes to complete the degree program. The financial aid office checks student academic progress after both the fall and spring semesters.

#### Measurement of Academic Progress Requirements

- **Completion Rate (67% Rule):** Students must receive a satisfactory grade in courses attempted by completing at least 67% of the credits for which they are enrolled. This percentage is calculated

by dividing the number of credits earned by the number of credits attempted. All withdrawals, failures and incompletes are counted as attempted, but not earned credits.

- **Exception to the 67% Rule:** It is important to note that the 67% completion rule applies to most types of financial aid. However, specific programs may mandate a higher completion rate. For example, the **PA State Grant** requires that a full-time student earn 24 credits (repeated coursework does not count in this total) in an academic year and requires a minimum of 12 credits for part-time students.
- **Cumulative GPA Minimum Requirements (GPA Rule):** The maintenance of a cumulative grade point average of 2.0 for upper classmen and 1.8 for freshman students. Graduate, second bachelor's degree and doctoral students must maintain a 2.0 cumulative grade point average. Additionally, specific grants and scholarships may require a higher minimum cumulative grade point average.
- **Developmental Courses:** Developmental courses are evaluated in progress calculation, including completion rate, maximum hours, and cumulative grade point average. Federal financial aid may be awarded for a maximum of 30 semester hours of developmental coursework.
- **Withdrawals, Incompletes, Audits and Repeat Courses:** Withdrawals, Incompletes and Audits do not count as a passing grade. These grades are counted in attempted credits. Once an Incomplete grade has been changed to a passing grade, progress can be recalculated upon written request. Repeated coursework is also counted as attempted credits, with all grades related to this repeated coursework included in financial aid GPA calculation.
- **Change of Major and Double Majors:** Once all the requirements for a program completed, a student may no longer receive financial aid unless they enter a new degree program. Students may apply for financial aid for the completion of a double major. All applicable courses in the completed program will count as part of the 150% attempted credits in both majors.

#### **When Minimum Standards of Academic Progress are Not Achieved**

- Any student who fails to meet the progress standard and cumulative grade point average requirements will be ineligible for future financial aid. A student who has become ineligible for financial aid will be notified in writing by the financial aid office at the end of the fall or spring semester.
- Students on academic probation may be eligible to receive financial aid IF they meet satisfactory academic progress requirements. Students may still enroll without financial aid if they do not qualify for financial aid because of satisfactory academic progress issues.
- Non-Matriculated students (students not accepted in a degree seeking program at the University) are ineligible for federal, state, and institutional financial aid. They may borrow private student loans to finance their course costs.

#### **Academic Progress Appeals**

Students who faced mitigating circumstances that may have affected their academic progress may appeal an academic progress decision. Mitigating circumstances include experiencing a serious illness or accident; the death, accident, or serious illness of your immediate family member; or other mitigating

circumstances beyond your control. Poor time management, feeling “unprepared for school” or other circumstances that are in a student’s control will not be accepted as mitigating circumstances. To appeal, a student must complete the Financial Aid Academic Progress Appeal Form, provide acceptable supporting documentation, and complete all required steps outlined on the form.

If a student’s appeal is approved, they must develop (with designated university staff) and follow an academic plan and successfully complete courses with a grade of C or better to continue receiving student aid. Failure to follow the academic plan and successfully complete all registered courses during the semester of appeal, will result in the student having to successfully complete future courses without any financial aid support until all academic standards are met as described in this policy. Successful completion means receiving a grade of A, B or C. Withdrawals, incompletes and audits do not count as a successful completion grade.

If a student’s academic progress appeal is approved and an academic plan is developed, then they may receive financial aid on a probationary status (for either one semester or one year as determined by the appeals committee) until satisfactory academic progress criteria is met.

### **Regaining Financial Aid Eligibility**

If a student does not meet satisfactory academic progress requirements and chooses to enroll at the University without financial aid assistance, academic progress will be checked again at the end of that term of enrollment. At that time, if the progress requirements are met, the student’s financial aid eligibility will be reinstated for subsequent semesters. Institutionally administered grants and scholarships will be reinstated for the student IF funds are still available at the time of awarding.

### **Return of Title IV Funds**

The Office of Student Financial aid recalculates federal financial aid eligibility for students who withdraw prior to completing 60% of a payment period or semester, drop out, are dismissed. Recalculation is based on the percentage of earned aid using the following federal Return of Title IV Funds formula: Percentage of payment period or term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or semester. (Any break of five days or more is not counted as part of the days in the semester.) This percentage is also the percentage of earned aid. Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or semester.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a balance to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post withdrawal disbursement, which must be paid within 120 days of the student’s withdrawal. The institution must return the amount of Title IV funds for which it is responsible no later than 45days after the date of the determination for post withdrawal disbursement must be offered to the student within 30 days of the date of determination.

Refunds are allocated in the following order:

Unsubsidized Federal Direct Loans

Subsidized Federal Direct Loans Federal Parent Direct (PLUS) Loans

Federal PELL Grant for which a return of funds is required

Federal Supplemental Opportunity Grants for which a return of funds is required Unofficial Withdrawals (all F Grades)

If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, Gwynedd Mercy University must assume, for Title IV purposes, that the student has unofficially withdrawn, unless it can be documented that the student completed the period.

### **Federal Exit Counseling**

Students who have secured loans (Perkins, Nursing, or Direct (Subsidized/Unsubsidized)) will receive an exit counseling letter(s) if they:

- Graduate from the University
- Drop all their courses during a semester or drop to less than 6credits
- Formally withdraw from the University
- Enroll in a semester at a rate of less-than-half-time (less than 6credits)
- Unofficially withdraw from the University (stop attending all classes during a semester without formally notifying the University or fail to enroll in a subsequent semester)

### **Alternative Loans**

In addition to the Federal Loan Programs, a student and/or credit-worthy co-signer may borrow funds not to exceed cost of attendance. Since Private/ Alternative loans have different fee and rate structures, applicants are encouraged to request information directly from the lender or on the web at <https://www.elmselect.com/v4/>.

### **Veterans Benefits**

Any student utilizing Ch. 33 Post 9/11 GI Bill® or Veteran Readiness and Employment (VR&E)—formerly known as Vocational Rehabilitation and Employment—benefits will be considered by Gwynedd Mercy University as in good financial standing even if the VA is delayed in making payments to the university, provided the student can produce the VA's Certificate of Eligibility by the first day of class, and/or provide any additional information needed by the University's VA Certifying Official to ensure the enrollment certification request can be submitted to the VA by the first day of class. These students will be treated as "paid students" and will not be prevented from enrolling in classes or denied access to any college resources or facilities available to other University students in good financial standing. These students also will not be assessed a late penalty fee or required to secure additional funding to cover the late VA payment. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government

Web site at <https://va.gov/education/>. The University serves only as a certifying and transmittal agency regarding Veterans Educational or War Orphans Benefits. The University's Veteran Affairs Department is part of the Financial Aid Office. The VA Coordinator is available to assist students with respect to their veterans' benefits. In addition, veterans may contact: Veterans Administration Regional Office, P.O. Box 4616, Buffalo, NY 14240-4616, or you can contact the student line at (888)-442-4551 between 8am-7pm Eastern Time, Monday-Friday.

## TUITION and FEES

### **Term & Non-Term Programs**

<b>Graduate Tuition Per Program</b>	
<i>2024-2025 Rates are Effective August 15<sup>th</sup>, 2024</i>	
Master of Business Administration Program and Graduate Business Certificate Program	\$750 per credit
Master of Science in Counseling Program and Post Master's Certificate or Certification in Counseling Program	\$750 per credit
Master of Science in Education Program and Post Master's Certification in Education Program	\$750 per credit
Master of Public Health Program	\$750 per credit
Master of Science in Nursing Program	\$994 per credit
Post Graduate APRN Certificate Programs in Nursing	\$994 per credit
Master of Science in Occupational Therapy Program	\$994 per credit
Master of Speech Language Pathology	\$994 per credit
Direct Entry Master of Science in Nursing	\$810 per credit
Doctorate in Education Program, Superintendent Letter of Eligibility Certification Program, Supervisor of Special Education Program	\$1,130 per credit
Doctorate in Nursing Practice Program	\$1,026 per credit

<b>Program Specific Fees Payable to the University</b>	
MS Occupational Therapy Program Fee	\$175 per semester
Master of Public Health Program Fee (per year charged in Fall)	\$137 per year
Student Teaching Observation Fee (EDU-565)	\$250
Nurse Practitioner Nursing Fee (Exam Soft and Medatrax)	\$75 per semester
CNS and Nurse Educator Fee	\$75 per semester
Supervision Assist Fee- Counseling Program	\$244
DEMSN Nursing Fees	\$505-\$649
<b>*See your Program Description for a full description of the above fees or information on additional fees that may need to be paid directly to the vendor or professional association.</b>	

<b>Additional Fees Applicable to All Graduate Students</b>	
One-time Graduation Fee <i>The graduation fee covers only a portion of the costs associated with the University commencement events, including fees related to your diploma, diploma cover, and regalia. The graduation fee is payable in the semester of graduation. The fee must be paid by all graduating students whether or not you choose to participate in the commencement ceremony.</i>	\$175
Course Fee <i>The comprehensive fee contributes towards the cost of providing computer/technology access, activities, use of facilities and the other resources generally available to all students.</i>	\$29 per credit

<b>Additional Fees as Applicable</b>	
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Application Fee through OTCAS (MS Occupational Therapy only) <i>Includes Pennsylvania Occupational Therapy Association Fee, American Occupational Therapy Association Fee, and other program-related fees</i>	\$150
One-time Acceptance Deposit <i>Non-refundable, applied towards tuition</i>	\$100
One-time Acceptance Deposit (MS Occupational Therapy program, Accelerated Bachelor of Science in Nursing, Weekend Bachelor of Science in Nursing, Direct Entry Master of Science in Nursing, Doctorate in Education programs and Doctorate in Nursing Practice programs only) <i>Non-refundable, applied towards tuition</i>	\$500
Returned Check/Debit/Credit Card Fee	\$50
Late Payment Fee	\$100
Printing/copying (exceeding 300 pages free per semester)	\$0.10 per page
Graduate Parking Permit	\$35
Challenge Examination Request Fee	\$140 per course
Challenge Examination Earned Credit	\$140 per credit hour

### Payment Policy

Payment of tuition, fees, and other charges are due on the published due dates. For the Term Programs, tuition is due in August for the fall semester and December for the spring semester. For Non-Term Programs, tuition is due before the start of each class. Payment by employer reimbursement must be arranged with the Non-Term Student Billing office prior to the published due dates to avoid charges for a past due payment. Required documents must be submitted at the beginning of each academic year. Students will not be issued their diploma(s) and will not be permitted to register for future classes until all financial obligations have been met. Outstanding financial obligations must be discussed with the Office of Student Billing before obtaining your transcript.

### Delinquent Accounts

A student who is financially delinquent shall forfeit the privilege of attending classes, and the University shall have the right to withhold grades, diploma(s) or certificate(s) until such indebtedness is paid. Outstanding financial obligations must be discussed with the Office of Student Billing before obtaining your transcript. A student who is financially delinquent at the close of a semester will not be permitted to register for another semester until all accounts are settled. Student accounts not resolved by the end of the semester or signed up for an internal payment plan will be placed with a collection agency. The student will be responsible for the full amount due plus all associated collection costs, late fees, and legal fees. Third party fees can add up to 25% additional to your past due balances.

### Payment by Check

Make all checks payable to GWYNEDD MERCY UNIVERSITY. All checks are to be drawn on U.S. banks and in U.S. dollars. You may mail your check to the Gwynedd Valley campus (Attn: Student Billing Office) or pay online with an electronic check (same as a regular check, you just enter your routing and account number online) through your Self-Service account.

**Returned Check or Debit Card (ACH) Payments**

If you have a returned electronic check or debit card payment that is returned by the bank for any reason, please know the next time you are making a past due payment with an electronic check or debit card on a semester that has a billing hold, you will be subject to a 10-business day waiting period before your billing hold is removed to ensure the check clears

and is not returned by the bank. Please know this 10-business day waiting period will be enforced for one calendar year for Term students, and 6 months for Non-Term students, from the date of the most recent returned payment.

If you have no other returned payment within that year, the 10-day hold will be removed, and you will no longer be subject to the 10-business day waiting period when paying with an electronic check or debit card. If you have 5 or more returned payments, you will then have to wait 10-business days to have any holds removed for any payment made with an electronic check or debit card going forward.

Please also know, when a payment is returned by the bank, the bank will charge you a returned payment fee of \$50 that will need to be paid.

Please know, under Pennsylvania statute Title 18 Chapter 41 section 4105 "Bad Checks", a person commits an offense if they issue or pass a check, knowing that it will not be honored by the drawee/bank (i.e., closed account or insufficient funds). Checks intentionally written on accounts with insufficient funds could face prosecution resulting in misdemeanor and up to felony charges.

**Payment by credit card**

The University accepts VISA, Master Card, Discover and American Express. All credit card payments must be made online through the student's Self-Service account. There is a 2.95% processing fee added to all credit card transactions.

**Payment by cash**

The maximum cash payment accepted is \$1500. This form of payment can only be taken at the main campus Gwynedd Valley location.

**By payment plan**

The Gwynedd Mercy University Installment Plan administered by TouchNet is a convenient way for parents and students to finance education expenses. The installment plan applies to Term students only. Students enrolled in Non-Term Programs are not eligible due to the dynamic nature of their programs.

The installment plan allows you to spread tuition and fee expenses over 5, 4 or 3 months for the Fall and Spring semester, and 4, 3 or 2 for the Summer semester. The number of installments you have for each semester depends on the date a student signs up for the plan each semester. There is an enrollment fee to sign up for the payment plan. For the Fall semester, payment plan installments start in July. Spring semester installment payments start in December and Summer semester installments start in April. Additional information can be found on the Student Billing's web page. Students can sign up for the payment plan through their Self-Service account through the Student Finance tile.

**Employer Reimbursement:** For Term students who are reimbursed by an employer may be eligible to receive an extension for payment of a portion of the amount due. Before registration, a copy of the employer's policy and a statement from the employer stating the student's eligibility is required. Documentation is required at the beginning of each academic semester. Ten percent (10%) of the tuition is then required at registration and the balance is due prior to the end of classes.

For Non-Term students, prior to the start of the class, a student can provide a copy of the employer's policy and a statement from the employer stating the student's eligibility is required. This entitles the Gwynedd Mercy University

Non-Term students to pay for their class(es) up to 14 days after the last day of the class.

In view of rising costs, Gwynedd Mercy University reserves the right to increase charges at any time and to make such changes applicable to students presently enrolled as well as to new students.

## TECHNOLOGY SERVICES

### Computer Use Policy

The computer technology sources (lab or smart classroom facilities, hardware, software and media equipment) at Gwynedd Mercy University are provided to assist students, faculty, administration and staff in the pursuit, collection, and presentation of academic information. Because these computer technology resources are the property of Gwynedd Mercy University, their operation by individuals associated with the University should be consistent with the mission and values of the institution. (Please refer to the student handbook for the complete computer use policy of the University.)

### Learning Management System

Students should be aware that the Learning Management System records student usage data. Instructors have access to this data and can monitor student activities while they are using Canvas. It is a student conduct violation to download recorded conversations to a computer, upload them to the internet, or otherwise share, transmit or publish such recordings without the prior written consent of all participants (unless the professor has agreed in writing to such action and the recording is a recording of the professor's class).

### The following technology resources are available for students:

IT Service Desk (Help Desk) – communication and support of all technical needs and requests.

Ways to contact Help Desk:

- Phone (24 Hours): 215-646-7300 ext: 21444
- Email (24 Hours): [IT@GMercyU.edu](mailto:IT@GMercyU.edu)
- Chat (24 Hours)
- Walk In (University Hall Room West 104): Monday Through Thurs 8 am to 6 Pm, Friday 8 am to 4 pm

Computer Labs – Four Computer Labs, and Six Computer Breezeways (Computer labs and breezeways available from 6 am to 11pm daily)

Classrooms and Technology Enhanced Rooms – for teaching, learning and presentations Wireless Access – connections in common areas of each major building on campus Campus Network – highly available, redundant internet service providers and secure Emergency Notification Center – Omnilert campus text message notification for important announcements.

Canvas – a learning management system for courses and collaboration.

Self Service (Colleague) - a portal to access registration, financial services, transcripts and advising  
Microsoft 365, both online and downloaded versions are available to each student.

### **Computer Labs and their Descriptions**

Gwynedd Mercy University offers multiple labs serving the faculty, staff, and students. These labs are maintained by Institutional Technology Services (ITS) with various software and hardware. Each lab is managed by the individual departments listed below. Please contact these departments for lab schedules.

#### **Lab Hours**

Labs located on the Gwynedd Valley Campus are open Monday through Friday from 8:00 am until 6:00 pm. Departmental labs, managed by their individual departments, may be reserved by instructors. These labs would be unavailable during these times.

#### **Gwynedd Valley Campus**

##### Saint Bernard Hall, Room 16

This lab features twenty workstations running Windows 10 and Microsoft Office. This lab is also equipped with a Copier/Printer/Scanner (Xerox may be moved to the hallway in the next coming weeks) as well as a 75" 4k interactive touch flat panel screen.

##### Natural Science & Mathematics & Health Professions Computer Lab (Frances M. Maquire Hall, Room 203)

The Natural Science & Mathematics lab features twenty workstations running the Windows 10 operating system. These workstations support Microsoft Office. This lab is also equipped with a Copier/Printer/Scanner.

##### Breezeway Computer Area (Fatima Hall/Mercy Hall/University Hall/Keiss Library/Frances M. Maquire Hall/Waldron Student Center)

Workstations are running the Windows 10 Operation System. These workstations have Microsoft Office and this area is equipped with a Copier/Printer/Scanner.

##### University Hall Lab (University Hall, Room W108)

The University Hall Lab features thirty workstations running the Windows 10 operating system and Microsoft Office. This lab also features a Copier/Printer/Scanner.

##### Finance Trading Lab (University Hall, Room E204)

The Finance Trading Lab consists of 16 computers with dual monitor display units running Windows 10 operating system with Microsoft Office. This computer lab also features a 42- foot stock ticker, two digital signage displays for new information about financial markets, and a projection system.

## PUBLIC SAFETY

The Department of Public Safety and Security is responsible for providing security services for Gwynedd Mercy Universities Main Campus. The Public Safety staff enforce the university policies and federal and state laws for campus administrative purposes only. Public Safety and Security investigates campus criminal incidents for administrative purposes as they relate to its campus judicial process.

Public Safety and Security Staff are not Police Officers. Criminal incidents may be investigated for possible criminal prosecution by the local Lower Gwynedd Police Department or other law enforcement agency with jurisdiction. The Vice President of Student Services and Dean of Students manages disciplinary action for matters that are violations of university rules. The Director of Human Resources manages violations of conduct as it relates to employee conduct. The Title IX Coordinator in conjunction with the Vice President of Student Services and Dean of Students and the Director for Human Resources manage violations as they pertain to Title IX and Sexual Harassment

The safety and security of the University is the shared responsibility of all who live, work and study on the campus. Members of the university community are encouraged to be familiar with personal safety and encouraged to report any suspicious or criminal activities to the Department of Public Safety and Security at 215-641-5522. The University uses a multifaceted approach for community notifications of emergency situations, such as Live Safe App, Emergency phones which are strategically placed to assist during emergency situations and Mass Notification System that notifies community members via phone, email and text messaging. The Public Safety and Security department is located in St. Brigid Hall.

## ACADEMIC PROGRAMS OF STUDY

### College of Arts, Sciences and Professional Studies

**Credit Requirements:** Students enrolled in a program of study are expected to complete all required courses at Gwynedd Mercy University. Transcripts for courses completed at regionally accredited institutions prior to enrollment at Gwynedd Mercy University will be evaluated for transfer credit.

**Administration:** Lisa McGarry, Dean

#### Faculty

**Business Administration**-Jill Winnington, Margaret Rakus

**Counseling**—Jennifer Aucoin, Ellen Henderson, Tina Pharr, Sara Meghan Walter

**Education**- Ray Bandlow, Jaimie Bowen, Desiree' Caldwell, Tiffany Cresswell-Yeager, Carol Etlén, Amber Gentil and Peggy Kerr

**Public Health**— Victory Osezua, Maria Warnick, Sharla Willis

#### Major Degree Programs

- Doctorate of Education in Educational Leadership
  - Leadership in Higher Education
  - Leadership in Special Education
  - Leadership in PreK-12 Schools and School Districts
- Doctorate of Education in Teaching and Learning in Higher Education
- Master of Business Administration with concentrations in:
  - Healthcare Administration
  - Strategic Management and Leadership
- Master of Science in Counseling with concentrations in:
  - Clinical Mental Health Counseling
  - School Counseling
- MS, Education, Master Teacher Program with certification in:
  - PreK-4
  - Secondary Biology
  - Secondary English
  - Secondary Mathematics
  - Secondary Social Studies
  - Master Teacher Program without Certification
- Master of Science in Educational Administration:
  - K-12 Principal Certification
  - Supervisor of Curriculum and Instruction Certification
- Master of Public Health
- Master of Science in Special Education
  - Without Certification
  - With PreK-12 Certification
  - PreK-12 (Certification only)

#### Certification Programs

Post Master's Certificate Program in Clinical Mental Health Counseling

Post Master's Certification Program in School Counseling  
Post Master's K-12

- Principal Certification
- Supervisor of Curriculum and Instruction
- Superintendent Letter of Eligibility
- Supervisor of Special Education

#### **Graduate Business Certificates**

- Certificate in Healthcare Administration
- Certificate in Leadership
- Certificate in Strategic Management

### **EdD in Educational Leadership**

**Program Name:** EdD in Educational Leadership

**Degree Offered:** Doctor of Education

**Program Accreditation:** Gwynedd Mercy University is fully accredited at the national level by the Middle States Commission on Higher Education (MSCHE). The EdD program is recognized and approved by the Pennsylvania Department of Education.

**Program Type:** Non-Term (The EdD program in Educational Leadership is non-term. Courses run year-round, independent of any term structure.)

**Program Modality:** Online with On-Ground Residencies

- First Doctoral Residency consists of an intensive weekend at the beginning of the program.
- Second Doctoral Residency consists of an intensive week during the summer following enrollment in the program.
- Third Doctoral Residency, typically one week in length, includes participation in an international educational conference.

**Program Director/Coordinator:** Dr. Raymond Bandlow

**Description:** The Doctorate in Educational Leadership (EdD) program is presented in an accelerated cohort model, delivered online with three residencies. It is built upon a foundation of coursework essential to leadership in any educational venue. This foundation is organized in nine courses, three credit hours each, for a total of twenty-seven (27) credit hours. Students will also elect one of three (3) areas of concentration, organized in five (5) classes for a total of fifteen (15) credit hours.

All students will also enroll in four (4) directed study dissertation advisement courses for a total of twelve credit hours. The course of study totals fifty-four credit hours. The three areas of concentration are as follows:

- Leadership in Pk-12 School and School Districts
- Leadership in Higher Education
- Leadership in Special Education

The purpose of the program, which can be completed in less than three years, is to impart in students the skills, knowledge, and attitudes necessary to fulfill leadership roles in U.S. and

international schools, school districts, colleges, universities, and nonprofit organizations that support education. This program develops the next generation of educational leadership. Schools, higher education, and education-related organizations are challenged to address the needs of diverse learners and to raise the achievement bar for all students. More is expected of the next generation of educational leaders than ever before. Through a rigorous course of studies, an international perspective, field-based research, and an ethical foundation, graduates will be prepared to lead educational organizations and transform them to meet the needs of all learners in an increasingly global economy and diverse, global society.

**Textbooks and Residency Costs Included:**

All required textbooks are provided to students at no additional cost. Most meals during the residencies are provided at no additional cost. For the First Doctoral Residency, transportation, and lodging (if needed) are at the expense of the student. For the Second Doctoral Residency, transportation is at the expense of the student, but lodging is provided at no additional cost. For the Third Doctoral Residency, transportation, lodging, conference fees, most meals, and related experiences are provided at no additional cost.

**Preparation for Professional Licensure:**

The doctoral program in leadership with Pk-12 concentration includes content courses for Pennsylvania Superintendent Letter of Eligibility certification. This concentration also includes courses that may be applied toward Pennsylvania K-12 Principal certification and/or Supervisor of Curriculum and Instruction certification. The doctoral program in educational leadership with special education concentration includes content courses for Pennsylvania Supervisor of Special Education certification.

*NOTE: \*This program was designed to meet the licensure/certification requirements of the Commonwealth of Pennsylvania. Students who reside in a different state should carefully review their home state's licensure/certification requirements prior to enrolling in this program.*

**Program Learning Outcomes:**

**PLO1:** Articulate an educational organization's mission, goals, and guiding principles that distinguish the organization from others.

**PLO2:** Understand the foundational base of organizational theory and demonstrate the ability to bridge theory and practice.

**PLO3:** Given scenarios of conflict, choose ethical courses of action consistent with Gospel values.

**PLO4:** Synthesize and analyze data to reveal relations and causality and convert raw data into actionable information.

**PLO5:** View problems and challenges through the lens of a scientist, seeking evidence-based conclusions.

**PLO6:** Practice and model steward leadership in transforming organizations to better serve all constituents.

**PLO7:** Demonstrate facility in the application of technology to solve problems, analyze and synthesize data, and manage information.

**Admission Requirements:**

- A master's degree or equivalent in a field related to the student's preferred area of concentration from an institution accredited by the Middle States Association, or comparable accreditation, with a cumulative GPA of 3.0 or above.
- Official graduate and undergraduate transcripts.
- A Graduate Record Examination score of 155 or higher or a Miller Analogy Test score of 385 or higher (waived for applicants with a graduate GPA of 3.5 or greater). Applicants that do not meet these requirements shall be referred to the Doctoral Admissions Review Committee for a holistic review and a decision on admission.
- A resume showing professional experience. A minimum of three
- years' relevant experience is recommended.
- Three letters of reference from persons in leadership roles in the applicant's chosen area of concentration attesting that the applicant has the ability to engage in studies at the doctoral level and to conduct research.
- A personal interview with a member of the graduate faculty. For applicants where distance or other considerations are factors, an electronic medium may be utilized for the interview.
- A written statement of professional goals and topic of research interest.
- A 750–1000-word sample of applicant's writing abilities.
- Non-US applicants may be required to have earned a minimum score of 550 (written), 213 (computer), or 79 (internet) on the TOEFL examination.

Applicants who cannot meet one or more of the above requirements are encouraged to contact the Program Director for a holistic review of qualifications.

Upon acceptance into the program, the doctoral student must obtain the following clearances: Child Abuse Clearance, Criminal Background Check, and Federal Criminal History.

**Transfer Credits:**

Graduate credits, typically not to exceed six, earned at other accredited institutions in a doctoral program prior to matriculation, may be applied toward the doctoral degree. The credits must have been taken within five years of admission and a grade of B or better must have been earned. The official transcript for transfer of credit must be on file prior to acceptance of credits for transfer.

**Academic Standards/Grade Requirements:** Students in the EdD Ed Leadership program must maintain a minimum cumulative grade point average (GPA) of 3.0. Students may not earn more than two grades of C or C+, and may not earn any grade below a C and remain in the program.

Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. When possible, a student should follow the course sequence as listed.

**Academic Progress, Probation and Program Dismissals:**Academic Probation

A student whose GPA falls below a 3.0 will be placed on Academic Probation and must improve their GPA to a 3.0 or higher within the next six credits completed.

A student who earns a grade of C or C+ will receive a notice of Academic warning from the Dean.

### Academic Dismissal

A student who is placed on Academic Probation, and fails to resolve the issue as outlined above, will be dismissed from the program. A student who earns a C or C+ in more than two courses, or who earns below a C in any course, will be dismissed from the program.

Students who are dismissed may apply for readmission one year after the date of dismissal. Acceptance for readmission is not guaranteed.

**Attendance Policy for Residencies:** Doctoral students are expected to attend the full duration of all residencies in person except that ABD students have the option to attend the international residency as part of EDU 809 or participate in the course 100% online. Absence from any portion of a residency requires advance approval of the Program Director.

### **Time to Completion of Degree:**

The doctoral degree must be completed within seven years from enrollment in the program. A student may request an extension of this time period, not to exceed one year, in the case of extenuating circumstances.

### **Requirements for Graduation:**

1. Course of Study: Students must complete a total of 54 semester hours in a prescribed Ed.D. course of study to fulfill course requirements for graduation.
2. Professional Practice Portfolio: In lieu of a Comprehensive Exam, doctoral students must submit a Professional Practice Portfolio approved by two faculty members selected by the Program Director. The Portfolio must be submitted 3 to 4 months prior to the end of required coursework and approved no less than one month prior to graduation.
3. Dissemination of the Dissertation: All students are required to disseminate the results of the dissertation beyond the written dissertation and oral defense. Students may choose one of two modalities for dissemination: presentation or publication. In both cases, the outlet for the presentation or publication must meet the requirements in the Dissertation Handbook and be approved by the dissertation advisor. Students should consult with the advisor prior to submitting their work to any outlet as the outlet must be approved by the advisor. Advisors will also be listed as second author on publications. Students and advisors should consult the Dissertation Handbook for dissemination requirements.
4. Dissertation and Oral Defense: The doctoral student's dissertation must be formally accepted by all members of the Dissertation Committee through two forms:
  - a. In academic writing style that meets APA requirements.
  - b. Through an Oral Defense of Dissertation. The Oral Defense shall be scheduled after all members of the committee agree that the dissertation is ready to be accepted.
  - c. After acceptance of the dissertation in electronic form and through Oral Defense, the student must submit a bound copy and two electronic copies on flash drives to Keiss Library.
  - d. The student must also submit form IRB 011, Research Completion Report, to the Institutional Review Board (IRB). After receiving form IRB 011, the IRB will issue a letter of receipt to the student for presentation to the Dissertation Advisor.

When the student has met all of the above requirements, the Program Director shall submit a written statement to the Dean attesting that the student has done so and is eligible to graduate. The student must formally apply for graduation with the Office of the Registrar. At graduation, a Doctoral Hood is conferred, pursuant to centuries-old tradition.

**Course of Study and Curriculum Sequence for All Leadership Options:** See Program Handbook for course of study and suggested curriculum sequence for each concentration.

### Option for the All But Dissertation (ABD), Doctoral Candidate, or Advanced to Doctoral Candidacy Student

**Overview:** This option, which utilizes a structured and rigorous Prior Learning Assessment (PLA) process involving comprehensive portfolio assessments of the level, quality and quantity of student competencies mastered through prior coursework, experiential learning, and scholarship, may permit a doctoral student to provide evidence of learning equivalent for up to 27 credit hours in a 54-credit hour doctoral program. This option is available only to applicants who have demonstrated competence by satisfactorily completing all coursework in a doctoral program in education at an accredited college or university but have not completed the dissertation. For such students, typically designated as ABD (All But Dissertation) or Advanced to Doctoral Candidacy, this option may be a viable alternative for doctoral degree completion.

**Eligibility:** Through this option, students' prior learning will be assessed through a two-part process. First, the student's application materials will undergo a preliminary assessment to determine if the ABD demonstrates currency through prior coursework, work experience, and scholarship sufficient to warrant a more extensive review of prior learning. A rubric will be utilized by a team of two faculty members for that review.

The most likely profile of the prospective student includes those with deep experience in education through coursework, scholarship, or professional experience. This option is strictly limited to the ABD in education.

Applicants who meet the first-level currency assessment shall submit a more detailed portfolio; whereby prior learning experiences are matched to learning objectives of each course in the program. Competency requirements will be considered met when prior learning experience demonstrates strong evidence of course-level learning objective mastery.

Through the Prior Learning Assessment process, specified competencies not evidenced may be mastered through an individualized practicum course, EDU 838, with variable credit, ranging from 3 to 6 credit hours.

The option for the ABD requires that a minimum of 27 hours of coursework (50% of the program) shall be completed at Gwynedd Mercy University.

#### Admission Requirements

- ABD, Advanced to Doctoral Candidacy in education, or equivalent documented academic status from a regionally accredited institution.
- A portfolio for Prior Learning Assessment that demonstrates currency in the applicant's

discipline and/or leadership in education. This portfolio may include evidence of currency of prior coursework, including such documents as transcripts of coursework, work experience in the field, letters, scholarship, certificates, work samples, descriptions of work experiences, and evidence of competitive grant awards. Portfolios may be compiled electronically.

- Each applicant's coursework, work experience in the field, grantsmanship, and scholarship will be evaluated independently by the graduate faculty. Currency in the discipline is more than just a function of the recency of coursework. It may also be demonstrated by some combination of the following:
  1. Field experience/positions held relating to educational research and practice;
  2. Scholarship evidenced by publication in print or electronic media;
  3. Scholarship evidenced by conference participation and/or presentations;
  4. Scholarship evidenced by the award of grants.
- Official graduate transcripts including that of the doctoral course of study.
- A résumé showing professional experience and academic scholarship.
- Three (3) letters of recommendation attesting to knowledge in discipline or education.
- A personal interview with a member of the graduate faculty. For applicants where distance or other considerations are factors, an electronic medium may be utilized for the interview.
- A finding of eligibility by two faculty members, one through the personal interview and the other through a review of documentation. A rubric shall be utilized for this review.
- Evidence that non-U.S. applicants have received a minimum score of 550 (written), 213 (computer), or 79 (internet) on the TOEFL examination.

Applicants who cannot meet one or more of the above requirements are encouraged to contact the Program Director for a holistic review of qualifications.

**Course of Study and Curriculum Sequence for ABD Option:** See Program Handbook for course of study and suggested curriculum sequence. A minimum of 27 credit hours must be completed at Gwynedd Mercy University. The course of study is a combination of required courses, to be completed by all students in this option, and individually determined courses selected to ensure that all Program Learning Objectives (PLOs) are met.

The selection of courses and substitutions thereto may be made with approval of the Program Director through the Prior Learning Assessment (PLA) process. Practicum courses may be individualized and may range from three to six credits to allow the student to gain field experience and deep understanding under the supervision of a mentor in any area where the PLA did not evidence the mastery of competencies.

### EdD in Teaching and Learning in Higher Education

**Degree Offered:** EdD,

**Degree:** Doctor of Education

**Program Accreditation:** Gwynedd Mercy University is fully accredited at the national level by the Middle States Commission on Higher Education (MSCHE). The EdD program is recognized and approved by the Pennsylvania Department of Education.

**Program Type:** Non-Term (The EdD program in Teaching and Learning in Higher Education is non-term. Courses run year-round, independent of any term structure.)

**Program Modality:** Online with On-Ground Residencies

- First Doctoral Residency consists of an intensive weekend at the beginning of the program.
- Second Doctoral Residency consists of an intensive week during the summer following enrollment in the program.
- Third Doctoral Residency, typically one week in length, includes participation in an international educational conference.

**Program Director/Coordinator:** Dr. Raymond Bandlow

**Program Description:** The Doctorate in Teaching and Learning in Higher Education (EdD) program is presented in an accelerated cohort model, delivered online with three residencies. It is built upon a foundation of coursework essential to a doctorate in education. This foundation is organized in six courses, three credit hours each, for a total of eighteen (18) credit hours. Students will also elect one of three (3) areas of concentration, organized in eight courses for a total of twenty-four (24) credit hours. All students will also enroll in four (4) Directed Study dissertation advisement courses for a total of twelve (12) credit hours. The course of study totals fifty-four (54) credit hours.

The purpose of this program is to prepare the next generation of higher educational instructors and professors. Those that teach at colleges and universities are being challenged to address the needs of diverse learners and to provide equitable access to higher education. To meet this challenge, this program will prepare students for careers in teaching, instructional design and technology and learning.

Through a rigorous course of study, field-based research, an international perspective and an ethical foundation, graduates will be prepared to teach in colleges, universities and other educational organizations to meet the needs of students in the increasingly global economy and diverse global society.

**Textbooks and Residency Costs Included:** All required textbooks are provided to students at no additional cost. Most meals during the residencies are provided at no additional cost. For the First Doctoral Residency, transportation, and lodging (if needed) are at the expense of the student. For the Second Doctoral Residency, transportation is at the expense of the student, but lodging is provided at no additional cost. For the Third Doctoral Residency, transportation, lodging, conference fees, most meals, and related experiences are provided at no additional cost.

**Program Learning Outcomes:**

**PLO #1:** Superior communication skills capable of articulating the importance of practical application of theoretical understanding.

**PLO #2:** Professional competency for teaching in higher education and educational organizations with a commitment to understanding the individual learner and engaging them in the course of study.

**PLO #3:** Critical thinking and reflection to synthesize information and develop sound arguments and reasonable solutions with moral and ethical judgment that guides teaching decisions.

**PLO #4:** Proficient problem-solving skills to use data and technology to implement

and assess decisions in application of course material, personal, and professional experiences.

**PLO #5:** Intercultural competence and knowledge to promote advocacy and activism related to the core values within the Mercy mission.

**Admission Requirements:**

- A master's degree or equivalent in a field related to the student's preferred area of concentration from an institution accredited by the Middle States Association, or comparable accreditation, with a cumulative GPA of 3.0 or above.
- Official graduate and undergraduate transcripts.
- A Graduate Record Examination score of 155 or higher or a Miller Analogy Test score of 385 or higher (waived for applicants with a graduate GPA of 3.5 or greater). Applicants that do not meet these requirements shall be referred to the Doctoral Admissions Committee for a holistic review and a decision on admission.
- A resume showing professional experience.
- Three letters of reference from persons in leadership roles in the applicant's chosen area of concentration attesting that the applicant has the ability to engage in studies at the doctoral level and to conduct research.
- A personal or electronic interview with a member of the graduate faculty.
- A written statement of professional goals and topic of research interest.
- A 750–1000-word sample of applicant's writing abilities.
- Non-US applicants may be required to have earned a minimum score of 550 (written), 213 (computer), or 79 (internet) on the TOEFL examination.

Applicants who cannot meet one or more of the above requirements are encouraged to contact the Program Director for a review of qualifications.

**Transfer Credits:** Graduate credits, typically not to exceed six, earned at other accredited institutions in a doctoral program prior to matriculation, may be applied toward the doctoral degree. The credits must have been taken within five years of admission and a grade of B or better must have been earned. The official transcript for transfer of credit must be on file prior to acceptance of credits for transfer.

**Academic Standards/Grade Requirements:** Students in the EdD Teaching and Learning program must maintain a minimum cumulative grade point average (GPA) of 3.0. Students may not earn more than two grades of C or C+ and may not earn any grade below a C and remain in the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. When possible, a student should follow the course sequence as listed.

**Academic Progress, Probation and Program Dismissals:**

Academic Probation

A student whose GPA falls below a 3.0 will be placed on Academic Probation and must improve their GPA to a 3.0 or higher within the next six credits completed.

A student who earns a grade of C or C+ will receive a notice of Academic Warning from the Dean.

### Academic Dismissal

A student who is placed on Academic Probation, and fails to resolve the issue as outlined above, will be dismissed from the program. A student who earns a C or C+ in more than two courses, or who earns below a C in any course, will be dismissed from the program.

Students who are dismissed may apply for readmission one year after the date of dismissal.

Acceptance for readmission is not guaranteed.

**Attendance Policy for Residencies:** Doctoral students are expected to attend the full duration of all residencies in person except that ABD students have the option to attend the international residency as part of EDU 809 or participate in the course 100% online. Absence from any portion of a residency requires advance approval of the Program Director.

### **Time to Completion of Degree:**

The doctoral degree must be completed within seven years from enrollment in the program. A student may request an extension of this time period, not to exceed one year, in the case of extenuating circumstances.

### **Requirements for Graduation**

- **Course of Study:** Students must complete a total of 54 semester hours in a prescribed Ed.D. course of study to fulfill course requirements for graduation.
- **Professional Practice Portfolio:** In lieu of a Comprehensive Exam, doctoral students must submit a Professional Practice Portfolio approved by two faculty members selected by the Program Director. The Portfolio must be submitted 3 to 4 months prior to the end of required coursework and approved no less than one month prior to graduation.
- **Dissemination of the Dissertation:** All students are required to disseminate the results of the dissertation beyond the written dissertation and oral defense. Students may choose one of two modalities for dissemination: presentation or publication. In both cases, the outlet for the presentation or publication must meet the requirements in the Dissertation Handbook and be approved by the dissertation advisor. Students should consult with the advisor prior to submitting their work to any outlet as the outlet must be approved by the advisor. Advisors will also be listed as second author on publications. Students and advisors should consult the Dissertation Handbook for dissemination requirements.
- **Dissertation and Oral Defense:** The doctoral student's dissertation must be formally accepted by all members of the Dissertation Committee through two forms:
  - a. In academic writing style that meets APA requirements.
  - b. Through an Oral Defense of Dissertation. The Oral Defense shall be scheduled
  - c. after all members of the committee agree that the dissertation is ready to be accepted.
  - d. After acceptance of the dissertation in electronic form and through Oral Defense, the student must submit a bound copy and two electronic copies on flash drives to Keiss Library.
  - e. The student must also submit form IRB 011, Research Completion Report, to the Institutional Review Board (IRB). After receiving form IRB 011, the IRB will issue a letter of receipt to the student for presentation to the Dissertation Advisor.

When the student has met all of the above requirements, the Program Director shall submit a written statement to the Dean attesting that the student has done so and is eligible to graduate. The student must formally apply for graduation with the Office of the Registrar. At graduation, a Doctoral Hood is conferred, pursuant to centuries-old tradition.

**Course of Study and Curriculum Sequence:** See Program Handbook for course of study and suggested curriculum sequence.

### Option for the All But Dissertation (ABD), Doctoral Candidate, or Advanced to Doctoral Candidacy Student

**Overview:** This option, which utilizes a structured and rigorous Prior Learning Assessment (PLA) process involving comprehensive portfolio assessments of the level, quality and quantity of student competencies mastered through prior coursework, experiential learning, and scholarship, may permit a doctoral student to provide evidence of learning equivalent for up to 27 credit hours in a 54-credit hour doctoral program. This option is available only to applicants who have demonstrated competence by satisfactorily completing all coursework in a doctoral program in any discipline at an accredited college or university but have not completed the dissertation. For such students, typically designated as ABD (All But Dissertation) or Advanced to Doctoral Candidacy, this option may be a viable alternative for doctoral degree completion.

**Eligibility-ABD in Any Academic Discipline:** Through this option, the prior learning of students who are ABD in any academic discipline will be assessed through a two-part process. First, the student's application materials will undergo a preliminary assessment to determine if the ABD demonstrates currency through prior coursework, work experience, and scholarship sufficient to warrant a more extensive review of prior learning. A rubric will be utilized by a team of two faculty members for that review.

The most likely profile of the prospective student is the practitioner-scholar with deep knowledge as evidenced by coursework, scholarship, or professional experience.

Applicants who meet the first-level currency assessment shall submit a more detailed portfolio; whereby prior learning experiences are matched to learning objectives of each course in the program. Competency requirements will be considered met when prior learning experience demonstrates strong evidence of course-level learning objective mastery. The Prior Learning Assessment process may determine that specified competencies not evidenced be mastered through an individualized practicum course, EDU 838, with variable credit, ranging from 3 to 6 credit hours.

The option for the ABD requires that a minimum of 27 hours of coursework (50% of the program) shall be completed at Gwynedd Mercy University.

#### **Admission Requirements:**

- ABD, Advanced to Doctoral Candidacy in education, or equivalent documented academic status from a regionally accredited institution.
- A portfolio for Prior Learning Assessment that demonstrates currency in the applicant's

discipline and/or leadership. This portfolio may include evidence of currency of prior coursework, including such documents as transcripts of coursework, work experience in the field, letters, scholarship, certificates, work samples, descriptions of work experiences, and evidence of competitive grant awards. Portfolios are to be compiled electronically.

- Each applicant's coursework, work experience in the field, grantsmanship, and scholarship will be evaluated independently by the graduate faculty. Currency in the discipline is more than just a function of the recency of coursework. It may also be demonstrated by some combination of the following:
  - Field experience/positions held relating to research and practice.
  - Scholarship evidenced by publication in print or electronic media.
  - Scholarship evidenced by conference participation and/or presentations.
  - Scholarship evidenced by the award of grants.
- Official graduate transcripts including that of the doctoral course of study.
- A résumé showing professional experience and academic scholarship.
- Three (3) letters of recommendation attesting to knowledge in discipline.
  - A personal interview with a member of the graduate faculty. For applicants where distance or other considerations are factors, an electronic medium may be utilized for the interview.
- A finding of eligibility by two faculty members, one through the personal interview and the other through a review of documentation. A rubric shall be utilized for this review.
- Evidence that non-U.S. applicants have received a minimum score of 550 (written), 213 (computer), or 79 (internet) on the TOEFL examination.

Applicants who cannot meet one or more of the above requirements are encouraged to contact the Program Director for a holistic review of qualifications.

**Course of Study and Curriculum Sequence for ABD Option:** See Program Handbook for course of study and suggested curriculum sequence. A minimum of 27 credit hours must be completed at Gwynedd Mercy University. The course of study is a combination of required courses, to be completed by all students in this option, and individually determined courses selected to ensure that all Program Learning Objectives (PLOs) are met.

The selection of courses and substitutions thereto may be made with approval of the Program Director through the Prior Learning Assessment (PLA) process. Practicum courses, if any, shall be individualized and may range from three to six credits to allow the student to gain field experience and deep understanding under the supervision of a mentor in any area where the PLA did not evidence the mastery of competencies.

## Master of Business Administration -- MBA

**Program Name:** Master of Business Administration (MBA)

**Program Accreditation:** International Accreditation Council for Business Education (IACBE) Contact: <https://iacbe.org/>

**Degree:** Master of Business Administration

**Options:** MBA, Healthcare Administration; MBA, Strategic Management and Leadership

**Program Type** Non-Term

**Program Modality** Online

**Program Director:** Jill Winnington

**Program Description:** The Master of Business Administration is a degree program designed to meet the needs of a variety of business professionals. The overall aim of the Master of Business Administration degree is to produce versatile individuals who will be able to solve current and future problems in organizations and meet the business needs of society as a whole. The MBA with a specialization in Healthcare Administration is designed for working health professionals who seek to gain expertise in the management of facilities, operations, and human resources. Students will build on a sound foundation of business skills and competencies developed in the MBA core classes with specialization courses designed to prepare students to manage diverse healthcare systems. The MBA with a specialization in Strategic Management and Leadership is designed for students and working professionals who seek to advance their knowledge in organizational leadership and management within a global environment. Students will build on a sound foundation of business skills and competencies developed within the MBA core classes with specialization courses in leadership, global management, and managing human capital.

### Program Learning Outcomes:

**PLO1:** Students will effectively research and communicate in writing (in APA format) ideas and arguments associated with business leadership and management issues.

**PLO2:** Students will apply knowledge and skills to develop a comprehensive business plan which demonstrates competency in the following areas: management, operations, finance, and marketing

**PLO3:** Apply critical thinking to real life work problems through the application of theoretical and experiential knowledge.

**PLO4:** Students will identify issues and strategies related to ethics and corporate social responsibility and its implications for business.

### Major Requirements:

Core Courses 21 credits

MBA Option 9 credits 30 credits

The MBA course prerequisites are offered as one credit courses. Each prerequisite is completed prior to the corresponding MBA course. An MBA student will complete the prerequisites if he/she has not completed the undergraduate coursework in any of the business subjects.

### Course Requirements:

Core Courses – 21 credits

MBA 600 Ethical Decision Making and Corporate Social Responsibility

MBA 610 Strategic Management  
MBA 620 Accounting for Decision Makers  
MBA 630 Marketing Planning  
MBA 640 Managing Business Operations MBA 650 Managerial Finance  
MBA 660 Capstone Business Plan  
Students select one of these options: Health Care Administration – 9 credits  
MBA 730 Health Care Budgeting, Planning and Finance  
MBA 740 Managing Health Care Delivery Systems  
MBA 750 Healthcare Information Systems

International Business Option- 9 credits  
MBA711 Global Marketing and Planning  
MBA712 Supply Chain Management  
MBA713 Trade Finance and Risk

Strategic Management and Leadership  
Option – 9 credits  
MBA 700 Organizational Leadership  
MBA 710 Global Management  
MBA 720 Managing Human Capital

### **Academic Criteria for Admission, Progression and Retention**

**Admissions:** To be admitted to the Master of Business Administration program, a prospective student should meet the following requirements:

- A completed and signed application and application fee.
- A baccalaureate degree from a regionally accredited University or College; with a GPA of 3.00 or above.
- The official University transcripts of all undergraduate and graduate course work.
- Two letters of recommendation (preferably, one should be from a supervisor).
- A minimum score of 550 (written), 213 (computer), or 79 (internet) on the TOEFL examination (non-US applications only). Students whose native language is English are not required to submit language scores.

**Academic Standards/Grade Requirements:** Students in the MBA program must maintain a minimum cumulative grade point average (GPA) of 3.0. Students may not earn more than two grades of C or C+ and may not earn any grade below a C and remain in the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. When possible, a student should follow the course sequence as listed.

**Time to Completion:** Students normally complete the program in two years.

**Attendance Policies:** Same as University policy

**Academic Progress, Probation and Dismissal:**Academic Probation

A student whose GPA falls below a 3.0 will be placed on Academic Probation and must improve their GPA to a 3.0 or higher within the next six credits completed.

A student who earns a grade of C or C+ will receive a notice of Academic Warning from the Dean.

Academic Dismissal

A student who is placed on Academic Probation and fails to resolve the issue as outlined above will be dismissed from the program. A student who earns a C or C+ in more than two courses, or who earns below a C in any course, will be dismissed from the program.

Students who are dismissed may apply for readmission one year after the date of dismissal. Acceptance for readmission is not guaranteed.

**Master of Business Administration 4+1 (MBA 4+1)**

**Program Name:** Master of Business Administration 4+1 (MBA 4+1)

**Program Accreditation:** International Accreditation Council for Business Education (IACBE) Contact: <https://iacbe.org/>

**Degree:** Master of Business Administration

**Program Options:** MBA in Healthcare Administration; MBA Strategic Management and Leadership

**Program Type:** Term and Non-Term- Students complete 4 courses during their senior year in an on-ground term format and then take the remaining coursework online Non-Term.

**Program Modality:** On Ground and Online

**Program Director:** Jill Winnington

**Program Description:** The Master of Business Administration is a degree program designed to meet the needs of a variety of business professionals. The overall aim of the Master of Business Administration degree is to produce versatile individuals who will be able to solve current and future problems in organizations and meet the business needs of society as a whole. The MBA with a specialization in Healthcare Administration is designed for working health professionals who seek to gain expertise in the management of facilities, operations, and human resources. Students will build on a sound foundation of business skills and competencies developed in the MBA core classes with specialization courses designed to prepare students to manage diverse health care systems. The MBA with a specialization in Strategic Management and Leadership is designed for students and working professionals who seek to advance their knowledge in organizational leadership and management within a global environment.

Students will build on a sound foundation of business skills and competencies developed within the MBA core classes with specialization courses in leadership, global management, and managing human capital.

**Program Learning Outcomes:**

**PLO1:** Students will effectively research and communicate in writing (in APA format) ideas and arguments associated with business leadership and management issues.

**PLO2:** Students will apply knowledge and skills to develop a comprehensive business plan which demonstrates competency in the following areas: management, operations, finance, and marketing.

**PLO3:** Apply critical thinking to real life work problems through the application of theoretical and experiential knowledge.

**PLO4:** Students will identify issues and strategies related to ethics and corporate social responsibility and its implications for business.

**Major Requirements:**

Core Courses 21 credits MBA Option 9 credits 30 credits

The MBA course prerequisites are offered as one credit courses. Each prerequisite is completed prior to the corresponding MBA course. An MBA student will complete the prerequisites if he/she has not completed the undergraduate coursework in any of the business subjects.

Course Requirements:

Core Courses – 21 credits

MBA 600 Ethical Decision Making and Corporate Social Responsibility

MBA 610 Strategic Management

MBA 620 Accounting for Decision Makers

MBA 630 Marketing Planning

MBA 640 Managing Business Operations

MBA 650 Managerial Finance

MBA 660 Capstone Business Plan

Students select one of these options: Healthcare Administration – 9 credits

MBA 730 Health Care Budgeting, Planning and Finance

MBA 740 Managing Health Care Delivery Systems

MBA 750 Healthcare Information Systems

International Business Option- 9 credits

MBA711 Global Marketing and Planning

MBA712 Supply Chain Management

MBA713 Trade Finance and Risk

Strategic Management and Leadership Option – 9 credits

MBA 700 Organizational Leadership

MBA 710 Global Management

MBA 720 Managing Human Capital

**Academic Criteria for Admission, Progression and Retention**

**Admissions:** To be admitted to the Master of Business Administration program, a prospective student should meet the following requirements:

- A completed and signed application and application fee during the student's junior year at Gwynedd Mercy University.

- Students must have a GPA of 3.00 or above.
- The official University transcripts of all undergraduate and graduate course work.
- Two letters of recommendation (preferably, one should be from a supervisor).
- A minimum score of 550 (written), 213 (computer), or 79 (internet) on the TOEFL examination (non-US applications only). Students whose native language is English are not required to submit language scores.

**Academic Standards/Grade Requirements:** Students in the MBA program must maintain a minimum cumulative grade point average (GPA) of 3.0. Students may not earn more than two grades of C or C+ and may not earn any grade below a C and remain in the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. When possible, a student should follow the course sequence as listed.

**Time to Completion:** Students normally complete the program in two years.

**Attendance Policies:** Same as University policy

#### **Academic Progress, Probation and Program Dismissal:**

##### Academic Probation

A student whose GPA falls below a 3.0 will be placed on Academic Probation and must improve their GPA to a 3.0 or higher within the next six credits completed.

A student who earns a grade of C or C+ will receive a notice of Academic Warning from the Dean.

##### Academic Dismissal

A student who is placed on Academic Probation and fails to resolve the issue as outlined above will be dismissed from the program. A student who earns a C or C+ in more than two courses, or who earns below a C in any course, will be dismissed from the program.

Students who are dismissed may apply for readmission one year after the date of dismissal. Acceptance for readmission is not guaranteed.

## Counseling

**Program Name:** Counseling

**Accreditation: Program Pennsylvania Department of Education Certification Status:** School Counseling Concentration: Meets PDE defined educational competencies for certification as a PreK-12 School Counseling in the Commonwealth of Pennsylvania.

**Degree:** Master of Science

**Tracks:** Clinical Mental Health Concentration; School Counseling Concentration (K-12 Certification in PA)

**Program Type:** Non-Term

**Program Modality:** Online

**Program Director:** S. Meghan Walter

**Program Description:** The Graduate Counseling Program at Gwynedd Mercy University is designed to help students become professional counselors with areas of expertise in the community mental health and school counseling settings. The program uses a scholar-practitioner model based in the Council for the Accreditation of Counseling and Related Education Program (CACREP) educational standards for

training students. The scholar-practitioner model allows students to gain the prerequisite knowledge, skills, and expertise to be competent, well-trained and marketable entry-level counselors. Through involvement in program course work, interaction with peers, instructors, and their faculty mentor, students learn to integrate class content and skills to further develop counseling knowledge and deepen counseling identity. Students will synthesize their knowledge and skills in counseling experiences during two residencies and extensive faculty-supervised field experiences.

All program courses (except field, skills, and group courses) are accelerated (7 weeks long) Most 7-week courses are offered in an asynchronous online format, with the exception of CNS 537: Special Topics Residency. Detailed information regarding the program residency requirement is available in the Counseling Program Student Handbook. Field courses are 14 weeks long and involve weekly group synchronous supervision with class faculty one night per week. CNS 501 Counseling Skills and CNS 535 Group Counseling and Facilitation Skills/CNS 536 Group Counseling and Facilitation Skills for the School Setting are also 14-week courses and include intermittent synchronous course meetings.

Every student entering the Counseling Program at Gwynedd Mercy University is considered a professional in the counseling field. Our faculty interact with students as emerging colleagues and mentors as we feel students learn best when they are valued. The expectations of the program (academic, skills and dispositional) are high and can be demanding. Students accepted into the program can be successful and benefit greatly from professional interaction with everyone in the program.

The program allows students to concentrate their studies in the following areas.

### **Master of Science Degree**

The Master of Science (MS) in Counseling degree requires 60 credits of coursework and has two concentrations of study: Clinical Mental Health Counseling and School Counseling. Students completing the master's degree will be eligible to sit for the National Counselor Exam (NCE) leading to license as a professional counselor (LPC).

The Clinical Mental Health concentration trains students to develop expertise in counseling children, adolescents, families, and adults and to gain the credentials to assume supervisory positions in mental health community agency settings. This concentration requires a 100-hour practicum and 600 hours of internship.

The School Counseling concentration is a Pennsylvania Department of Education approved PreK-12 school counseling certification program. The School Counseling curriculum aligns with the components of the American School Counseling Association (ASCA) National Model. Graduates of the program are eligible to apply to the Pennsylvania Department of Education to become certified K-12 school counselors in the State of Pennsylvania. This concentration requires a 100-hour practicum and 620 hours of internship.

### **Post Graduate Programs**

#### **PreK-12 School Counseling Certification program**

The post-graduate PreK-12 School Counseling Certification program is a 48-credit program that offers graduates with a master's degree (from an accredited institution of higher education) a pathway to certification as a PreK-12 School Counselor in the State of Pennsylvania. Students must complete the required course work and pass the appropriate Praxis test to become certified. Students must complete a minimum of 24 credits at Gwynedd Mercy University. Up to 24 credits of required Pennsylvania

Department of Education certification competencies can be waived based on the student's prior graduate-level coursework.

### **Clinical Mental Health Certificate program**

The post-graduate Clinical Mental Health Certificate program is designed for graduates of Gwynedd University's Master in School Counseling program (online – 48 credits between 2014-2018). This certificate program requires 12 credits of graduate counseling courses (including a 200-hour internship in a clinical mental health setting over one term) and offers students the additional credits required to sit for the NCE and seek licensure as a professional counselor (LPC).

**Pennsylvania PreK-12 School Counseling Certification and/or LPC:** The Pennsylvania Department of Education approves the School Counseling concentration of the MS in Counseling degree program and the PreK-12 School Counseling post-graduate program as programs leading to a Pennsylvania certification as a PreK-12 school counselor.

Graduates of the MS in Counseling degree and the post-graduate Clinical Mental Health Certificate Program meet the CACREP requirements to sit for the NCE in all 50 states. Successful completion of the NCE with the appropriate post-degree supervision requirements leads to the LPC credential in the State of Pennsylvania.

### **Program Learning Outcomes:**

**PLO1** Students will demonstrate knowledge of ethical standards of professional counseling organizations and credentialing bodies, and applications of ethical and legal considerations in professional counseling (2.F.1.i.)

**PLO2** Students will demonstrate knowledge of the impact of heritage, attitudes, beliefs, understandings, and acculturative experiences on an individual's views of others (2.F.2.d.)

**PLO3** Students will demonstrate knowledge of ethical and culturally relevant strategies for promoting resilience and optimum development and wellness across the lifespan (2.F.3.i.)

**PLO4** Students will demonstrate knowledge of strategies for career development program planning, organization, implementation, administration, and evaluation (2.F.4.f.)

**PLO5** Students will demonstrate knowledge of essential interviewing, counseling, and case conceptualization skills (2.F.5.g.)

**PLO6** Students will demonstrate knowledge of approaches to group formation, including recruiting, screening, and selecting members (2.F.6.e.)

**PLO7** Students will demonstrate knowledge of the use of assessments for diagnostic and intervention planning purposes (2.F.7.e.)

**PLO8** Students will demonstrate knowledge of the analysis and use of data in counseling (2.F.8.i.)

**PLO9** Clinical Mental Health Students will demonstrate understanding of techniques and interventions for prevention and treatment of a broad range of mental health issues (5.C.3.b.)

**PLO10** School Counseling Students will demonstrate knowledge of the school counselor roles as leaders, advocates, and systems change agents in P-12 schools (5.G.2.a.)

**Degree Core Curriculum and Concentration:** The Master of Science in Counseling is built around a Core Curriculum that is the basis for the program's areas of concentration. The Core Curriculum is designed to develop the student's counseling knowledge and skills that can be applied in a variety of counseling settings. The Core Curriculum's generic nature provides an excellent foundation for those students seeking to pursue doctoral studies.

**Post-Graduate Curriculum:**

The post-graduate PreK-12 School Counseling certification curriculum is based on the Pennsylvania Department of Education requirements to meet the PreK-12 School Counseling certification requirements in the State of Pennsylvania.

The post-graduate Clinical Mental Health Certificate curriculum meets the remaining CACREP educational requirements for graduates of Gwynedd Mercy University's MS in School Counseling program (48 credits – online between 2014-2018) to sit for the NCE. Successful completion of the NCE with the appropriate post-degree supervision requirements leads to the LPC credential in the State of Pennsylvania.

*For major and post-graduate program offering requirements, see the Counseling Program Student Handbook.*

**Program Admission Requirements and Procedures MS in Counseling Program**

Applicants for admission to the Counseling Program must meet the following requirements:

- A Baccalaureate degree from an accredited institution of higher education
- Completion of the following undergraduate prerequisite
  - a. General Psychology, Developmental Psychology, Psychology Theory or other foundational course (3 credits)
  - b. Research Methods or Statistics (3 credits)
- Submission of official transcripts from all academic institutions attended
- Earned a minimum grade point average (GPA) of a 3.0 on a 4.0 scale
- Acceptable scores on the Graduate Record Examination (See below).
- **This requirement is waived for:**
  - a. Applicants **whose GPA is above a 3.0 on a 4.0 scale** or
  - b. Applicants who currently possess a graduate degree

**Acceptable GRE Scores:** Gwynedd Mercy University requires a combined Verbal Reasoning and Quantitative Reasoning score of 292 or higher for admission of students into the Counseling Program with a GPA lower than a

3.0. Students taking the GRE must also complete the Analytical Writing test.

- Completion of the Gwynedd Mercy University Graduate Application & Fee
- Submission of two letters of recommendation from:
  - a. An academic who can attest to the applicant's academic ability (preferred) and
  - b. A professional or supervisor who can attest to the applicant's professional qualification, abilities, and temperament for the field
- A personal statement (3-5 pages maximum) that addresses the following:
  - a. Who you are and your reasons for choosing a career in counseling
  - b. Why you have chosen GMercyU's counseling program
  - c. What being a counselor means to you and your personal characteristics that make you uniquely suited for such a career
  - d. Your expectations of learning in an online program and your ability to meet those expectations on how you plan to complete the field placement demands of the program
- group interview with program faculty

**Post-Graduate Programs**

1. Completion of master's degree from an accredited institution of Higher Education

2. Submission of official transcripts from all academic institutions attended
3. A minimum cumulative Graduate grade point average (GPA) of a 3.0 on a 4.0 scale.
4. Completion of the Gwynedd Mercy University Graduate Application and fee
5. Submission of two letters of recommendation
  - a. An academic who can attest to the applicant's academic ability (preferred) and
  - b. A professional or supervisor who can attest to the applicant's professional qualification, abilities, and temperament for the field
6. A personal statement (3-5 pages maximum) that addresses the following;
  - a. Who you are and your reasons for choosing a career in counseling?
  - b. Why you have chosen GMU's online counseling program?
  - c. Your counseling career trajectory and professional goals
  - d. Your expectations of learning in an online program and your ability to meet those expectations?
  - e. How you plan to complete the field placement demands of the program
7. Personal interview with program faculty.

Applicants for admission will be considered based on their academic ability, disposition for the counseling profession, expression of interests and goals, life experience, and interview.

**Internal/External Transfers:** The Admission requirements and process are the same for transfer students whether internal or external.

**Curriculum Sequence:** Student's curriculum sequence is based on their cohort upon entry into the program and choice of Accelerated or Traditional Track. Students should review their cohort schedule and speak with their Academic Advisor for further information on their curriculum sequence. Students are not permitted to take more than two courses at the same time without prior permission of the Program Director.

**Academic Standards/Grade Requirements:** Students in the Counseling Program (regardless of area of study) are required to meet all University and College of Arts, Sciences and Professional Studies academic standards and grade requirements as indicated in the Graduate Catalog. In addition to the University and College of Arts, Sciences and Professional Studies standards, students in the Counseling Program are required to earn a grade of "B" or better in all Core Curriculum and field placement courses (Practicum and Internships). Core Curriculum courses are indicated on the student's curriculum sheet.

Students in the Counseling Program also need to be aware of the following **non-term program academic requirements**. The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted (for non-Core/Field courses) but a 3.0 grade point average must be maintained throughout the program. Students may only retake two (2) courses in which they earned a C or C+ unless by special permission from the Program Director. A grade of C requires the student to retake the course. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program.

**Attendance Policy:** The Counseling Program defines attendance in the same manner as the University does for all non-term courses: Online students are considered present for the week if they post to a discussion forum or submit any assignment or other deliverable during the instructional week (Monday-Sunday). Failure to actively engage in the course by posting to discussion forums or submitting

assignments will result in an official absence and a lower grade. In addition, there are specific attendance expectations in several Counseling courses. These courses include but are not limited to the program field courses (weekly 1.5 hours synchronous group supervision), the program skills courses, and the Special Topics Residency course. Attendance is mandatory for the required residency in the Counseling Program. Attendance in field course weekly group supervision is also mandatory. Unexcused absences may result in a lower final grade and/or program dismissal. More information is available in the Counseling Program Student Handbook.

Students in the Counseling Program need to be aware of the following **non-term program attendance policy**: Should a student fail to attend a course for two consecutive weeks the student will be administratively withdrawn from the course and program.

**Academic Progress, Probation, and Program Dismissal:** Counselor trainees in the Master of Counseling Program are expected to conduct themselves in accordance with the ethical codes of the American Counseling Association and the American School Counseling Association. Counselor trainees are expected to demonstrate proficiencies in the following areas: academic knowledge, counseling skills and professional dispositions (behavior and demeanor appropriate for counselors). Deficiencies found in any of these areas may trigger a Professional Development Plan (PDP) to remediate the identified deficiency/ies. Failure to meet the expectations of the Professional Development Plan may lead to dismissal from the program. For a full explanation of this policy and process, please see the *Program Handbook*.

Regardless of the Professional/Personal Development Plan students are still obligated to meet the non-term programs' academic policies, including but not limited to the Academic Warning, Academic Probation and Academic Dismissal policies found in the Graduate Catalog.

**Course Withdrawal Policies:** The Counseling Program maintains the same course withdrawal policies as outlined for all non-term programs in the Graduate Catalog.

**Time to Completion:**

1. **Master of Science in Counseling Program** (both concentrations of study) is typically 2.5 to 3.5 years. The maximum time for completion of the degree is 6 years.
2. **Post-graduate Clinical Mental Health Certificate Program** is between 7 and 10 months depending on start time of cohort
3. **Post-graduate PreK-12 School Counseling Certification Program** varies based on the total number of Pennsylvania Department of Education competencies waived based other master's degree work.

**Field Requirements:** The Counseling Program offers three areas of field experience: Pre-Practicum, Practicum and Internship: 20 hours of Pre-Practicum (built into counseling course work and the practicum application process), 100 hours of Practicum and 600+ hours of Internship. Below are the main field experience expectations by area. For specific information regarding field placement particulars (expectations, grading, application requirements, etc.) please review the appropriate field handbook. These handbooks can be found on the student portal.

**Pre-practicum:** Pre-practicum requirements are fulfilled in two classes; CNS 505 Foundations of Counseling and CNS 527 Social Justice, Multicultural and Diversity Issues in Counseling (and in preparing application materials for practicum). These courses and the pre-practicum hours involved must be completed when

applying for practicum. For more information about the pre-practicum experiences, please review the Practicum Handbook found on the student portal.

**Practicum:** The following courses are prerequisites for Practicum (CNS 513): CNS 501 Counseling Skills, CNS 505 Foundations of Counseling, and CNS 540 Ethical and Legal Issues in Counseling. Since these courses are Core courses students must earn a grade of “B” or better in each in order to begin Practicum.

Practicum requires 100 hours of fieldwork over the course of 15 weeks (approximately 7 hours per week). Students must complete the full 100 hours at the practicum site. Forty percent of these onsite hours must be directly working with students/clients. The practicum course requires an hour and a half (1.5) of synchronous group supervision weekly. This supervision is held during the evening hours. Students must attend this weekly class group supervision in order to pass the course. For more information about Practicum, please review the Practicum Handbook found on the student portal.

**Internship:**

Internship requires 600+ hours of field work on site. School concentration students must obtain a total of 620 hours of field work experience to fulfill the internship requirements for certification (see Field Placement Policies" below). Forty percent of the required fieldwork hours must be in direct service to clients/students. Each internship course requires an hour and a half of weekly synchronous group supervision, which is held during evening hours and is mandatory in order to pass the course. For more information about Internship, please review the Internship Handbook found on the student portal.

**Field Placement Policies:** Below is a list of some of the major field placement policies that students often have questions about. This is not an exhaustive list. For a full list of field placement expectations, policies and procedures please see the appropriate field placement handbook. These handbooks can be found on the student portal.

- Both practicum and internship experiences must be in a setting applicable to the student’s concentration of study under the supervision of an appropriate site supervisor with the proper license/certification.
- No two field placements can be taken at the same time. The student must complete practicum and internship experiences separately. No field experience can start before the Practicum/Internship course begins. No field experience can end before the Practicum/Internship course ends and no Field Experience can continue after the Practicum/Internship course ends.

**School Counseling concentration students:**

- Cannot complete Practicum and Internship field experience during the summer.
- Must complete Practicum and Internship field experience during the PreK-12 school day when PreK- 12 school is in session.
- Must be supervised on site by a certified school counselor with three years of school counseling experience who is currently employed as a school counselor.

**Clinical Mental Health concentration students** are permitted to complete their field experiences during the summer.

- Students in the post-graduate Clinical Mental Health Certificate program must complete their 200-hour internship in a clinical mental health setting.
- Any students who wish to complete their field experience where they work must file a petition requesting an exception. Filing a petition to request permission to complete practicum or internship

where one works does not guarantee a waiver. For more information on the petition to complete field in the workplace, please see the Practicum or Internship Handbook found on the student portal.

### **Professional Counselor Dispositions**

The Counseling Program maintains that professional counselor dispositions are critical to effective counseling, counselor growth and development, and counselor assistance to others. Therefore, counselor trainees are expected to be more concerned about others than themselves, to be well adjusted, to have the ability to form and maintain effective interpersonal relationships, to be able to use feedback from faculty and supervisors to improve performance, and to have a commitment to personal growth and development. These professional counselor dispositions are routinely evaluated throughout the program for all students. Students showing challenges in this area are identified and recommended remedial assistance. Failure to remediate an issue related to professional counseling disposition is grounds for dismissal from the program. For a full explanation of this policy and process, please see the *Counseling Program Student Handbook*.

## Master of Public Health (MPH) Program

**Program Name:** Public Health

**Program Accreditation Status:** - Gwynedd Mercy University is an applicant for accreditation by the Council on Education for Public Health (CEPH). The accreditation review will address the Master of Public Health and Bachelor of Science in Public Health degrees. Other degrees and areas of study offered by this institution will not be included in the unit of accreditation review. Additional information regarding accreditation can be found at <https://ceph.org>. Updates on the application status can be obtained by contacting the Program Director.

**Degree:** Master of Public Health

**Program Type:** Term

**Program Modality:** Online

**Program Director/Coordinator:** Sharla Willis

**Description:** The Master of Public Health (MPH) is considered a terminal, professional degree in the field of public health. The degree is grounded in the social, behavioral, and biological sciences, and is guided by a social justice philosophy consistent with the mission of Gwynedd Mercy University. Courses in the MPH program are designed to help students become competent and confident in the application of skills used in the diverse field of public health and prepare them for employment and leadership within the field of public health.

**Preparation for Professional Licensure:** The field of public health does not require licensure. The public health program will prepare students to take the Certified in Public Health (CPH) or the Certified Health Education Specialist (CHES) exams if they choose. The CPH exam is offered by the National Board of Public Health Examiners (NBPHE) and demonstrates a knowledge of key public health sciences. The CHES exam is offered by the National Commission for Health Education Credentialing (NCHEC) and measures an individual's knowledge and skills in areas of responsibility related to health education practice. CPH and CHES are not required certifications or licensure but are recognized in the field of public health as measures of national standards in the field. Both certifications require continuing education credits to maintain.

**Program Learning Outcomes:** The curriculum of the MPH program is structured to address 22 foundational and 5 program competencies. Program learning outcomes summarize these public health competencies.

**PLO1:** Apply epidemiological methods to public health issues through quantitative and qualitative data collection, analysis, and interpretation;

**PLO2:** Compare public health care systems nationally and internationally, including how structural bias, social inequities and racism negatively impact health equity;

**PLO3:** Design culturally appropriate, population-based, health interventions and evaluation plans;

**PLO4:** Propose strategies to develop and evaluate public health policies that incorporate community participation;

**PLO5:** Advocate for policies that will improve health in diverse populations;

**PLO6:** Apply principles of leadership, governance, and management for public health programs;

**PLO7:** Communicate public health content, both orally and verbally, in a manner appropriate for the specific audience;

**PLO8:** Perform effectively on an interprofessional team;

**PLO9:** Apply systems thinking tools to a public health issue;

**PLO10:** Apply a health equity focus in public health actions related to the critical concerns of the Sisters of Mercy: earth, immigration, anti-racism, non-violence, and women.

*For Major Requirements, see Program Handbook and Curriculum Sheets*

### **Academic Criteria for Admission, Progression and Retention**

#### **Program Admissions Requirements and Procedures:**

- A baccalaureate degree from an accredited college or university;
- Official transcripts from every college or university attended
  - A cumulative GPA of at least 3.0 on a four-point scale or the equivalent
  - Consistent academic performance in math, science, and writing intensive courses
  - Applications from candidates with a GPA lower than 3.0 or lacking in the above courses will be reviewed on a case-by-case basis, taking into account public health experience, personal essay and references
  - While a GRE is not required, GRE scores may be submitted for consideration in the holistic review of the application;
- A 250–500-word essay identifying a public health issue in your community and how an MPH will prepare you to address this issue;
- Two letters of reference from people who can speak to your ability to succeed in and benefit from the MPH program, ideally academic or professional references from instructors or supervisors.
- A current resume or curriculum vitae.

**Transfer Students:** A maximum of 6 graduate credits may be transferred with approval of the Program Director and applied towards the MPH degree. Graduate credits must have been taken at another accredited university or college prior to matriculation at Gwynedd Mercy University. The credits must have been taken within five years of admission and a grade of B or better must have been earned. The syllabus, including course description and learning objectives, and the official transcript must be submitted for any credits to be evaluated. Acceptance of credits to fulfill any of the PUB 600 level

foundational courses is dependent on alignment with the Council for Education in Public Health (CEPH) competencies and foundational knowledge addressed in the equivalent Gwynedd Mercy University public health course.

**International Students:** International students are welcome to apply to the Master of Public Health program. Since this is a fully online program, international students are not eligible for an F-1 Visa. In addition, some countries do not recognize degrees that are earned in a fully online format. Students should review their country's requirements prior to applying to fully online program.

International students will need to provide the following materials to be considered for Admission:

- A baccalaureate degree from an accredited college or university;
- Most programs require a minimum undergraduate GPA of 3.0.;
  - Candidates with a GPA lower than 3.0 will be reviewed on a case-by-case basis.
- A completed application for your program of choice;
- Official transcripts from every college or university attended;
- Professional resume;
- Two complete supervisory reference forms;
- Personal interviews may be required, as needed.
- A minimum score of 550 (written), 213 (computer), or 79 (internet) on the TOEFL examination (non-US applications only).
  - Of Students whose native language is English are not required to submit language scores.

*For Curriculum Sequence, see Program Handbook.*

**Academic Standards/Grade Requirements:** Students in the graduate public health program must maintain a minimum cumulative grade point average (GPA) of 3.0. They must also earn a grade of "B" or above in any foundational course: PUB 600-640, PUB 700 and PUB 795. Students must also earn a grade of "C" or better in all other courses taken towards the MPH degree.

**Attendance Policies:** Except for PUB 700 Applied Practice Experience (APE), all public health courses are fully online and asynchronous. Students are expected to participate in class activities online each week and meet assigned submission deadlines as evidence of weekly attendance. Students enrolled in PUB 700 are expected to abide by the agreement with their practice site regarding their presence at and work with the site. Students in PUB 700 are also expected to participate weekly in the online portion of the course.

### **Academic Progress, Probation, and Program Dismissal**

#### Academic Probation:

A student will be placed on academic probation if any of the following occur and must resolve the situation as specified.

- If a student's cumulative GPA falls below 3.0, the student must achieve a satisfactory cumulative GPA within three semesters;
- If a student earns a grade of B- in one of the foundational courses listed above, the student must repeat that course at Gwynedd Mercy University and earn a grade of B or above;
- If a student earns a grade of C- or below in any non-foundational public health course, the student must retake the course at Gwynedd Mercy University.

- The student will have only one opportunity to repeat a course.

#### Academic Dismissal

Failure to resolve any of the above circumstances as detailed above shall result in a recommendation of dismissal from the program. A student who earns a grade of C- or below in two or more courses may be subject to a recommendation of dismissal from the program.

**Course withdrawal policies:** Students may withdraw only once from each course within the public health program.

**Time to Completion:** The MPH degree may be completed in 20 months by those who maintain a course load of 9 credits per semester. Students may enroll with a course load of 3 to 9 credits per semester. The maximum time allotted for all graduate degree programs at Gwynedd Mercy University is 6 years.

**Experiential Learning:** Students enrolled in the public health program are required to engage in a public health applied practice experience course, PUB 700, which allow students to gain valuable experience and network while applying program and foundational public health competencies. Students should consult with their academic advisor at the beginning of the semester before they expect to complete their field work. Students are responsible to arrange and confirm their own practicum site. Sites and preceptors must be approved by the Program Director. Students are responsible for their own transportation to and from experiential learning opportunities.

#### **Non-Academic Criteria for Admission, Progression and Retention**

**Compliance Requirements and Clearances:** Students are expected to comply with any health, safety or professional conduct requirements of their public health applied practice experience (APE) sites.

**Professional Disposition and Conduct:** Public health professionals are expected to communicate respectfully with all stakeholders in oral and written communications, and to be sensitive to cultural practices and norms of the communities with whom they work. Students within the public health program are expected to develop and practice these skills in their courses and APE. Any student who behaves in a manner deemed disrespectful to others by their instructor or APE preceptor will be referred to the Program Director to discuss the incident and develop strategies and a plan to remediate the situation. Unprofessional behavior during the APE may result in being asked to not return to the practice site, which will result in an F in the course, PUB 700.

**Technology Requirements:** The MPH program is fully online. To successfully participate in classes in this program, students must have:

- Access to a computer and the internet
- Internet speed:
  - Basic broadband (4 Mbs) recommended
  - 1.5 Mbs upload and download speed required
  - [speedtest.net](https://www.speedtest.net) allows you to test the speed at your location
- Webcam - 1280 x 720 (1 megapixel) resolution recommended
- Microphone
- Speakers
- Microsoft Office

- Available to students at no cost with their @gmercyu.edu account via [Office365](#)

### Master of Science in Education

**Program Name:** Master of Science in Education

**Degree:** Master of Science

**Degrees Offered:** Master of Science in Education

Master of Science in Education with PK-4 Teaching Certification, Master of Science in Education with Secondary Teaching Certification, Master of Science in Education with SEL Endorsement

*Certification Only:* PK-4 Teaching Certification; Secondary Teaching Certification

**Program Accreditation:** Recognized and approved by the Pennsylvania Department of Education

**Program Type:** Non-Term

**Program Modality:** Online

**Program Director/Coordinator:** Dr. Jaimie Bowen

**Description:** The Master of Science in Education, Master Teacher Program is designed to meet the needs of a variety of professional educators. In-service teachers seeking an advanced degree find the program professionally enriching as they teach in an increasingly complex society and world. The course of study provides educators with opportunities to develop theoretical and practical knowledge and skills that enhance the effectiveness of the teaching-learning process. Students in the Master Teacher Program also examine and critique the economic, political, cultural, social influences that impact education in the United States.

**Preparation for Professional Licensure/Certification:** This program was designed to meet the licensure/certification requirements of the Commonwealth of Pennsylvania. Students who reside in a different state should carefully review their home state's licensure/certification requirements prior to enrolling in this program. Both field experience observations and student teaching are required for certification. 150 Pre-student teaching hours are embedded within certification courses. Student teaching is a 14-week full-time placement. Student is responsible for all required clearances in their respective state. To qualify for Pennsylvania Instructional, I Certification a student must complete all certification specific coursework, pass required qualifying tests, and validate clearances. If the student meets all criteria, the Certification Specialist will recommend for certification to the Pennsylvania Department of Education.

**Program Learning Outcomes:**

**PLO1** Apply theoretical and practical knowledge in support of their professional practice.

**PLO2** Utilize educational research and develop their own research interests and agenda.

**PLO3** Examine and critique the economic, political, cultural, historical, and social influences that impact education in the United States.

**PLO4** Apply policies, statutes, and rules established by state and local agencies relating to judicious application of disciplinary methods and behavioral procedures.

**PLO5** Identify and use instructional methods and curricula that are appropriate and effective in meeting the needs of individual learners.

*For Major Requirements, see Program Handbook and Curriculum Sheets*

**Academic Criteria for Admission, Progression and Retention: Program Admissions Requirements and Procedures:**

- A baccalaureate degree from an accredited college or university
- Official transcripts from every college or university attended
- Completed application form
- Professional resume
- Two completed supervisory reference forms
- Writing Prompt
- Self-introduction videotape
- A minimum score of 550 (written), 213 (computer), or 79 (internet) on the TOEFL examination (non-US applications only). International applicants may not be able to secure all required background checks or sit for required licensure exams.
- A minimum undergraduate GPA of 3.0 or higher. Candidates with a GPA lower than 3.0 are encouraged to apply and will be evaluated on a case-by-case basis.
- Personal interviews may be required as needed.

**Internal/External Transfers:** Up to 6 credits from a related master-level degree can be transferred. Transfer credit will be reviewed on an individual basis.

*For Curriculum Sequence, see Program Handbook*

**Academic Standards/Grade Requirements:** Students in the MSED program must maintain a minimum cumulative grade point average (GPA) of 3.0. Students may not earn more than two grades of C or C + and may not earn any grade below a C and remain in the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. When possible, a student should follow the course sequence as listed.

**PK-4 Certification**

The below courses are considered core pedagogy courses for the PK-4 Certification and require a final grade of B or better prior to student teaching.

EDU 506: Methods, Materials & Curriculum I

EDU 507: Methods, Materials & Curriculum II

EDU 511: Methods and Theories for Teaching

Mathematics EDU 512: Methods for Teaching

Reading and Assessment EDU 580: Multicultural

& Diversity Issues in Education

EDU 581: Foundations of Special Education in an Inclusionary Setting

EDU 565, *Student Teaching and Professional Seminar*, also requires a grade of B or better to be considered for Certification.

**Secondary Certification**

An audit of undergraduate transcripts will be conducted during the admissions process. If all secondary competencies have not been met and/or the student has not earned a C or better in the undergraduate content area, the student will be required to complete additional undergraduate coursework. Students whose audit indicates a need for additional coursework are responsible for tracking their progress,

creating a folder with all related documents and following the procedure outlined below:

1. Find courses to meet needed competencies
2. Obtain course approvals using the Secondary Education Course Approval Form for each needed competency
3. Obtain transcripts showing the needed courses have been completed with a passing grade
4. Annotate the audit sheet to show that all needed courses have been completed
5. Submit course approval forms, transcripts and annotated audit sheet at the same time the student applies for student teaching

The below courses are considered core pedagogy courses for the Secondary Certification and require a final grade of B or better prior to student teaching.

EDU 508: Secondary School Methods and Materials

EDU 580: Multicultural & Diversity Issues in Education

EDU 581: Foundations of Special Education in and Inclusionary Setting

EDU 565, *Student Teaching and Professional Seminar*, also requires a grade of B or better to be considered for Certification.

**Professional Disposition and Conduct:** For any student in a Certification Program, a Professional Disposition is required to be submitted twice throughout the program, both prior to and during Student Teaching.

**Attendance Policies:** The pace of an accelerated degree program requires students to maximize opportunities to learn. The classes and out-of-class learning activities provide the primary context for instruction as well as learning. The College of Arts, Sciences and Professional Studies believes that in order to learn from faculty instruction and from one another, students must participate in all learning opportunities and be present at all classes and submit all out-of-class weekly assessable learning activities. Missing a class or failure to submit a weekly assessable learning activity cannot be “made up.” The policy is intended to encourage students to make choices that support their educational goals.

Online students are considered present for the week if they post to a discussion forum or submit any assignment or other deliverable during the instructional week (Monday-Sunday). Failure to actively engage in the course by posting to discussion forums or submitting assignments will result in an official absence.

### **Academic Progress, Probation and Program Dismissals:**

#### Academic Probation

A student whose GPA falls below a 3.0 will be placed on Academic Probation and must improve their GPA to a 3.0 or higher within the next six credits completed.

If a student earns below a grade of B in any of the core pedagogy courses listed above, they must repeat the course at Gwynedd Mercy University and earn a grade of B or better. A student who earns a grade of C or C+ will receive a notice of Academic Warning from the Dean.

#### Academic Dismissal

A student who is placed on Academic Probation, and fails to resolve the issue as outlined above will be dismissed from the program. A student who earns a C or C+ in more than two courses, or who earns

below a C in any course, will be dismissed from the program.

Students who are dismissed may apply for readmission one year after the date of dismissal. Acceptance for readmission is not guaranteed.

### Student Teaching

Students who do not successfully complete student teaching, or are removed from their student teaching placement, will not be recommended for Instructional I Certification to the Pennsylvania Department of Education. Removal from student teaching placement may occur for various reasons, including but not limited to: unsatisfactory performance based on supervision reports; disposition concerns from Gwynedd Mercy faculty and staff and/or the faculty and staff of the student teaching placement; and an arrest or conviction of any reportable offense, according to Section 111(e) of the PA school Code.

Student teaching performance is a critical component of the certification program, and students are encouraged to discuss concerns with their Program Director and Certification Specialist. Additional information can be found in the Student Teaching Handbook.

### **Course withdrawal policy:**

- Students must submit a Course Withdrawal form to their Academic Advisor in order to initiate the withdrawal process.
- The student will receive a “W” grade and charges will be placed according to the Bursar’s Office Refund Policy.
- The deadline to withdraw from an online course varies depending on the length of the course.
- If the request is submitted after the policy deadline, withdrawal request will be denied. The student will be informed via GMERCYU email and a final grade for the course will be submitted by instructor. All email requests must come from the student’s GMERCYU email.

**Time to Completion:** The maximum time allotted for completion of all graduate degree programs at Gwynedd Mercy University is six years.

**Experiential Learning:** Students are responsible for their own transportation to and from off campus experiential learning opportunities.

### **Superintendent Letter of Eligibility—Certification Only**

**Program Name:** Superintendent Letter of Eligibility-Certification Only

**Program Certificate:** Pennsylvania Superintendent Letter of Eligibility

**Program Accreditation:** Recognized and approved by the Pennsylvania Department of Education

**Program Type:** Non-Term. Courses run year-round, independent of any term structure.

**Program Modality:** Hybrid (The program is delivered through a hybrid modality, online except for one weekend residency on campus.)

**Program Director/Coordinator:** Dr. Raymond Bandlow

**Program Description:** The program consists of coursework required for certification as a Superintendent of Schools in the Commonwealth of Pennsylvania. It requires six content courses, three credit hours each, for a total of eighteen (18) credit hours, and two practicum courses, three

credit hours each, for a total of six (6) credit hours. Three of the content courses may be waived for students with a master's degree in school administration.

**Textbooks Included:** All required textbooks are provided to students at no additional cost.

**Preparation for Professional Licensure/Certification:** This program meets all coursework requirements for Pennsylvania Superintendent Letter of Eligibility certification. This program was designed to meet the licensure/certification requirements of the Commonwealth of Pennsylvania. Students who reside in a different state should carefully review their home state's licensure/certification requirements prior to enrolling in this program.

### **Program Learning Outcomes**

**PLO1:** Articulate an educational organization's mission, goals, and guiding principles that distinguish the organization from others.

**PLO2:** Understand the foundational base of organizational theory and demonstrate the ability to bridge theory and practice.

**PLO3:** Given scenarios of conflict, choose ethical courses of action consistent with Gospel values.

**PLO4:** Synthesize and analyze data to reveal relations and causality and convert raw data into actionable information.

**PLO5:** View problems and challenges through the lens of a scientist, seeking evidence-based conclusions.

**PLO6:** Practice and model steward leadership in transforming organizations to better serve all constituents.

**PLO7:** Demonstrate facility in the application of technology to solve problems, analyze and synthesize data, and manage information.

### **Admission Requirements**

- A master's degree or equivalent in a field related to the student's preferred area of concentration from an institution accredited by the Middle States Association, or comparable accreditation, with a cumulative GPA of 3.0 or above.
- Official graduate and undergraduate transcripts.
- A resume showing professional experience.
- Six years of experience in an educational setting, of which three years must be in a supervisory or administrative role.
- Two letters of reference.

To be issued the certificate by the Pennsylvania Department of Education, the applicant may be required to earn a passing Praxis score.

Upon acceptance into the program, the certificate student must obtain the following clearances: Child Abuse Clearance, Criminal Background Check, and Federal Criminal History.

**Transfer Credits:** Graduate credits, not to exceed 50% of the program, earned at other accredited institutions may be accepted toward coursework requirements. A grade of B or higher must have been earned for courses to transfer. The official transcript for transfer of credit must be on file prior

to acceptance of credits for transfer.

**Academic Standards/Grade Requirements:** Students in the Superintendent letter program must maintain a minimum cumulative grade point average (GPA) of 3.0. Students may not earn more than two grades of C or C+, and may not earn any grade below a C and remain in the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. When possible, a student should follow the course sequence as listed.

**Academic Progress, Probation and Program Dismissals:**

Academic Probation

A student whose GPA falls below a 3.0 will be placed on Academic Probation and must improve their GPA to a 3.0 or higher within the next six credits completed.

A student who earns a grade of C or C+ will receive a notice of Academic Warning from the Dean.

Academic Dismissal

A student who is placed on Academic Probation and fails to resolve the issue as outlined above will be dismissed from the program. A student who earns a C or C+ in more than two courses, or who earns below a C in any course, will be dismissed from the program.

Students who are dismissed may apply for readmission one year after the date of dismissal. Acceptance for readmission is not guaranteed.

**Attendance Policy for Residency Weekend:** Students are expected to attend the full duration of the residency in person. Absence from any portion of the residency requires advance approval of the Program Director.

**Time to Completion of Certificate:**

The certificate must be completed within seven years from enrollment in the program. A student may request an extension of this time period, not to exceed one year, in the case of extenuating circumstances.

**Course of Study and Curriculum Sequence:** See Program Handbook

**Certification in Teaching & Learning in Higher Education**

**Program Certification:** Gwynedd Mercy University certification

**Program Accreditation:** Recognized and approved by the Pennsylvania Department of Education

**Program Type:** Non-Term. Courses run year-round, independent of any term structure.

**Program Modality:** Online

**Program Director:** Dr. Raymond Bandlow

**Program Description:** This program requires five content courses, 3 credit hours each, for a total of fifteen (15) credit hours.

**Textbooks Included:** All required textbooks are provided to students at no additional cost.

**Program Learning Outcomes:**

**PLO1:** Professional competency for teaching in higher education and educational organizations with a commitment to understanding the individual learner and engaging them in the course of study.

**PLO2:** Critical thinking and reflection to synthesize information and develop sound arguments and reasonable solutions with moral and ethical judgment that guides teaching decisions.

**PLO3:** Intercultural competence and knowledge to promote advocacy and activism related to the core values within the Mercy mission.

**Admission Requirements:**

- A master's degree or equivalent in a field related to the student's preferred area of concentration from an institution accredited by the Middle States Association, or comparable accreditation, with a cumulative GPA of 3.0 or above.
- Official graduate and undergraduate transcripts.
- A resume showing professional experience.
- Two letters of reference.

Upon acceptance into the program, the certificate student must obtain the following clearances: Child Abuse Clearance, Criminal Background Check, and Federal Criminal History.

**Transfer Credits:** Graduate credits, not to exceed 50% of the program, earned at other accredited institutions may be accepted toward coursework requirements. A grade of B or higher must have been earned for courses to transfer. The official transcript for transfer of credit must be on file prior to acceptance of credits for transfer.

**Academic Standards/Grade Requirements:** Students in the Supervisor of Spec Ed program must maintain a minimum cumulative grade point average (GPA) of 3.0. Students may not earn more than two grades of C or C+, and may not earn any grade below a C and remain in the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. When possible, a student should follow the course sequence as listed.

**Academic Progress, Probation and Program Dismissals:**Academic Probation

A student whose GPA falls below a 3.0 will be placed on Academic Probation and must improve their GPA to a 3.0 or higher within the next six credits completed.

A student who earns a grade of C or C+ will receive a notice of Academic Warning from the Dean. Academic Dismissal

A student who is placed on Academic Probation, and fails to resolve the issue as outlined above, will be dismissed from the program. A student who earns a C or C+ in more than two courses, or who earns below a C in any course, will be dismissed from the program.

Students who are dismissed may apply for readmission one year after the date of dismissal. Acceptance for readmission is not guaranteed.

**Time to Completion of Certification:**

The certification must be completed within seven years from enrollment in the program. A student may request an extension of this time period, not to exceed one year, in the case of extenuating circumstances.

**Course of Study and Curriculum Sequence:** See Program Handbook for course of study and suggested curriculum sequence.

**Master of Science in Educational Administration: Supervisor of Curriculum & Instruction Certification**

**Program Name:** Master of Science in Educational Administration:

Supervisor of Curriculum & Instruction Certification

**Program Accreditation:** Gwynedd Mercy University is nationally accredited by the Middle States Commission on Higher Education. The Program is recognized and approved by the Pennsylvania Department of Education

**Degree:** Master of Science; Certification Only

**Program Type:** Non-Term Program

**Program Modality:** Online

**Program Director/Coordinator:** Dr. Carol Etlen, Associate Professor and Program Director

**Program Standards:** The Master of Science in Educational Administration also meets the following Standard requirements: PSEL, NELP, and PIL Standards

- Professional Standards for Educational Leaders (PSEL)
- National Educational Leadership Preparation (NELP) Standards
- Pennsylvania Inspired Leadership (PIL) standards

**Description:** The Master of Science in Educational Administration is an accelerated, non-term, cohort- based program. This online program is designed for working professionals in the field of education. The Program prepares students to assume leadership roles as: Supervisor of Curriculum & Instruction/ Instructional Coordinator/Educational Supervisor/Curriculum Director (but not limited to these titles).

**Preparation for Professional Licensure/Certification:** Program meets Curriculum & Instruction Supervisor Certification Requirements for the Pennsylvania Commonwealth.

The Pennsylvania Department of Education requires:

- A minimum of 5 years of academic instructional experience
- Completion of an Approved Program of Educational Study with a focus on the Leadership Standards
- A 3.0 program Grade Point Average
- A passing score on the State Certification Exam
- Possess an Intern, Level I or II, or Emergency Certification
- Passing Score on the Curriculum & Instruction Supervisor Certification Exam
- 360 hours of Practicum Experience in a School Setting

**\*\*NOTE:** *Out of state students must consult the requirements for the state they are making application to. Out of state students must complete 360 hours of Practicum experience even if the*

state to which one is making an application requires fewer hours. It is the student's responsibility to ensure they have secured the appropriate number of Practicum hours and maintain record keeping of those hours for the state they are making application to.

**Program Learning Outcomes:**

**PLO1** Think and plan strategically to create an organizational vision focused on student success and communicate the vision to all relevant stakeholders.

**PLO2** Create an organizational culture of teaching and learning in which students learning is paramount.

**PLO3** Manage resources effectively to bring about desired results.

**PLO4** Collaborate, communicate, and empower others inside and outside the organization to pursue excellence in learning.

**PLO5** Operate fairly and equitably, exhibiting personal and professional integrity.

*For Major Requirements, see Program Handbook and Curriculum Sheets*

**Academic Criteria for Admission, Progression and Retention Program Admissions**

**Requirements and Procedures**

Application Requirements for the Master's in Educational Administration:

Supervisor of Curriculum & Instruction Certification

- A baccalaureate degree from an accredited college or university
- Official transcripts from every college or university attended
- Completed application form
- A completed Disposition Questionnaire
- ☐ A professional reference from a superior/supervisor submitted via their email address
- Professional resume
- Two completed supervisory reference forms
- A minimum score of 550 (written), 213 (computer), or 79 (internet) on the TOEFL examination (non-US applications only).
- A minimum undergraduate GPA of 3.0 or higher. Candidates with a GPA lower than 3.0 are encouraged to apply and will be evaluated on a case-by-case basis  
Personal interviews may be required as needed.  
Possess a Level I or Level II Certificate  
Academic Instructional Teaching Experience

**Certification ONLY Program**

Students seeking Supervisor of Curriculum & Instruction certification must meet the same admission requirements as those set forth in the degree program. In addition to those requirements, the certification-only candidate must hold a master's degree from an accredited University in some education related field.

**Transfer Credits:** Internal Transfer credit or credit from another previously attended accredited University will be reviewed by the Program Director for determination of acceptance. For the master's degree transfer credit will not exceed 6 credits. Transfer credit to be considered for the master's degree must not exceed 5 years beyond the application date for consideration. Transfer Credit

consideration is on a case-by-case basis.

*For Curriculum Sequence, see Program Handbook*

**Academic Standards/Grade Requirements:** Students in the MSEA program must maintain a minimum cumulative grade point average (GPA) of 3.0. Students may not earn more than two grades of C or C+ and may not earn any grade below a C and remain in the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may not receive a numerical grade lower than a B in any one Practicum. Students may retake an individual course only one time. When possible, a student should follow the course sequence as listed.

**Academic Progress, Probation and Program Dismissal:**

Academic Probation

A student whose GPA falls below a 3.0 will be placed on Academic Probation and must improve their GPA to a 3.0 or higher within the next six credits completed.

A student who earns a grade of C or C+ will receive a notice of Academic Warning from the Dean.

Academic Dismissal

A student who is placed on Academic Probation and fails to resolve the issue as outlined above will be dismissed from the program. A student who earns a C or C+ in more than two courses, or who earns below a C in any course, will be dismissed from the program.

Students who are dismissed may apply for readmission one year after the date of dismissal. Acceptance for readmission is not guaranteed.

**Time to Completion:** The maximum time allotted for completion of all graduate degree programs is six years. In extraordinary circumstances, students may petition the Dean or Vice President for Academic Affairs, or a designate, in writing for an extension. **It is recommended students complete no less than six credits each year from initial enrollment.**

**Attendance Policies (including Practicum Attendance Policies):** Online students are present for the week if they post to a discussion forum or submit any assignments or other deliverables during the instructional week (Monday- Sunday). Failure to actively engage in the course by posting to discussion forums or submitting assignments will result in an official absence.

**If a student is absent and has not submitted coursework for any 2 consecutive class session weeks, then the student will be administratively withdrawn for the student's current course and earn a grade of "WA".**

**Additionally, the student will be dropped from future courses and administratively withdrawn from the program unless attending a concurrent course.**

**Experiential Learning/Practicum Experience:** Students are responsible for their own transportation to and from off campus experiential practicum learning opportunities

**Non-Academic Criteria for Admission, Progression and Retention**

**Professional Disposition and Conduct:** A Professional Disposition Statement is required to be

submitted along with the Application for Practicum prior to enrolling in the Practicum.

**Master of Science in Educational Administration: K12 Principal Certification**

**Program Name:** Master of Science in Educational Administration: K12 Principal Certification

**Program Accreditation:** Gwynedd Mercy University is accredited by the Middle States Commission on Higher Education. The Program is recognized and approved by the Pennsylvania Department of Education

**Degree:** Master of Science; Certification Only

**Program Type:** Non-Term Program

**Program Modality:** Online

**Program Director/Coordinator:** Dr. Carol Etlen, Associate Professor and Program Director

**Program Standards:** The Master of Science in Educational Administration also meets the following Standard requirements: PSEL, NELP, and PIL Standards

- . Professional Standards for Educational Leaders (PSEL)
- . National Educational Leadership Preparation (NELP) Standards
- . Pennsylvania Inspired Leadership (PIL) standards

**Preparation for Professional Licensure/Certification:** This program is designed to meet Principal Certification Requirements for the State of Pennsylvania. The Pennsylvania Department of Education requires:

- A minimum of 3 years of academic instructional experience
- Completion of an Approved Program of Educational Study with a focus on Leadership Standards
- A 3.0 program Grade Point Average
- Passing Score on the Principal Certification Exam
- 360 hours of Practicum Experience in a School Setting

*NOTE: Out of state students must consult the requirements for the state they are making an application too. Out of state students must complete 360 hours of Practicum experience even if the state making an application too requires less hours. It is the student's responsibility to ensure they have secured the appropriate number of Practicum hours and maintain recordkeeping of those hours for the state they are making an application to.*

**Description:** The Master of Science in Educational Administration is an accelerated, non-term, cohort- based program. This online program is designed for working professionals in the field of education. The Program prepares students to assume leadership roles as: K-12 Principal.

**Program Learning Outcomes:**

**PLO1** Think and plan strategically to create an organizational vision focused on student success and communicate the vision to all relevant stakeholders.

**PLO2** Create an organizational culture of teaching and learning in which students learning is paramount.

**PLO3** Manage resources effectively to bring about desired results.

**PLO4** Collaborate, communicate, and empower others inside and outside the organization to pursue excellence in learning.

**PLO5** Operate fairly and equitably, exhibiting personal and professional integrity.

**For Major Requirements, see Program Handbook and Curriculum Sheets**

### **Academic Criteria for Admission, Progression and Retention**

#### **Program Admissions Requirements and Procedures:**

#### **Application Requirements for the Master's in Educational Administration: K-12 Principal Certification**

- A baccalaureate degree from an accredited college or university
- Official transcripts from every college or university attended.
- Completed application form
- ☐ A completed Disposition Questionnaire
- ☐ A professional reference from a superior/supervisor submitted via their email address
- Professional resume
- Two completed supervisory reference forms
- A minimum score of 550 (written), 213 (computer), or 79 (internet) on the TOEFL examination (non-US applications only).
- A minimum undergraduate GPA of 3.0 or higher. Candidates with a GPA lower than 3.0 are encouraged to apply and will be evaluated on a case-by-case basis
- Personal interviews may be required as needed.
- Academic Instructional teaching experience.

**Certification ONLY Program:** Students seeking K-12 principal certification must meet the same admission requirements as those set forth in the degree program. In addition to those requirements, the certification-only candidate must hold a master's degree from an accredited University in some education related field.

**Internal/External Transfers:** Internal Transfer credit or credit from another previously attended accredited University will be reviewed by the Program Director for determination of acceptance. For the master's degree transfer credit will not exceed 6 credits. Transfer credit to be considered for the master's degree must not exceed 5 years beyond the application date for consideration. Transfer Credit consideration is on a case-by-case basis.

*For Curriculum Sequence, see Program Handbook*

**Satisfactory Academic Progress:** Once enrolled, students are expected to be enrolled continuously thereafter until degree completion. To remain in academic good standing, graduate students must achieve a term GPA of at least for each term and maintain a cumulative GPA of at least 3.0 for all work completed at Gwynedd Mercy University. A minimum cumulative GPA of 3.0 is required in order to graduate.

**Academic Standards/Grade Requirements:** Students in the MSEA program must maintain a minimum cumulative grade point average (GPA) of 3.0. Students may not earn more than two grades of C or C + and may not earn any grade below a C and remain in the program. Students may retake a maximum of 2

courses in which they earned a C or C+. Students may not receive a numerical grade lower than a B in any one Practicum. Students may retake an individual course only one time. When possible, a student should follow the course sequence as listed.

### **Academic Progress, Probation and Program Dismissals:**

#### Academic Probation

A student whose GPA falls below a 3.0 will be placed on Academic Probation and must improve their GPA to a 3.0 or higher within the next six credits completed.

A student who earns a grade of C or C+ will receive a notice of Academic Warning from the Dean.

#### Academic Dismissal

A student who is placed on Academic Probation and fails to resolve the issue as outlined above will be dismissed from the program. A student who earns a C or C+ in more than two courses, or who earns below a C in any course, will be dismissed from the program.

Students who are dismissed may apply for readmission one year after the date of dismissal. Acceptance for readmission is not guaranteed.

**Attendance Policies:** Online students are present for the week if they post to a discussion forum or submit any assignments or other deliverables during the instructional week (Monday- Sunday). Failure to actively engage in the course by posting to discussion forums or submitting assignments will result in an official absence.

If a student is absent and has not submitted coursework for any 2 consecutive class session weeks, then the student will be administratively withdrawn for the student's current course and earn a grade of "WA". Additionally, the student will be dropped from future courses and admiratively withdrawn from the program unless attending a concurrent course.

#### **Time to Completion:**

The maximum time allotted for completion of all graduate degree programs is six years. In extraordinary circumstances, students may petition the Dean or Vice President for Academic Affairs, or a designate, in writing for an extension. **It is recommended students complete no less than six credits each year from initial enrollment.**

**Experiential Learning/Practicum Experience:** Students are responsible for their own transportation to and from off campus experiential practicum learning opportunities.

**Master of Science in Educational Administration:  
Dual K12 Principal and Supervisor of Curriculum & Instruction Certifications**

**Program Name:** Master of Science in Educational Administration: Dual K12 Principal and Supervisor of Curriculum & Instruction Certifications

**Degree:** Master of Science

**Certificate Tracks:** Educational Administration with:  
Dual K-12 Principal and Supervisor in Curriculum and Instruction Certification

**Program Accreditation:** Gwynedd Mercy University is nationally accredited by the Middle States Commission on Higher Education. The Program is recognized and approved by the Pennsylvania Department of Education

**Program Type:** Non-Term Program

**Program Modality:** Online

**Program Director/Coordinator:** Dr. Carol Eten, Associate Professor and Program Director

**Program Standards:** The Master of Science in Educational Administration also meets the following Standard requirements

PSEL, NELP, and PIL Standards

- Professional Standards for Educational Leaders (PSEL)
- National Educational Leadership Preparation (NELP) Standards
- Pennsylvania Inspired Leadership (PIL) standards

**Program Description:**

The Master of Science in Educational Administration is an accelerated, non-term, cohort- based program. This online program is designed for working professionals in the field of education. The program prepares students to assume leadership roles as: \*K-12 Principal\* Supervisor of Curriculum & Instruction/ Instructional Coordinator/Educational Supervisor/Curriculum Director (but not limited to these titles).

**Preparation for Professional Licensure/Certification:** This program is designed to meet Certification Requirements for Principal and Supervisor of Curriculum & Instruction in the Commonwealth of Pennsylvania. The Pennsylvania Department of Education requires:

- A minimum of 5 years of academic instructional teaching experience
- Completion of an Approved Program of Educational Study with a focus on the Leadership Standards
- 3.0 program Grade Point Average
- A passing score on the State Certification Exam
- Possess a Level I or II, Certification
- Passing Score on the Curriculum & Instruction Supervisor Certification Exam
- 540 hours of Practicum Experience in a School Setting

*NOTE: This program was designed to meet the licensure/certification requirements of the Commonwealth of Pennsylvania. Students who reside in a different state should carefully review your home state's licensure/certification requirements prior to enrolling in this program. Out of state*

*students must consult the requirements for the state to which they are making application. Out of state students must complete-540 hours of Practicum experience even if the state to which one is making application requires fewer hours. It is the student's responsibility to ensure they have secured the appropriate number of Practicum hours and maintain recordkeeping of those hours for the state they are applying.*

**Program Learning Outcomes:**

**PLO1** Think and plan strategically to create an organizational vision focused on student success and communicate the vision to all relevant stakeholders.

**PLO2** Create an organizational culture of teaching and learning in which students learning is paramount.

**PLO3** Manage resources effectively to bring about desired results.

**PLO4** Collaborate, communicate, and empower others inside and outside the organization to pursue excellence in learning.

**PLO5** Operate fairly and equitably, exhibiting personal and professional integrity.

*For Major Requirements, see Program Handbook and Curriculum Sheets*

**Academic Criteria for Admission, Progression and Retention Program Admissions Requirements and Procedures:**

Application Requirements for the Master's in Educational Administration: Dual K-12 Principal and Supervisor of Curriculum & Instruction Certifications

- A baccalaureate degree from an accredited college or university
- Official transcripts from every college or university attended
- Completed application form
- A completed Disposition Questionnaire
- A professional reference from a superior/supervisor submitted via their email address
- Professional resume
- Two completed supervisory reference forms
- A minimum score of 550 (written), 213 (computer), or 79 (internet) on the TOEFL examination (non-US applications only).
- A minimum undergraduate GPA of 3.0 or higher. Candidates with a GPA lower than 3.0 are encouraged to apply and will be evaluated on a case-by-case basis
- Personal interviews may be required as needed
- Possess a Level I or Level II Certification
- 5 years academic instructional teaching experience

Post Master's Dual Certification ONLY Program:

Students seeking K-12 principal certification and Supervisor of Curriculum and Instruction must meet the same admission requirements as those set forth in the degree program. In addition to those requirements, the certification-only candidate must hold a master's degree from an accredited University in some education related field.

**Internal/External Transfers:** Internal Transfer credit or credit from another previously attended accredited University will be reviewed by the Program Director for determination of acceptance. For the master's degree transfer credit will not exceed 6 credits. Transfer credit to be considered for the master's degree must not exceed 5 years beyond the application date for consideration. Transfer Credit consideration is on a case-by-case basis.

*For Curriculum Sequence, see Program Handbook*

**Satisfactory Academic Progress:** Once enrolled, students are expected to be enrolled continuously thereafter until degree completion. To remain in academic good standing, graduate students must achieve a term GPA of at least 3.0 for each term and maintain a cumulative GPA of at least 3.0 for all work completed at Gwynedd Mercy University. A minimum cumulative GPA of 3.0 is required in order to graduate.

**Time to Completion:** The maximum time allotted for completion of all graduate degree programs is six years. In extraordinary circumstances, students may petition the Dean or Vice President for Academic Affairs, or a designate, in writing for an extension. **It is recommended students complete no less than six credits each year from initial enrollment.**

**Academic Standards/Grade Requirements:** Students in the MSEA program must maintain a minimum cumulative grade point average (GPA) of 3.0. Students may not earn more than two grades of C or C+ and may not earn any grade below a C and remain in the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may not receive a numerical grade lower than a B in any one Practicum. Students may retake an individual course only one time. When possible, a student should follow the course sequence as listed.

#### **Academic Progress, Probation and Program Dismissals:**

##### Academic Probation

A student whose GPA falls below a 3.0 will be placed on Academic Probation and must improve their GPA to a 3.0 or higher within the next six credits completed.

A student who earns a grade of C or C+ will receive a notice of Academic Warning from the Dean.

##### Academic Dismissal

A student who is placed on Academic Probation and fails to resolve the issue as outlined above will be dismissed from the program. A student who earns a C or C+ in more than two courses, or who earns below a C in any course, will be dismissed from the program.

Students who are dismissed may apply for readmission one year after the date of dismissal. Acceptance for readmission is not guaranteed.

**Attendance Policies:** Online students are present for the week if they post to a discussion forum or submit any assignments or other deliverables during the instructional week (Monday- Sunday). Failure to actively engage in the course by posting to discussion forums or submitting assignments will result in an official absence. If a student is absent and has not submitted coursework for any 2 consecutive class session weeks, then the student will be administratively withdrawn for the student's current course and earn a grade of "WA". Additionally, the student will be dropped from future courses and administratively withdrawn from the program unless attending a concurrent course.

## Master of Science in Special Education

**Program Name:** Special Education

**Degree:** Master of Science

**Degrees Offered:** Master of Science in Special Education;

Master of Science in Special Education with PK-12 Special Education Teaching Certification

*Certification Only:* PK-12 Special Education Teaching Certification

**Program Accreditation:** Recognized and approved by the Pennsylvania Department of Education

**Program Type:** Non-Term

**Program Modality:** Online

**Program Director/Coordinator:** Dr. Jaimie Bowen

**Program Description:** The program seeks to provide a strong grounding in the skills necessary for further professional development in the field of education specifically dealing with students with special needs in PreK through 12<sup>th</sup> grade. The curriculum is designed to encourage reflective practice whereby the teacher consistently reviews student behavior in light of its effectiveness and in relation to the scientific researched based data. The program course sequence integrates theory and research knowledge with appropriate field experiences in the various competency areas. As a requirement for certification by the Pennsylvania Department of Education, a student teaching supervisor will conduct a formal observation of certification candidates. Students who complete the graduate program successfully will be eligible for certification in special education within the Commonwealth of Pennsylvania.

The Master of Science in Special Education Program is presented in an accelerated cohort model. Courses are offered online and, where appropriate, through field experiences. All courses are seven weeks long. Gwynedd Mercy University's accelerated graduate education programs are designed to provide educators with a strong theoretical background and a heavy emphasis of practical application so that they may have all the "tools" and professional characteristics necessary to be a positive and effective educational leader.

**Preparation for Professional Licensure/Certification:** This program was designed to meet the licensure/certification requirements of the Commonwealth of Pennsylvania. Students who reside in a different state should carefully review their home state's licensure/certification requirements prior to enrolling in this program. Both field experience observations and student teaching are required for certification. 150 Pre-student teaching hours are embedded within certification courses. Student teaching is a 14-week full-time placement. Student is responsible for all required clearances in their respective state. To qualify for Pennsylvania Instructional I Certification a student must complete all certification specific coursework, pass required qualifying tests, and validate clearances. If the student meets all criteria, the Certification Specialist will recommend for certification to the Pennsylvania Department of Education.

**Program Learning Outcomes:**

**PLO1** Apply theoretical and practical knowledge in support of their professional practice.

**PLO2** Utilize educational research and develop their own research interests and agenda.

**PLO3** Examine and critique the economic, political, cultural, historical, and social influences that education in the United States.

**PLO4** Apply policies, statutes, and rules established by state and local agencies relating to judicious application of disciplinary methods and behavioral procedures.

**PLO5** Identify and use instructional methods and curricula that are appropriate and effective in meeting the needs of individual learners.

*For Major Requirements, see Program Handbook and Curriculum Sheets*

### **Academic Criteria for Admission, Progression and Retention**

Program Admissions Requirements and Procedures:

- A baccalaureate degree from an accredited college or university Official transcripts from every college or university attended Completed application form
- Professional resume
- Two completed supervisory reference forms  
Writing Prompt
- Self-introduction videotape
- A minimum score of 550 (written), 213 (computer), or 79 (internet) on the TOEFL examination (non-US applications only). International applicants may not be able to secure all required background checks or sit for required licensure exams.
- A minimum undergraduate GPA of 3.0 or higher. Candidates with a GPA lower than 3.0 are encouraged to apply and will be evaluated on a case-by-case basis.
- Personal interviews may be required as needed.
- Applicants aspiring to pursue the PK-12 Special Education Certification Only must currently hold a State teaching certification.

**Internal/External Transfers:** Up to 6 credits from a related master-level degree can be transferred. Transfer credit will be reviewed on an individual basis.

*For Curriculum Sequence, see Program Handbook*

**Academic Standards/Grade Requirements:** Students in the MSSP program must maintain a minimum cumulative grade point average (GPA) of 3.0. Students may not earn more than two grades of C or C + and may not earn any grade below a C and remain in the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. When possible, a student should follow the course sequence as.

The below courses are considered core pedagogy courses for the Special Education Program and require a final grade of B or better prior to student teaching.

SPE 520 Methods, Materials, and Curriculum  
 SPE 562 Special Education Law and Ethics  
 SPE 563 Current Issues in Special Education  
 EDU 581 Foundations of Special Education in an Inclusionary Setting

SPE 560 Diagnosis, Assessment, Prescriptive & Intervention Techniques

SPE 561 Learning Methods & Materials for the Special Learner

SPE 564 Behavior Management Skills for the Special Learner

SPE 565, *Student Teaching and Professional Seminar*, also requires a grade of B or better to be considered for Certification.

**Professional Disposition and Conduct:** For any student in a Certification Program, a Professional Disposition is required to be submitted twice throughout the program, both prior to and during Student Teaching.

**Attendance Policies:**

The pace of an accelerated degree program requires students to maximize opportunities to learn. The classes and out-of-class learning activities provide the primary context for instruction as well as learning. The College of Arts, Sciences and Professional Studies believes that in order to learn from faculty instruction and from one another, students must participate in all learning opportunities and be present at all classes and submit all out-of-class weekly assessable learning activities. Missing a class or failure to submit a weekly assessable learning activity cannot be “made up.” The policy is intended to encourage students to make choices that support their educational goals.

Online students are considered present for the week if they post to a discussion forum or submit any assignment or other deliverable during the instructional week (Monday-Sunday). Failure to actively engage in the course by posting to discussion forums or submitting assignments will result in an official absence.

**Academic Progress, Probation and Program Dismissals:**

Academic Probation

A student whose GPA falls below a 3.0 will be placed on Academic Probation and must improve their GPA to a 3.0 or higher within the next six credits completed.

If a student earns below a grade of B in any of the core pedagogy courses listed above, they must repeat the course at Gwynedd Mercy University and earn a grade of B or better.

A student who earns a grade of C or C+ will receive a notice of Academic Warning from the Dean.

Academic Dismissal

A student who is placed on Academic Probation, and fails to resolve the issue as outlined above will be dismissed from the program. A student who earns a C or C+ in more than two courses, or who earns below a C in any course, will be dismissed from the program.

Students who are dismissed may apply for readmission one year after the date of dismissal. Acceptance for readmission is not guaranteed.

Student Teaching

Students who do not successfully complete student teaching, or are removed from their student teaching placement, will not be recommended for Instructional I Certification to the Pennsylvania Department of

Education. Removal from student teaching placement may occur for various reasons, including but not limited to: unsatisfactory performance based on supervision reports; disposition concerns from Gwynedd Mercy faculty and staff and/or the faculty and staff of the student teaching placement; and an arrest or conviction of any reportable offense, according to Section 111(e) of the PA school Code.

Student teaching performance is a critical component of the certification program, and students are encouraged to discuss concerns with their Program Director and Certification Specialist. Additional information can be found in the Student Teaching Handbook.

**Course withdrawal policy:**

- Students must submit a Course Withdrawal form to their Academic Advisor in order to initiate the withdrawal process.
- The student will receive a “W” grade and charges will be placed according to the Bursar’s Office Refund Policy.
- The deadline to withdraw from an online course varies depending on the length of the course.
- If request is submitted after the policy deadline, withdrawal request will be denied. The student will be informed via GMERCYU email and a final grade for the course will be submitted by the instructor. All email requests must come from the student’s GMERCYU email.

**Time to Completion:**

The maximum time allotted for completion of all graduate degree programs at Gwynedd Mercy University is six years.

**Experiential Learning:** *“Students are responsible for their own transportation to and from off campus experiential learning opportunities”*

**2 +2: Combine Master of Science (MS) in Educational Administration, PK12 Principal Certification, and Doctor of Education (EdD) in Educational Leadership**

**Program Name:** 2+2 MS, PK12 Principal Certification, and EdD in Educational Leadership

**Degrees Offered:** Master of Science and Doctor of Education

**Certificate Offered:** PK12 Principal

**Program Accreditation:** Gwynedd Mercy University is fully accredited at the national level by the Middle States Commission on Higher Education (MSCHE). The PK12 Principal Certification is recognized and approved by the Pennsylvania Department of Education.

**Program Type:** Non-Term. Courses run year- round, independent of any term structure.)

**Program Modality:** Online with On-Ground Residencies

- First Doctoral Residency consists of an intensive weekend at the beginning of the program.
- Second Doctoral Residency consists of an intensive week during the summer following enrollment in the program.
- Third Doctoral Residency, typically one week in length, includes participation in an international educational conference.

**Program Director/Coordinator:** Dr. Raymond Bandlow

**Description:** The 2+2 program is presented in an accelerated cohort model, delivered online with three residencies. It is built upon a foundation of coursework essential to leadership in PK12 schools and school districts. It requires ten courses (thirty credit hours) for the M.S. degree and PK12 Principal Certification and twelve

doctoral level courses (thirty-six credit hours) for a total of sixty-six (66) credit hours.

The area of concentration is Leadership in Pk-12 School and School Districts

The purpose of this accelerated program, which can be completed in four years, is to impart in students the skills, knowledge, and attitudes necessary to fulfill leadership roles in U.S. and international schools, school districts, colleges, universities, and nonprofit organizations that support education. This program develops the next generation of educational leadership.

**Textbooks and Residency Costs Included:**

All required textbooks for doctoral level courses are provided to students at no additional cost. Most meals during the residencies are provided at no additional cost. For the First Doctoral Residency, transportation, and lodging (if needed) are at the expense of the student. For the Second Doctoral Residency, transportation is at the expense of the student, but lodging is provided at no additional cost. For the Third Doctoral Residency, transportation, lodging, conference fees, most meals, and related experiences are provided at no additional cost.

**Preparation for Professional Licensure:**

This program in educational leadership with a PK12 emphasis includes all coursework and practicum requirements for Pennsylvania PK12 Principal Certification. The doctoral program in leadership with Pk-12 concentration includes content courses for Pennsylvania Superintendent Letter of Eligibility certification.

*NOTE: \*This program was designed to meet the licensure/certification requirements of the Commonwealth of Pennsylvania. Students who reside in a different state should carefully review their home state's licensure/certification requirements prior to enrolling in this program.*

**Master's Degree in Educational Administration with K12 Principal Certification**

**Program Learning Outcomes (PLOs)**

PLO1: Apply theoretical and practical knowledge in support of your professional practice. (ULO 2, 4)

PLO2: Utilize educational research and develop your own research interests and agenda. (ULO 2, 3)

PLO3: Examine and critique the economic, political, cultural, historical, and social influences that impact education in the United States. (ULO 1, 3, 5)

PLO4: Apply policies, statutes, and rules established by state and local agencies relating to judicious application of disciplinary methods and behavioral procedures. (ULO 3, 4)

PLO5: Identify and use instructional methods and curricula that are appropriate and effective in meeting the needs of individual learners. (ULO 1, 2, 4, 5)

**EdD in Educational Leadership, K12 Schools & School Districts Concentration Program Learning Outcomes (PLOs)**

**PLO1:** Articulate an educational organization's mission, goals, and guiding principles that distinguish the organization from others. (ULO1, 4)

**PLO2:** Understand the foundational base of organizational theory and demonstrate the ability to bridge theory and practice. (ULO1, 2, 4)

**PLO3:** Given scenarios of conflict, choose ethical courses of action consistent with Gospel values. (ULO3, 5)

**PLO4:** Synthesize and analyze data to reveal relations and causality and convert raw data into actionable information. (ULO2, 4)

**PLO5:** View problems and challenges through the lens of a scientist, seeking evidence-based conclusions. (ULO1, 2, 4)

**PLO6:** Practice and model steward leadership in transforming organizations to better serve all constituents. (ULO3, 4, 5)

**PLO7:** Demonstrate facility in the application of technology to solve problems, analyze and synthesize data, and manage information. (ULO1, 2, 4)

#### **Admission Requirements:**

- A bachelors' degree or equivalent in a field related to the student's preferred area of concentration from an institution accredited by the Middle States Association, or comparable accreditation, with a cumulative GPA of 3.0 or above.
- Official graduate and undergraduate transcripts.
- A resume showing professional experience.
- Three letters of reference from persons in leadership roles in the applicant's chosen area of concentration attesting that the applicant has the ability to engage in studies at the graduate level.
- A personal interview with a member of the doctoral faculty. For applicants where distance or other considerations are factors, an electronic medium may be utilized for the interview.
- A written statement of professional goals and topic of research interest.
- A 750–1000-word sample of applicant's writing abilities.
- Non-US applicants may be required to have earned a minimum score of 550 (written), 213 (computer), or 79 (internet) on the TOEFL examination.

Applicants who cannot meet one or more of the above requirements are encouraged to contact the Program Director for a holistic review of qualifications.

Upon acceptance into the program, the graduate student must obtain the following clearances: Child Abuse Clearance, Criminal Background Check, and Federal Criminal History.

#### **Transfer Credits:**

Graduate credits, typically not to exceed six, earned at other accredited institutions in a master's program prior to matriculation, may be applied toward the doctoral degree. The credits must have been taken within five years of admission and a grade of B or better must have been earned. The official transcript for transfer of credit must be on file prior to acceptance of credits for transfer.

**Academic Standards/Grade Requirements:** Students in this graduate program must maintain a minimum cumulative grade point average (GPA) of 3.0. Students may not earn more than two grades of C or C+, and may not earn any grade below a C and remain in the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. When possible, a student should follow the course sequence as listed.

#### **Academic Progress, Probation and Program Dismissals:**

##### Academic Probation

A student whose GPA falls below a 3.0 will be placed on Academic Probation and must improve their GPA to a 3.0 or higher within the next six credits completed.

A student who earns a grade of C or C+ will receive a notice of Academic Warning from the Dean. Academic Dismissal

A student who is placed on Academic Probation, and fails to resolve the issue as outlined above, will be dismissed from the program. A student who earns a C or C+ in more than two courses, or who earns below a C

in any course, will be dismissed from the program.

Students who are dismissed may apply for readmission one year after the date of dismissal. Acceptance for readmission is not guaranteed.

**Attendance Policy for Residencies:** Doctoral students are expected to attend the full duration of all residencies in person. Absence from any portion of a residency requires advance approval of the Program Director.

**Time to Completion of Degree:**

The doctoral degree must be completed within seven years from enrollment in the first doctoral level course. A student may request an extension of this time period, not to exceed one year, in the case of extenuating circumstances.

**Requirements for Graduation:**

1. For the Master of Science and PK12 Principal Certification, thirty credit hours are required. For the EdD, thirty-six credit hours are required.
2. Professional Practice Portfolio: In lieu of a Comprehensive Exam, doctoral students must submit a Professional Practice Portfolio approved by two faculty members appointed by the Program Director. The Portfolio must be submitted 3 to 4 months prior to the end of required coursework and approved no less than one month prior to graduation.
3. Dissemination of the Dissertation: All students are required to disseminate the results of the dissertation beyond the written dissertation and oral defense. Students may choose one of two modalities for dissemination: presentation or publication. In both cases, the outlet for the presentation or publication must meet the requirements in the Dissertation Handbook and be approved by the dissertation advisor. Students should consult with the advisor prior to submitting their work to any outlet as the outlet must be approved by the advisor. Advisors will also be listed as second author on publications. Students and advisors should consult the Dissertation Handbook for dissemination requirements.
4. Dissertation and Oral Defense: The doctoral student's dissertation must be formally accepted by all members of the Dissertation Committee through two forms:
  - In academic writing style that meets APA requirements.
  - Through an Oral Defense of Dissertation. The Oral Defense shall be scheduled after all members of the committee agree that the dissertation is ready to be accepted.
  - After acceptance of the dissertation in electronic form and through Oral Defense, the student must submit a bound copy and two electronic copies on flash drives to Keiss Library.
  - The student must also submit form IRB 011, Research Completion Report, to the Institutional Review Board (IRB). After receiving form IRB 011, the IRB will issue a letter of receipt to the student for presentation to the Dissertation Advisor.

When the student has met all of the above requirements, the Program Director shall submit a written statement to the Dean attesting that the student has done so and is eligible to graduate. The student must formally apply for graduation with the Office of the Registrar. At graduation, a Doctoral Hood is conferred, pursuant to centuries-old tradition.

**Course of Study and Curriculum Sequence for All Leadership Options:** See Program Handbook for course of study and suggested curriculum sequence for each degree and certification.

## Business Program Certificates

**Program Name:** Graduate Business Program Certificates

**Degree:** Certificate

**Options:** Healthcare Administration; Leadership; Strategic Management

**Program Type:** Non-Term

**Program Modality:** Online

**Program Director:** Jill Winnington

**Program Description:** The Graduate Business Program Certificates are designed to meet the needs of a variety of business professionals. The overall aim of the Graduate Business Program Certificates is to offer business leaders a distinctive credential for competitive markets. The Certificate in Healthcare Administration will help professionals gain the skills to meet the challenges of today's health care systems while pursuing innovative solutions for tomorrow. The Certificate in Leadership is designed to refine leadership skills for managers, supervisors, and future executives. The Certificate in Strategic Management is designed to give managers the skills to effectively develop and implement a competitive strategic plan. The certificate focuses on the key disciplines which impact an organization's strategic advantage.

*For Major Requirements, see Program Handbook and Curriculum Sheets*

**Requirements:** Certificate Coursework 12 credits

The graduate business course prerequisites are offered as one credit courses. Each prerequisite is completed prior to the corresponding Certificate course. A certificate student will complete the prerequisites if he/she has not completed the undergraduate coursework in any of the required business subjects.

Course Requirements:

Certificate in Health Care Administration – 12 credits

MBA 610 Strategic Management

MBA 730 Healthcare Budgeting, Planning and Finance

MBA 740 Managing Healthcare Delivery Systems

MBA 750 Healthcare Information Systems

Certificate in Leadership – 12 credits

MBA 600 Ethical Decision Making and Corporate Social Responsibility

MBA 700 Organizational Leadership

MBA 710 Global Management

MBA 720 Managing Human Capital

Certificate in Strategic Management – 12 credits

MBA 610 Strategic Management

MBA 620 Accounting for Decision Makers

MBA 630 Marketing Planning

## MBA 650 Managerial Finance

**Academic Criteria for Admission, Progression and Retention**

**Admissions:** To be admitted to the Business Certificate programs, a prospective student should meet the following requirements:

- A completed and signed application and application fee.
- A baccalaureate degree from a regionally accredited University or College; with a GPA of 3.00 or above.
- The official University transcripts of all undergraduate and graduate course work.
- Two letters of recommendation (preferably, one should be from a supervisor).
- A minimum score of 550 (written), 213 (computer), or 79 (internet) on the TOEFL examination (non-US applications only). Students whose native language is English are not required to submit language scores.

**Requirements:**Certificate Coursework 12 credits

The graduate business course prerequisites are offered as one credit courses. Each prerequisite is completed prior to the corresponding Certificate course. A certificate student will complete the prerequisites if he/she has not completed the undergraduate coursework in any of the business subjects.

Course Requirements:

Certificate in Health Care Administration – 12 credits

MBA 610 Strategic Management

MBA 730 Health Care Budgeting, Planning and Finance

MBA 740 Managing Health Care Delivery Systems

MBA 750 Healthcare Information Systems

Certificate in Leadership – 12 credits

MBA 600 Ethical Decision Making and Corporate Social Responsibility

MBA 700 Organizational Leadership

MBA 710 Global Management

MBA 720 Managing Human Capital

Certificate in Strategic Management - 12 credits

MBA 610 Strategic Management

MBA 620 Accounting for Decision Makers

MBA 630 Marketing Planning

MBA 650 Managerial Finance

**Academic Standards/Grade Requirements:** Students in the MBA program must maintain a minimum cumulative grade point average (GPA) of 3.0. Students may not earn more than two grades of C or C+, and may not earn any grade below a C and remain in the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. When possible, a student should follow the course sequence as listed.

**Attendance Policies:** Same as University policy

**Academic Progress, Probation and Dismissal**

Academic Probation: A student whose GPA falls below a 3.0 will be placed on Academic Probation and must improve their GPA to a 3.0 or higher within the next six credits completed.

A student who earns a grade of C or C+ will receive a notice of Academic Warning from the Dean.

Academic Dismissal

A student who is placed on Academic Probation and fails to resolve the issue as outlined above will be dismissed from the program. A student who earns a C or C+ in more than two courses, or who earns below a C in any course, will be dismissed from the program.

Students who are dismissed may apply for readmission one year after the date of dismissal. Acceptance for readmission is not guaranteed.

**Time to Completion:** Students normally complete the Graduate Business Program Certificates within a year.

## FRANCES M. MAGUIRE COLLEGE of NURSING and HEALTH PROFESSIONS

**Description:** The Frances M. Maguire College of Nursing and Health Professions offers Master of Science in Nursing, Post-Graduate APRN Certificates, Master of Science in Occupational Therapy and Doctor of Nursing Practice programs.

The College's graduate programs offer real world experiences that extend beyond the traditional classroom setting. With its specialized laboratories and close partnerships with healthcare institutions and professionals, students learn to apply classroom education in clinical/fieldwork settings.

**Mission:** The Frances M. Maguire College of Nursing and Health Professions is committed to the Gwynedd Mercy University mission of combining education for professional competency with the Mercy tradition of service to society.

### Administration:

**Dean:** Jane H-C. Tang, PhD, RN, NE-BC

**Associate Dean** Kristin Sagedy, PhD, RN, CEN

### Department Faculty:

**Nursing:** Dona M. Molyneaux, PhD, CNE, RN; Suzanne Prestoy PhD, RN, Catherine Razzi, DNP RN, ACNS, DEMSN Coordinator; Theresa McGowan, DNP, CPNP, NP/DNP Program Coordinator;

**Occupational Science/Occupational Therapy:** Thomas Mernar, PhD, OTR/L, (Program Director); Mindy MacRone-Wojton, DSc, OTR/L; Sharon Montgomery, OTD, OTR/L, CHT, CEAS; Megan Mueller, OTD, OTR/L, BCPR; Michele Peterson, MS, OTR/L

**Speech-Language Pathology:** Karen Fallon, PhD, CCC-SLP (Program Director); Alison Boyle, MS, CCC-SLP; Yvonne D'Uva Howard, PhD, MS, CCC-SLP/L, C-SLCT, Jennifer McIlvaine, Ph.D., CCC-SLP/L, ATP

## DEGREES OFFERED

### Nursing Degrees

**Master of Science in Nursing**

**Doctor of Nursing Practice Post-Graduate APRN**

### Health Professions Degrees

**Master of Science in Occupational Therapy (MSOT)**

### Certificate Health Professions Degrees

**Speech-Language Pathology Prerequisite (SLPP)**

**Master of Science in Speech-Language Pathology Prerequisite (SLPP) Certificate Program**

## Doctor of Nursing Practice

**Program Name:** Doctor of Nursing Practice

**Degree:** Doctor of Nursing Practice

**Program Accreditation:** The baccalaureate degree in nursing/master's degree in nursing/Doctor of Nursing Practice program and/or post-graduate NP certificate program at Gwynedd Mercy University is accredited by the Commission on Collegiate Nursing Education ([www.ccneaccreditation.org](http://www.ccneaccreditation.org)). CCNE; 655 K Street NW, Suite 750; Washington, DC 20001

**Program Type:** Term

**Program Modality:** Online

**Program Coordinator:** Theresa McGowan, DNP, CPNP

**Description:** Gwynedd Mercy University's accelerated online Doctor of Nursing Practice (DNP) program extends the skills and knowledge of current nurse practitioners, certified registered nurse anesthetists, clinical nurse specialists, or certified nurse midwives. Working closely with Gwynedd Mercy University's graduate nursing faculty, students engage with doctoral-level theoretical concepts, develop an evidence-based practice project, and gain advanced practice nursing clinical skills.

**Program Learning Outcomes:** Graduates will:

**PLO1:** Practice as an advance practice nurse at the doctoral level within the context of the Mercy tradition of social justice.

**PLO2:** Advance the practice of nursing, as a clinical scholar, through dissemination of evidence-based protocols and research to improve population health.

**PLO3:** Demonstrate organizational leadership through interprofessional collaboration for quality improvement and systems thinking.

**PLO4:** Evaluate critical nursing care delivery models using concepts related to social determinants of health.

**PLO5:** Evaluate ethical and legal issues within health care systems relating to the use of consumer healthcare information, information technology, and patient care technology.

*For Major Requirements, see NP/DNP Graduate Student Guidebook*

### Academic Criteria for Admission, Progression and Retention

Doctor of Nursing Practice Program Admissions Requirements:

A Graduate GPA of 3.0 on a 4-point scale

- Master's degree in advance practice nursing from a college or university accredited by the Commission on Collegiate Higher Education (CCNE), or Accrediting Commission for Education in Nursing (ACEN), (previously National League for Nursing Accreditation Commission (NLNAC)), or Commission for Nursing Education Accreditation (CNEA).
- Successful completion of a baccalaureate level statistics course
- Current professional certification as an APN (NP, Certified Nurse Midwife, Certified Registered Nurse Anesthetist, Clinical Nurse Specialist).
- Copy of professional license(s) as an RN and APRN
- One official sealed transcript from each college or university attended.
- Current resume or Curriculum Vitae
- Completed application.
- Two references from the following: A Doctorly prepared registered nurse in a supervisory role, APRN or MD/DO with whom the candidate has spent a reasonable amount of clinical time with and/or a prior academician with whom the candidate was taught by in their Master's program.

- Personal Goal Statement which includes:
  - Purpose for attending graduate school.
  - Discuss the responsibilities of the role that you are pursuing.
  - Why are you suited for the role that you are pursuing?
  - How will you incorporate adding graduate school into your current life?
  - What obstacles do you anticipate that you might need to address to be successful in this program?
  - The personal statement should be in the most up-to-date APA format, minimum of 500 words, maximum of 1000 words with 12-point font and 1-inch margins.

**Internal/External Transfers:** Students may transfer a maximum of 6 transferable credits. The courses to be transferred will be evaluated for equivalency to the courses at Gwynedd Mercy University. The candidate must provide the syllabus including course description and student learning outcomes within 30 days prior to the interview. (Once the student is accepted no courses may be taken outside of Gwynedd Mercy University.)

*For Curriculum Sequence, see NP/DNP Graduate Student Guidebook*

Academic Standards/Grade Requirements: See NP/DNP Graduate Student Guidebook

**Attendance Policies:** See NP/DNP Graduate Student Guidebook

**Academic Progress, (Probation), and Program Dismissal:** See NP/DNP Graduate Student Guidebook

**Course withdrawal policies:** See Graduate Program Guidebook

**Experiential Learning:** Students are required to secure clinical site placements in conjunction with the Clinical coordinator and Program Coordinator. The preceptors at the clinical site placements are required to meet the qualifications of the appropriate accrediting body (e.g. State Board requirements; Board Certified and Board Certified in the student's area.) Students are responsible for their own transportation to and from off campus experiential learning opportunities.

#### **Non-Academic Criteria for Admission, Progression and Retention Compliance**

**Requirements and Clearances:** Required at the start of clinical courses

**Testing Requirements:** Testing using ExamSoft with exam ID and monitor

**Professional Liability/Health Insurance Coverage:** Required at the start of clinical courses

### Nursing

Master of Science in Nursing

**Program Name:** Master of Science in Nursing

**Degree:** Master of Science in Nursing

**Program Accreditation:** The baccalaureate degree in nursing/master's degree in nursing/Doctor of Nursing Practice program and/or post-graduate APRN certificate program at Gwynedd Mercy University are accredited by the Commission on Collegiate Nursing Education ([www.ccnaccreditation.org](http://www.ccnaccreditation.org)).

CCNE; 655 K Street NW, Suite 750; Washington, DC 20001

**Program Type:** Term

**Program Modality:** In person, hybrid and online courses

**Program Learning Outcomes:** Upon completion of the MSN Program, the graduate:

**PLO1:** Contributes to advanced nursing knowledge through scientific inquiry for a foundation for evidence-based practice in graduate nursing roles. (UL 1 and 4; MSN Essentials I and III).

**PLO2:** Demonstrates expertise in providing population based holistic care in advanced nursing roles in accordance with the standards of practice and codes of ethics. (UL 2,3 and 4; MSN Essentials V, VII, and VIII).

**PLO3:** Demonstrates professional and social responsibility for self, individuals, family, and community grounded in the Mercy tradition and within the context of a multicultural society. (UL 1, 3 and 5; MSN Essential VII, VIII and IX).

**PLO4:** Improves healthcare by demonstrating interdisciplinary collaboration. (UL 2 and 4; MSN Essential IV and VI).

**PLO5:** Applies leadership skills in providing culturally responsive, high-quality nursing in graduate nursing roles. (UL 2, 3 and 5; MSN Essentials II and IX).

### Nurse Practitioner Program

**Program Name:** Master of Science in Nursing

**Degree:** Master of Science in Nursing

**Offered:** **MSN Tracks:** Adult Gerontology Primary Care NP, Pediatric Primary Care NP, Family Nurse Practitioner

**Program Accreditation:** Accredited by the Commission on Collegiate Nursing Education ([www.cneaccreditation.org](http://www.cneaccreditation.org)). CCNE; 655 K Street NW, Suite 750; Washington, DC 20001

**Program Type:** Term

**Program Modality:** Online and hybrid

**Program Coordinator:** Theresa McGowan, DNP, CPNP

**Description:** The purposes of the Master of Science in Nursing program are to prepare professional nurses for advanced practice as nurse practitioners (NP), and to provide a base for doctoral study. The nurse practitioner (NP) areas offered are Adult Gerontology Primary Care, Pediatrics Primary Care and Family Nurse Practitioner.

**Preparation for Professional Licensure/Certification:** Graduation from all of Gwynedd Mercy University's APRN programs prepares students for national certification by an associated certifying body. National certification is an expectation for practice nationwide. APRN authorization varies from state-to-state with some states awarding APRN licenses, some providing APRN endorsements on a nurse's RN licenses, or other systems which have been designated by the state's Board of Nursing. Students considering one of Gwynedd Mercy University's APRN programs are encouraged to contact the Board of Nursing in the state they wish to practice in to determine additional practice requirements.

*For Major Requirements, see NP/DNP Graduate Student Guidebook*

#### Academic Criteria for Admission, Progression and Retention Graduate Admissions Requirements

Master of Science in Nursing Admissions Requirements:

- Bachelor Science in Nursing from a college or university accredited by the Commission on Collegiate Higher Education (CCNE), or Accrediting Commission for Education in Nursing (ACEN), (previously National League for

- Nursing Accreditation Commission (NLNAC), or Commission for Nursing Education Accreditation (CNEA).
- GPA of 3.0 on a 4-point scale for highest earned degree
  - Practicing registered nurse with an RN license in Pennsylvania (or eligibility for licensure in Pennsylvania)
  - Preferred equivalent of 12 months of RN clinical experience
  - Successful completion of a baccalaureate level statistics course
  - Successful completion of a baccalaureate level health assessment course
  - Interview with members of the Graduate Nursing faculty
  - Copy of professional license(s)
  - One official sealed transcript from each college or university attended
  - Current resume or Curriculum Vitae
  - Completed application
  - Two references from the following: A master's or doctorly prepared registered nurse in a supervisory role, APRN or MD/DO with whom the candidate has spent a reasonable amount of clinical time with and/or a prior academician with whom the candidate was taught by
  - Personal Goal Statement which includes:
    - Purpose for attending graduate school.
    - Discuss the responsibilities of the role that you are pursuing.
    - Why are you suited for the role that you are pursuing?
    - How will you incorporate adding graduate school into your current life?
    - What obstacles do you anticipate that you might need to address to be successful in this program?
    - The personal statement should be in the most up-to-date APA format, minimum of 500 words, maximum of 1000 words with 12-point font and 1-inch margins.

*For Curriculum Sequence, see NP/DNP Graduate Student Guidebook*

**Academic Standards/Grade Requirements:** *See NP/DNP Graduate Student Guidebook*

**Attendance Policies:** *See NP/DNP Graduate Student Guidebook*

**Academic Progress, (Probation), and Program Dismissal:** *See NP/DNP Graduate Student Guidebook*

**Course withdrawal policies:** *See Graduate Program Guidebook*

**Time to Completion:** The program requires 43 credits for the AGNP or PNP Nurse Practitioner tracks and 48 credits for the FNP. Students must complete the program within five calendar years.

**Experiential Learning:** Students are required to secure clinical site placements in conjunction with the Clinical coordinator and Program Coordinator. Preceptors at the clinical site placements are required to meet the qualifications of the appropriate accrediting body (e.g. State Board requirements; Board Certified and Board Certified in the student's area.) Students are responsible for their own transportation to and from off campus experiential learning opportunities.

### **Non-Academic Criteria for Admission, Progression and Retention Compliance Requirements and**

**Clearances:** Required at the start of clinical courses.

**NOTE:** Urine drug screen must be completed as directed through Medatrax. Random drug screening may be required. A negative result is required.

**Testing Requirements:** Testing using ExamSoft with exam ID and monitor

**Professional Liability/Health Insurance Coverage:** Required at the start of clinical courses

**Other:** Assessment clinical lab on campus during NUR 570 class is required

### Direct Entry- Master of Science in Nursing

**Program Name:** Direct-Entry Master of Science in Nursing, (DEMSN)

**Degree:** Master of Science in Nursing

**Program Accreditation:** The baccalaureate degree in nursing/master's degree in nursing/Doctor of Nursing Practice program and/or post-graduate APRN certificate program at Gwynedd Mercy University are accredited by the Commission on Collegiate Nursing Education

([www.ccneaccreditation.org](http://www.ccneaccreditation.org)).

CCNE; 655 K Street NW, Suite 750; Washington, DC 20001

**Program Type:** Term

**Program Modality:** In person, hybrid and online courses

**Program Coordinator:** Catherine Razzi, DNP, ACNS

**Description:** The DEMSN is the foundation to prepare a student holding a previous non-nursing Bachelor's degree for entry-level practice as a registered nurse. The scope of practice includes direct and indirect care to individuals, families, and communities. This degree differs from the Baccalaureate degree in that the program not only prepares students to sit for state licensure but also prepares students to sit for the Clinical Nurse Leader certification examination.

#### Academic Criteria for Admission, Progression and Retention:

Applicants must have a bachelor's degree in another field and earned a minimum cumulative GPA of 3.0 (on a 4.0 scale) based on the last 60 credit hours of college coursework, including graduate coursework, attempted, and accepted. Competitive candidates will have an undergraduate GPA of 3.2 or higher. A minimum GPA of 3.3 is required for all science courses. A grade of "B" or better is required in all prerequisite courses.

**Required Prerequisite Courses: Note:** All prerequisite courses must be completed within the last 7 years at the time of admission.

- Nutrition, taught by a Registered Dietician (3 credits)
- Developmental Psychology Across the Lifespan (3 credits)
- Statistics or Biostatistics (3 credits)
- Microbiology with Lab (4 credits) Anatomy and Physiology I with Lab (4 credits)
- Anatomy and Physiology II with Lab (4 credits)
- Chemistry for the Allied Health Sciences with Lab (4 credits)
- **Essay** (750 words or less) addressing their motivation to pursue the profession of nursing and why they have chosen the MSN option; The applicant can also include information/evidence of their prior work or volunteer experience in healthcare and/or demonstrated team leadership.
- **Interview** in-person or virtually
- **Two satisfactory letters of recommendation** that can be from the following: an academic professional; a health care provider with whom the student has worked or volunteered with; a current supervisor.

Once the student is accepted no courses may be taken outside of Gwynedd Mercy University.

**Curriculum Sequence,** see DEMSN Program Guidebook

**Academic Standards/Grade Requirements:** See DEMSN Program Guidebook

**Attendance Policies:** See DEMSN Program Guidebook

**Academic Progress, (Probation), and Program Dismissal:** See DEMSN Program Guidebook

**Course withdrawal policies:** See DEMSN Program Guidebook

**Time to Completion:** The program is a full-time, 20 months, 72 credits prelicensure degree program. Students must be continuously enrolled.

**Clinical:** Students are responsible for their own transportation to and from off campus experiential learning opportunities.

**Non-Academic Criteria for Admission, Progression and Retention:**

Compliance Requirements and Clearances: Required at the start of the program and annually.

NOTE: Urine drug screen must be completed as directed through Complio within 30 days of registration. Random drug screening may be required. A negative result is required.

**Testing Requirements:** Testing using ExamSoft

**Professional Liability/Health Insurance Coverage:** Required at the start of clinical courses.

**Direct Entry-Master of Science in Nursing (DEMSN) Clinical Nurse Leader, Program ending August 2025**

**Program Name:** Direct-Entry Master of Science in Nursing, (DEMSN) Clinical Nurse Leader

**Degree:** Master of Science in Nursing

**Program Accreditation:** The baccalaureate degree in nursing/master's degree in nursing/Doctor of Nursing Practice program and/or post-graduate APRN certificate program at Gwynedd Mercy University are accredited by the Commission on Collegiate Nursing Education ([www.ccneaccreditation.org](http://www.ccneaccreditation.org)).

CCNE; 655 K Street NW, Suite 750; Washington, DC 20001 ([www.ccneaccreditation.org](http://www.ccneaccreditation.org))

**Program Type:** Term

**Program Modality:** In person with some hybrid and online courses

**Program Coordinator:** Catherine Razzi, DNP, RN, ACNS

**Description:** The DEMSN is the foundation to prepare a student holding a previous non-nursing Bachelor's degree for entry-level practice as a registered nurse. The scope of practice includes direct and indirect care to individuals, families, and communities. This degree differs from the Baccalaureate degree in that the program not only prepares students to sit for state licensure but also adds additional graduate level content. The master's degree can lead to many career advancement opportunities or to pursue a post-master's certificate in many specialties. Once the student is accepted no courses may be taken outside of Gwynedd Mercy University.

**Curriculum Sequence,** see DEMSN Program Guidebook

**Academic Standards/Grade Requirements:** See DEMSN Program Guidebook

**Attendance Policies:** See DEMSN Program Guidebook

**Academic Progress, (Probation), and Program Dismissal:** See DEMSN Program Guidebook

**Course withdrawal policies:** See DEMSN Program Guidebook

**Time to Completion:** The program is a full-time, 20 months, 72 credits prelicensure degree program. Students must be continuously enrolled.

**Clinical:** Students are responsible for their own transportation to and from off campus experiential learning opportunities.

**Non-Academic Criteria for Admission, Progression and Retention:**

Compliance Requirements and Clearances: Required at the start of the program and annually.

NOTE: Urine drug screen must be completed as directed through Complio within 30 days of registration. Random drug screening may be required. A negative result is required.

**Testing Requirements:** Testing using ExamSoft

**Professional Liability/Health Insurance Coverage:** Required at the start of clinical courses.

### Master of Science in Nursing/Master of Business Administration

**Program Name:** MSN/MBA Dual degree

**Degree:** Master of Science in Nursing and Master of Business Administration

**Accreditation:** The MSN program at Gwynedd Mercy University is accredited by the Commission on Collegiate Nursing Education (CCNE, [www.ccneaccreditation.org](http://www.ccneaccreditation.org)).

The dual degree MSN/MBA is waiting for approval from the State Board of Nursing. The MBA program at Gwynedd Mercy University is accredited by the International Accreditation Council for Business Education (IACBE, [iacbe.org](http://iacbe.org)).

**Degrees Offered:** MSN/MBA dual degree

**Program Type:** MSN courses are term based; MBA courses are non-term based

**Program Modality:** MSN online with the exception of NUR 570 Assessment class; MBA is fully online

**Program Coordinators:** Jane Tang, PhD, RN, NE-BC /Jill Winnington, D.B.A

**Description:** Dual-degree Master of Science in Nursing and Master of Business Administration (MSN/MBA) program which will be offered through the Frances M. Maguire College of Nursing and Health Professions (FMMSN&HP) and the School of Business and Education will prepare graduates, who are exceptional at patient care and nursing leadership, with the business skills to affect change at the corporate level of a healthcare organization. The MSN/MBA Dual Degree Program will instill the knowledge to transform health systems by developing transformative Mercy leaders dedicated to patient advocacy while applying executive expertise.

**Program Learning Outcomes:**

**Master of Science in Nursing (MSN)**

**PLO1:** Contributes to advanced nursing knowledge through scientific inquiry for a foundation for evidence-

based practice in advanced nursing roles. (UL 1 and 4; MSN Essentials I and III)

**PLO2:** Demonstrates expertise in providing population based holistic care in advanced nursing roles in accordance with the standards of practice and codes of ethics. (UL 2, 3 and 4; MSN Essentials V, VII and VIII)

**PLO3:** professional and social responsibility for self, individuals, family and community grounded in the Mercy tradition and within the context of a multicultural society. (UL 1, 3 and 5; MSN Essential VII and IX)

**PLO4:** Improves health care by demonstrating interdisciplinary collaboration. (UL 2 and 4; MSN Essential IV and VI)

**PLO5:** Applies leadership skills in the provision of culturally responsive, high quality nursing care in advanced practice roles. (UL 2, 3 and 5; MSN Essentials II and IX)

### **Master of Business Administration (MBA)**

**PLO1:** Students will effectively research and communicate in writing (in APA format) ideas and arguments associated with business leadership and management issues. (ULO 1, 3,4)

**PLO2:** Students will apply knowledge and skills to develop a comprehensive business plan which demonstrates competency in the following areas: management, operations, finance, and marketing. (ULO 2, 4)

**PLO3:** Apply critical thinking to real life work problems through the application of theoretical and experiential knowledge. (ULO 1, 2, 4)

**PLO4:** Students will identify issues and strategies related to ethics and corporate social responsibility and its implications for business. (ULO 2, 3, 4)

## **Academic Criteria for Admission, Progression and**

### **MSN Admissions Requirements:**

The admission requirements are the same as listed for the MSN program, and the MBA program. Students must meet admission requirements for both programs to be admitted into the dual degree program.

**Internal/External Transfers:** Students may transfer a maximum of 6 transferable credits. The courses to be transferred will be evaluated for equivalency to the courses at Gwynedd Mercy University. The candidate must provide the syllabus including course description and student learning outcomes within 30 days prior to the interview. (Once the student is accepted, no courses may be taken outside of Gwynedd Mercy University.)

*For Curriculum Sequence, see Program Guidebooks*

**Academic Standards/Grade Requirements: Undergraduate GPA 3.0** *See Graduate Program Guidebook*

**Attendance Policies (including Lab/Clinical Attendance Policies):** *See Graduate Program Guidebook*

**Academic Progress, (Probation), and Program Dismissal:** *See Graduate Program Guidebook*

**Course withdrawal policies:** *See Program Guidebooks*

**Time to Completion:** The MSN program must be completed within five calendar years. The MBA courses should be completed in under 18 months.

**Experiential Learning:** Students are required to secure clinical site placements in conjunction with the Clinical Coordinator and Program Coordinator. Preceptors at the clinical site placements must meet the qualifications of the appropriate accrediting body (e.g. State Board requirements; Board Certified.) Students are responsible for their own transportation to and from off campus experiential learning opportunities.

**Non-Academic Criteria for Admission,**

**Progression and Retention Compliance Requirements and Clearances:** Required at the start of clinical

**Testing Requirements:** Testing using ExamSoft with exam ID and monitor

**Professional Liability/Health Insurance Coverage:** Required at the start of clinical courses

**Other:** Assessment clinical lab on campus during NUR 570 class

REQUIRED. **Post-Graduate APRN Certificates**

**Program Name:** Post-Graduate APRN Certificates

**Degree:** Certificate

**Degrees Offered:** Post-Graduate APRN Certificates

**Tracks:** Adult Gerontology Primary Care NP, Pediatrics Primary Care NP and Family Nurse Practitioner

**Program Accreditation:** Accredited by the Commission on Collegiate Nursing Education

([www.ccneaccreditation.org](http://www.ccneaccreditation.org)).

CCNE; 655 K Street NW, Suite 750; Washington, DC 20001

**Program Type:** Term

**Program Modality:** Online and hybrid

**Description:** This program is designed for professional nurses who have earned a Master of Science in Nursing degree and seek further education to qualify for state and national certification as a nurse practitioner. Post- Graduate APRN certificates are offered for the following areas: Adult Gerontology Primary Care NP, Pediatrics Primary Care NP and Family Nurse Practitioner.

**Preparation for Professional Licensure/Certification:** Graduation from all of Gwynedd Mercy University's APRN programs prepares students for national certification by an associated certifying body. National certification is an expectation for practice nationwide. APRN authorization varies from state-to-state with some states awarding APRN licenses, some providing APRN endorsements on a nurse's RN licenses, or other systems which have been designated by the state's Board of Nursing. Students considering one of Gwynedd Mercy University's APRN programs are encouraged to contact the Board of Nursing in the state they wish to practice in to determine additional practice requirements.

**Program Learning Outcomes:** Upon completion of the Post-Graduate APRN Certificate program, the graduate:

**PLO1:** Contributes to advanced nursing knowledge through scientific inquiry for a foundation for evidence-based practice in advanced nursing roles. (UL 1 and 4; MSN Essentials I and III)

**PLO2:** Demonstrates expertise in providing population based holistic care in advanced nursing roles in accordance with the standards of practice and codes of ethics. (UL 2,3 and 4; MSN Essentials V, VII, and VIII).

**PLO3:** Demonstrates professional and social responsibility for self, individuals, family and community grounded in the Mercy tradition and within the context of a multicultural society. (UL 1, 3 and 5; MSN Essential VII, VIII and IX).

**PLO4** Improves health care by demonstrating interdisciplinary collaboration. (UL 2 and 4; MSN Essential IV and VI).

**PLO5** Applies leadership skills in the provision of culturally responsive, high quality nursing care in advanced practice roles. (UL 2, 3 and 5; MSN Essentials II and IX)

*For Major Requirements, see NP/DNP Graduate Student Guidebook.*

### **Academic Criteria for Admission, Progression and Retention**

Post Master's Nurse Practitioner Certificate applicants:

- Master's degree in nursing from an accredited school of nursing
- Graduate GPA of 3.0 on a 4-point scale
- Two years of relevant clinical experience in nursing
- For those with an APRN license and National Board Certification applying to a post-graduate certificate, please submit National Board Certification and APRN licensure at time of admission.
- Interview with members of the Graduate Nursing faculty.
- Copy of professional license(s)
- One official sealed transcript from each college or university attended.
- Current resume or Curriculum Vitae
- Completed application.
- Two references from the following: A master's or doctorally prepared registered nurse in a supervisory role, APRN or MD/DO with whom the candidate has spent a reasonable amount of clinical time with and/or a prior academician with whom the candidate was taught by.
- Personal Goal Statement which includes:
  - Purpose for attending graduate school.
  - Discuss the responsibilities of the role that you are pursuing.
  - Why are you suited for the role that you are pursuing?
  - How will you incorporate adding graduate school into your current life?
  - What obstacles do you anticipate that you might need to address to be successful in this program?
- The personal statement should be in the most up-to-date APA format, minimum of 500 words, maximum of 1000 words with 12-point font and 1-inch margins.

**Post-Graduate Certificate Options:** Certificate options are available for applicants who already have obtained an MSN degree. A *gap analysis* will be completed at the time of admission to develop an individualized plan of study based on previous coursework and clinical experiences.

A *gap analysis* is a process that involves portfolio review at the time of admission and determination of appropriateness for waiver of didactic and practicum requirements, based on the previous coursework and clinical experiences. This process will be used for students who are MSN-prepared. The purpose of the gap analysis is to build on previously attained skills, to maximize the student's academic experience, and to avoid unnecessary redundancy.

**Academic Standards/Grade Requirements:** *See NP/DNP Graduate Student Guidebook*

**Attendance Policies:** *See NP/DNP Graduate Student Guidebook*

**Academic Progress, (Probation), and Program Dismissal:** *See NP/DNP Graduate Student Guidebook*

**Course withdrawal policies:** *See NP/DNP Graduate Student Guidebook*

**Time to Completion:** The program requires 43 credits for the AGNP or PNP Nurse Practitioner tracks and 48

credits for the FNP. Students must complete the program within five calendar years.

**Experiential Learning:** Students are required to secure clinical site placements in conjunction with the Clinical coordinator and Program Coordinator. The preceptors at the clinical site placements are required to meet the qualifications of the appropriate accrediting body (e.g. State Board requirements; Board Certified and Board Certified in the student's area.) Students are responsible for their own transportation to and from off campus experiential learning opportunities.

**Non-Academic Criteria for Admission, Progression and Retention Compliance Requirements and Clearances:** Required at the start of clinical courses

**NOTE:** Urine drug screen must be completed as directed through Medatrx. Random drug screening may be required. A negative test is required.

**Testing Requirements:** Testing using ExamSoft with exam ID and monitor

**Professional Liability/Health Insurance Coverage:** Required at the start of clinical courses

**Other:** Assessment clinical lab on campus during NUR 570 class required

## Health Professions

### Occupational Therapy

**Program Name:** Master of Science in Occupational Therapy

**Degree:** Master of Science

**Program Accreditation:** The entry-level occupational therapy master's degree program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is [www.acoteonline.org](http://www.acoteonline.org).

**Program Type:** The MSOT program is a term degree program with course offerings in the summer, fall, and spring. The summer term of the MSOT program is seven weeks in duration and does not align with the summer I or summer II schedules outlined by the university.

**Program Modality:** The didactic portion of the MSOT program is delivered on-ground. During the final term of the program, the students will be on two consecutive level II fieldwork experiences as well as completing one online course (OSC 702).

**Program Director:** Thomas Mernar, PhD, OTR/L

#### Certification, and Credentialing Requirements

Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT®). After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT® Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT® certification examination or attain state licensure.

**Program Degree Level:** The Department of Occupational Science and Occupational Therapy offers an entry-level Master of Science degree in Occupational Therapy (MSOT).

**Description:** The philosophy of Gwynedd Mercy University's MSOT Program is to provide an education that is centered on Mercy beliefs and the educational philosophy of the occupational therapy profession. We believe in a developmental and integrative occupational therapy education that will: challenge students' knowledge and understanding of the complexity of occupation and disability; examine the profession's domain in traditional and emerging practice areas; and foster the skills to using the occupational therapy process to support the occupational needs of individuals, groups, communities, and populations across multiple practice areas. We believe in reinforcing the philosophical and applied tenets of the foundations of professional practice, occupational science, client-centered practice, occupation-based practice, evidence-based practice, and professional development throughout our didactic and fieldwork curriculum.

The curriculum design of the MSOT Program is intended to prepare students as generalists with a broad exposure to the traditional and emerging needs of individuals, groups, communities, and populations across the lifespan. There are two tracks to complete a Master of Science degree in Occupational Therapy at Gwynedd Mercy University, the OCT MS Dual track and the OCT MS track. The course sequence for both tracks are listed in the curricular sheets section of the graduate catalog.

#### OCT MS Dual Track

A select number of Gwynedd Mercy University undergraduate students who completed their degree requirements for a Bachelor of Health Science in Occupational Science will enroll as a graduate student to complete the degree requirements for a Master of Science in Occupational Therapy. This track is comprised of 3 terms and 38 graduate credits over a one-year period of study.

#### OCT MS Track

A select number of post-baccalaureate students will enroll as a graduate student to complete the degree requirements for a Master of Science in Occupational Therapy. This track is comprised of 6 terms of 77 graduate credits over a two-year period of study.

#### **Preparation for Professional Licensure**

Graduates of the program will be eligible to sit for the national certification examination for the occupational therapist administered by NBCOT®. After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, all states require licensure to practice; however, state licenses are usually based on the results of the NBCOT® Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT® certification examination or attain state licensure. ACOTE accredited occupational therapy and occupational therapy assistant educational programs satisfy the states' educational requirements in all states, the District of Columbia, and Puerto Rico. Students graduating from an ACOTE accredited occupational therapy and occupational therapy assistant educational program are eligible to take the NBCOT® certification exam and apply for licensure in all states, the District of Columbia, and Puerto Rico.

#### **Program Learning Outcomes**

The seven program learning outcomes of the MSOT program are as follows:

**PLO1:** Apply the use of foundational knowledge of practice, critical and creative thinking, effective communication, teamwork, and problem solving to effectively function as an intra- and inter- professional team member.

**PLO2:** Design and implement client-centered practice that is inclusive of client cultural values, beliefs, needs, and abilities.

**PLO3:** Develop effective use of the occupational therapy process to design and implement occupation-

based practices across multiple contexts of service delivery.

**PLO4:** Develop reflective, ethical reasoning and action to support the occupational needs of individuals, groups, communities, and populations.

**PLO5:** Apply the use of evidence-based practice to inform clinical reasoning during intervention planning and implementation across multiple contexts of service delivery.

**PLO6:** Make a plan for lifelong learning and professional development to support professional advocacy, leadership, and continued practice competency.

**PLO7:** Support occupational justice through service to diverse individuals, communities, and populations.

*For major requirements, see Program Handbook and curriculum sheets.*

### **Academic Criteria for Admission, Progression, and Retention**

Admission criteria for entry into the Master of Science in OT Program are based on one of two paths of entry. First, Gwynedd Mercy University students who completed degree requirements for the Bachelor of Health

Science in Occupational Science can complete their Master of Science degree requirements in Occupational Therapy as a graduate student (OCT MS Dual track). Second, qualified students who completed degree requirements with a baccalaureate degree can complete their Master of Science degree requirements in Occupational Therapy as a graduate student (OCT MS track).

#### **Academic Criteria for Admission for the OCT MS Dual Track**

Students seeking to enter the Master of Science in Occupational Therapy Program as a graduate student in the OCT MS Dual track have the following admission criteria:

- Earn a BHS degree in Occupational Science degree
- Maintain a final cumulative undergraduate GPA of  $\geq 3.0$ .
- Attest to being able to meet the Technical Standards for Occupational Therapy Practice with or without reasonable accommodation.

#### **Academic Criteria for Admission for the OCT MS Track**

Students seeking to enter the Master of Science in Occupational Therapy Program as a graduate student in the OCT MS track have the following admission criteria:

- Baccalaureate degree from an accredited college or university with a minimum GPA of  $\geq 3.00$  on a 4.0 scale
- Successful completion of the following prerequisite courses with a minimum GPA of  $\geq 3.10$  on a 4.0 scale. All courses must have been completed within the past 10 years except for Anatomy and Physiology I & II which must have been completed within the past 5 years.
  - Anatomy and Physiology I & II with lab—8 credits
  - General Psychology—3 credits
  - Abnormal Psychology/Psychopathology—3 credits
  - Developmental Psychology—3 credits
  - Sociology/Anthropology—3 credits
  - Statistics—3 credits
- Completed Occupational Therapy Centralized Application Service (OTCAS) application
- Complete minimum of 20 hours of volunteer or paid work experience under an Occupational Therapist Registered (OTR)
- Attest to the Technical Standards of Occupational Therapy Practice
- Complete an interview

- The GRE is not required

Applicants to the Master of Science in Occupational Therapy Program are ranked and scored based off their performance in the aforementioned criteria.

### **Admission Policies**

Accepted students under the OCT MS track are required to make a non-refundable deposit of \$500 to secure their seat for the Program that begins in early June of each year. Accepted students can have courses in progress at the time of acceptance, but they are required to complete all prerequisite courses and graduate with a bachelor's degree from an accredited college or university prior to the start of the MSOT Program.

If English is not the native language, a student must submit a Test of English as a Foreign Language (TOEFL) Score Report. A score of at least 79 on the Internet-based [TOEFL test](#) or a 6 on the [IELTS test](#) is required. International applicants may not be able to secure all required background checks or sit for required licensure exams.

### **Academic Progress, Probation, and Program Dismissal:**

To academically progress in the Program, students are required to maintain a minimum cumulative grade GPA of 3.0 and earn grades of "C" or better in every course. Students who do not meet these requirements will be placed on academic probation. Academic probation is a period of time a student has to improve their academic performance so that they can academically progress in the Program. Academic probation is assigned to a student when one or two conditions are met. First, if a student receives one or course grade that is less than a "C". Second, if a student's overall GPA falls less than a 3.0. If either or both conditions are met, the student will receive a formal letter of academic probation from the Program Director.

To be removed from academic probation due to earning one or more course grades that were less than a "C," the student's academic progression will be suspended and the student will be required to retake the course the next time the course is offered, and earn a grade of "B" or better in the repeated course. A student will have only one opportunity to repeat a failed course one time. Failure to achieve a "B" or better in the retaken courses will result in dismissal from the Program. If a student receives two or more courses with a course grade less than a "C", they will be dismissed from the program. Failure of a Fieldwork Level II permits the student one opportunity to repeat a Fieldwork Level II experience requiring a grade of "B" or better on the second attempt. Failure of two Fieldwork Level II experiences will result in dismissal from the Program. Students must complete Level II fieldwork within 24- months following completion of the didactic portion of the program to graduate. Students can withdraw from a level II fieldwork course with a grade of "W" (withdraw) up to and including completion of 75% of the level II fieldwork course. If a student chooses to withdraw after 75% completion of a level II fieldwork course, a grade of F will be applied to the level II fieldwork course. Students need to discuss intent to withdraw from a level II fieldwork course with the academic fieldwork coordinator. Students may initiate a withdrawal from a level II fieldwork course, provided they are not subject to dismissal from the fieldwork site because of failure, disciplinary action, or fieldwork site dismissal policies. Students are only able to withdraw from a level II fieldwork course once. If, after discussion with the academic fieldwork coordinator, a withdrawal from a level II fieldwork course is approved, the student must submit a completed Course Withdrawal form to the Registrar's Office. The Course Withdrawal form can be found in the Campbell Solution Center or on the Registrar's Office website. Students are financially responsible for all courses from which they withdraw.

To be removed from academic probation due to having an overall GPA < 3.0, the student must have two successive academic terms to raise their GPA to a 3.0 or greater. If it is not possible for a student to raise the cumulative grade point average to 3.0 or greater due to mathematical impossibility or if the student has less than two semesters (including a summer session) remaining in the Program and there is a mathematical impossibility to raise the GPA to 3.0 or greater, the student will be dismissed or have the option to withdraw from the Program.

Failure to raise the overall GPA during academic probation will result in dismissal from the Program.

**Internal/External Transfers:** No more than six graduate credits taken at other accredited institutions prior to matriculation, may be applied toward the master's degree. If the applicant has completed graduate-level occupational therapy coursework within the past five years, prerequisite coursework and respective syllabi will be reviewed by the faculty admissions committee to determine if the applicant has met all course learning outcomes and the associated ACOTE standards of any course for which the student would receive credit. The program does not award course credit for work experience.

**Curriculum Sequence:** Refer to [MSOT website](#) to view OCT MS curriculum sequence with course descriptions.

### Academic Standards/Grade Requirements:

Percentages	Letter Grade	Quality point
94 - 100	A	4.00
90 - 93	A-	3.67
87 - 89	B+	3.33
83 - 86	B	3.00
80 - 82	B-	2.67
77 - 79	C+	2.33
<b>73 - 76*</b>	<b>C</b>	2.00
70 - 72	C-	1.67
67 - 69	D+	1.33
63 - 66	D	1.00
60-62	D-	0.67
0-59	F	0.00

1. A minimum grade of 73.0 is required for passing in all OSC courses
2. There is no rounding of grades for individual examinations, quizzes, assignments, or final grades. For example, a final grade of 93.8 is a final grade of 93.
3. Final course grades will be recorded in Self-service as a letter grade corresponding to the whole number grade for the assigned course based on the OSC grading criteria.

### Attendance Policy

In the Occupational Therapy Program, professional knowledge and skills are integrated through classroom, fieldwork, and service-learning experiences. *Punctuality and regular attendance are expected in every course.* Instructors take class attendance into account when determining grades.

1. Students are responsible for contacting an instructor in the event of an absence, lateness, or early dismissal

(when able to do so safely).

2. Up to 3 total absences, episodes of lateness and/or leaving early from a single course are allowed without penalty for fall, spring, and summer terms.
3. Having 4 or more total absences, episodes of lateness and/or leaving early from a single course in the fall, spring, or summer terms will result in a 3-point final grade deduction from that respective course.
4. Examinations missed due to absence, lateness and/or leaving early will only be rescheduled at the discretion of the instructor and if proper notification of the absence, lateness, or leaving early was given prior to the exam.

The student is responsible for all material covered in the course regardless of absences.

**Criteria for Successful Completion:** To complete the Occupational Therapy master's Program at Gwynedd Mercy University successfully and graduate, students must complete all didactic and fieldwork courses outlined in the curriculum. All students must complete Fieldwork Level II course experience within 24 months following completion of didactic academic preparation.

The maximum time allotted for completion of all graduate degree programs at Gwynedd Mercy University is six years. Students under the OCT MS Dual track who completed their Bachelor of Health Science degree in Occupational Science must successfully complete three graduate-level terms of 38 graduate credits with a minimum final GPA of 3.0. Students under the OCT MS track must successfully complete six graduate-level terms of 77 graduate credits with a minimum final GPA of 3.0.

**Tuition and Fees:** Graduate tuition for the Occupational Therapy Program can be found on the university's [Financial Aid and Tuition website](#) and OT Program Fees are \$175 for each academic term (summer, fall, spring). The OT Program fee pays for membership to AOTA, electronic medical records software, fieldwork management software, NBCOT exam preparation and testing, program polo shirt, and ExamSoft testing software. Additional costs to the students can include: graduate health insurance; Complio clearance, health and wellness tracking; American Heart Association Heart Saver First Aid, CPR, and AED certification; health clearances (e.g., annual flu shot, physical, and immunizations); uniform or personal protective equipment (PPE) attire if a fieldwork site holds dress and/or PPE requirements; transportation to the university and fieldwork sites; and required books/course materials (approximately \$2,000/year).

### **Non-Academic Criteria for Admission, Progression and Retention**

**Technical Standards for Occupational Therapy Practice:** Students entering into the Occupational Therapy Program must possess essential skills (observation, communication, motor function, intellectual- conceptual abilities, integrative and quantitative abilities, and behavioral and social attributes) to perform all educational (classroom, virtual, laboratory and clinical), fieldwork, and experiential preceptorship tasks in an accurate, safe, and efficient manner, to the satisfaction of the faculty, with or without reasonable accommodation.

#### Observation

- Normal or corrected visual ability sufficient for client observation and assessment to ensure safety and accurate measurement.
- Ability to obtain information from written documents, videotaped data, graphic images and measuring devices accurately and within a reasonable time frame.
- Ability to sufficiently monitor and assess health needs of clients.

### Communication

- Interact with others in a professional, courteous, and collaborative manner while using good judgment for confidentiality.
- Demonstrate respect for the dignity of each person.
- Maintain integrity in word and deed with others.
- Read, speak, and write in English effectively using proper grammar, spelling, and punctuation.

### Motor Function

- Assume a variety of body postures that can include continuous sitting, standing, walking, bending, reaching, pulling, lifting, stooping, kneeling, and crawling.
- Demonstrate manipulation skills to effectively carry and use therapeutic equipment (i.e. assistive devices, weights).
- Demonstrate movement and mobility skills that are required for safe handling of persons of various sizes in order to perform safe transfers and guarding during functional mobility with and without an assistive device.
- Pushing and pulling in order to provide resistance for the purposes of maneuvering and transitioning persons such during bed mobility, using a wheelchair, and for sitting and standing balance activities
- Demonstrate eye-hand coordination, postural control, strength, endurance, and integrated function of the senses (vision, hearing, smell, and touch) during the therapeutic process.

### Intellectual-conceptual Abilities

- Demonstrate verbal and written insight into one's own academic and clinical performance.
- Demonstrate the mental capacity to understand, problem solve, and make judgments in order to promote ethical reasoning.
- Demonstrate ability to collect, document, and analyze evaluation data and implement client- centered and occupation-based interventions.

### Integrative and Quantitative Abilities

- Demonstrate the mental capacity to understand, problem solve, and make judgments in order to promote safety.
- Intellectual capacities to measure, evaluate, calculate, reason, analyze and synthesize information specific to client care.
- Demonstrate ability to apply information learned from the classroom to a therapeutic practice environment.

### Behavioral and Social Attributes

- Demonstrate mature and professional behaviors with other students, faculty, colleagues, and clients.
- Be receptive and open to mentor feedback about academic or fieldwork performance and adherence to academic and fieldwork policies and procedures.
- Establish and maintain a therapeutic relationship with clients.
- Ability to work cooperatively and collaboratively with others.

Students should review the Technical Standards for the MSOT program carefully and identify if additional support is needed for any portion (didactic and clinical) of the MSOT program.

Students are encouraged to contact the Student Accessibility Services Office to arrange an individualized consultation to discuss any support services or accommodations they may need.

**Compliance Requirements and Clearances:** Occupational therapy students must be compliant with all clearance and health and wellness requirements. At the onset of the Program, students will be sent information and instructions for access to the Complio system. Clearance and health and wellness requirements are annual, so they will need to be redone the following year to remain in compliance. Failure to adhere to the required compliance deadlines may result in course grade deductions and disapproval to register for the subsequent Program term. Clearance and health and wellness requirements for the Entry-level Master of Science in Occupational Therapy Program include PA State Police background check, PA child abuse clearance, FBI fingerprints, completion of Act 126— Child Abuse Recognition and Reporting Training” (Please note that this is a 3-hour online training certificate and NOT the PA child abuse clearance, American Heart Association Heart Saver First Aid, CPR, AED Certification (Please note that no exceptions will be made for any other certification), Medical history/physical examination, Vaccinations that include MMR, Varicella, Hepatitis B, Tdap, Tuberculosis, Drug Screening, Flu Shot, and Meningitis. An adverse background check can restrict a student’s ability to access fieldwork, affect a graduate’s ability to sit for the NBCOT® certification examination, or attain state licensure as an occupational therapist.

**Professional Disposition and Conduct:** Students are required to adhere to standards of professional behavior. Professional standards include promptness, collaboration, cooperation, dedication to learning, presenting oneself appropriately, proper oral and written communication, and ethical behavior. Professional behavior includes but not limited to attendance; arrival to class on time, active listening; punctuality; no instant messaging, emailing, social internet browsing, or phone activity (phone may stay on vibrate mode in case of emergency notification). Students are expected to email the course instructor if they miss a class. If a student wants to record a class session or transmit a class session to another student (audio or video), permission from the course instructor is required. It is a student conduct violation to download recorded lectures, labs, and meetings to a computer, upload them to the internet, or otherwise share, transmit or publish such recordings without the prior written consent of all participants (unless the professor has agreed in writing to such action and the recording is a recording of the professor’s class). Course instructors reserve the right to deduct up to 5 points off the student’s final course grade for violation(s) of professional standards or behaviors. Students will be notified in writing if an unprofessional act was identified as well as the amount of deduction from the students’ final grade.

**Testing Requirements:** Exam Soft testing software is required for testing in some courses.

**Technology Requirements:** Students must have a laptop with camera capability for all portions of the academic and fieldwork portions of the Program. All students are provided with the university’s laptop specifications prior to the start of the program.

## **SPEECH-LANGUAGE PATHOLOGY PREREQUISITE (SLPP) PROGRAM**

**Program Name:** Speech-Language Pathology Prerequisite (SLPP)

**Program Accreditation:** N/A

**Program Type:** Term,

**Program Modality:** Online, Asynchronous with occasional optional synchronous classes and events

**Program Coordinator:** Karen A. Fallon, Ph.D., CCC-SLP

**Description:** The Speech-Language Pathology Prerequisite (SLPP) program is a post-baccalaureate course sequence designed to prepare students who have earned bachelor’s degrees in fields other than Speech-Language Pathology (SLP)/Communication Disorders to apply for admission to graduate speech- language pathology (SLP) programs. This post-baccalaureate program is not a degree program, but rather, a series of upper-level, undergraduate courses required by most SLP Master’s programs for

admission eligibility. Students accepted into the SLPP program will register and enroll at Gwynedd Mercy University as non-degree-seeking (non-matriculated) students. Upon completion of the program, students will be eligible and prepared to enter a Master's of speech-language pathology program. The SLPP program benefits students who wish to train to become speech-language pathologists but do not have the undergraduate prerequisites for graduate school.

**Program Learning Outcomes:** Upon completion of the SLPP program, students will:

**PLO1:** Complete undergraduate coursework required for application to Speech Language Pathology graduate programs.

**PLO2:** Obtain the knowledge and skills necessary for successful participation in a graduate SLP program.

**PLO3:** Engage in reflective practices that demonstrate foundational knowledge and skills for graduate SLP training.

**Academic Criteria for Admission, Progression and Retention:** Applicants must have a bachelor's degree in another field and earned a minimum cumulative GPA of 3.0 (on a 4.0 scale) based on the last 60 credit hours of college coursework, including graduate coursework, attempted, and accepted. Competitive candidates will have an undergraduate GPA of 3.2 or higher.

**Required Prerequisite Courses:** None

**Curriculum Sequence:** Refer to the [SLPP Website](#) for the SLPP curriculum sequence with course descriptions.

**Professional Disposition and Conduct:** Professional behavior as applied to asynchronous and synchronous meetings includes but is not limited to appropriate attention and behavior while on camera; keeping microphones on mute when not speaking; keeping cameras on when required for class activities; arrival to meetings on time, active listening; submitting assignments on time; no instant messaging, emailing, social internet browsing, or phone activity during synchronous meetings. Students are expected to email the course instructor if they miss a class or fail to submit an assignment on time. If a student wants to record a class session or transmit a class session to another student (audio or video), permission from the course instructor is required. It is a student conduct violation to download recorded lectures, labs, and meetings to a computer, upload them to the internet, or otherwise share, transmit or publish such recordings without the prior written consent of all participants (unless the professor has agreed in writing to such action and the recording is a recording of the professor's class). Course instructors reserve the right to deduct up to 5 points off the student's final course grade for violation(s) of professional standards or behaviors. Students will be notified in writing if an unprofessional act was identified and the amount of deduction from the students' final grade.

**Technology Requirements:** All students are required to have a computer with internet and camera capability.

## **Master of Science in Speech-Language Pathology (MS SLP)**

**Program Name:** Master of Science in Speech-Language Pathology (MSSLP)

**Degree:** Master of Science

**Program Director:** Karen A. Fallon, PhD, CCC-SLP

**Program Accreditation:** The Master of Science (MS-SLP) education program in speech-language pathology {residential} at Gwynedd Mercy University is a Candidate for Accreditation by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing

Association, 2200 Research Boulevard, #310, Rockville, MD, 20850, 800-498-2071 or 301 296-5700. Candidacy is a “pre-accreditation” status with the CAA, awarded to developing or emerging programs for a maximum period of 5 years.

**Program Type:** The MS-SLP program is a term degree program with course offerings in the summer, fall, and spring. Didactic courses offered during the summer term align with the summer I schedule outlined by the university. Summer term clinical placements may not align with the summer I or summer II schedules outlined by the university.

**Program Modality:** The MS-SLP Program is a hybrid program consisting of both in-person and online learning platforms. The didactic portion of the MS-SLP program during the 1<sup>st</sup> fall and 1<sup>st</sup> spring semesters is delivered in-person. Didactic courses during the summer session and 2<sup>nd</sup> fall semester are online. All clinical assignments/placements will be held in-person

**Program Mission:** The mission of the MSSLP program is to prepare exceptional speech-language pathology professionals dedicated to the care and advancement of human communication and swallowing. The program strives to develop compassionate professionals committed to integrity, human dignity, lifelong learning, and service to a diverse, global society. The program demonstrates its commitment to academic and clinical excellence by delivering a high-quality curriculum that prepares students to provide evidence-based, client and family-centered speech-language pathology services to diverse populations in a variety of professional settings. Graduates of the Gwynedd Mercy MSSLP program enter the profession equipped with the skills and knowledge necessary to cultivate successful, meaningful careers as practitioners and leaders in the field speech-language pathology.

#### **Program Learning Outcomes:**

**PLO1:** Students will demonstrate the knowledge and skills necessary for entry into professional speech-language pathology practice with diverse populations in a variety of professional practice settings.

**PLO2:** Students will demonstrate the ability to understand and apply the scientific and research bases of the speech-language pathology profession in order to be knowledgeable consumers of the research literature and engage in evidence-based speech-language pathology practice.

**PLO3:** Students will demonstrate the ability to diagnose, treat, and prevent communication and swallowing disorders within a range of clinical education experiences.

**PLO4:** Students will effectively use all forms of expressive communication including verbal, written, and nonverbal to communicate with colleagues, patients, clients, family members, caregivers, and community members.

**PLO5:** Students will demonstrate the ability to identify and acknowledge cultural and linguistic variables and promote diversity, equity, and inclusion within speech-language pathology practice.

**PLO6:** Students will apply professional practice competencies including, but not limited to, accountability, compassion, clinical reasoning, integrity, collaborative practice, and professional duty.

#### **Academic Criteria for Admission, Progression, and Retention**

##### **Admission Criteria:**

- Completed Communication Sciences and Disorders Centralized Application Service (CSDCAS) application
- Baccalaureate degree from an accredited college or university with a minimum GPA of  $\geq 3.00$  on a 4.0 scale with all prerequisites completed
- Strong Letters of Recommendation from Academic and Professional Contacts
- Well-written Personal Essay
- Strong performance in an interview with the SLP Graduate Admissions Committee

- GREs are not required

**Prerequisites:** Applicants must complete undergraduate prerequisite courses in two general categories: Communication sciences and disorders (CSD)/speech-language pathology (SLP) coursework & observation hours  
General academic undergraduate prerequisite coursework required by the American Speech-Language-Hearing Association (ASHA)

#### **CSD/SLP Prerequisite Coursework & Observation Hours**

In order to be eligible for admission to the GMercyU MS SLP Program, students must complete CSD/SLP undergraduate coursework. Students can either earn a bachelor's in CSD/SLP – OR – complete post-bachelor's prerequisite coursework such as classes offered in an SLP prerequisite or bridge program. Students who have not completed a bachelor's degree in CSD or SLP, must complete prerequisite coursework in the following course areas:

- Phonetics
- Speech & Hearing Science
- Anatomy and Physiology of Speech, Language, & Swallowing
- Audiology
- Aural Rehabilitation
- Child Language Development
- Clinical Observation & Techniques

**CSD/SLP Observation Hours:** Prior to beginning the MS SLP program, all students must complete 25 documented hours of observation of Speech-Language Pathology or Audiology practice by an ASHA certified SLP or audiologist. Documentation of completed hours must be approved by a University representative or by Master Clinician Network and submitted to the Director of Clinical Education of the MS SLP program by August 1st of the enrollment year.

#### **General Academic Undergraduate Prerequisite Coursework Required by ASHA**

As part of the certification process, the American Speech-Language-Hearing Association requires that all applicants for the Certificate of Clinical Competence (CCC) complete basic academic coursework in the following areas:

- biological sciences
- physics or chemistry
- social/behavioral sciences (e.g., psychology, sociology, anthropology)
- statistics

All coursework must be satisfactorily completed at the undergraduate or graduate level at an accredited institution and must appear on the applicant's undergraduate or graduate transcripts. Advanced placement (AP) courses that appear for credit on the applicant's college/university transcript can satisfy this requirement. All coursework must be completed by the time the applicant begins their Clinical Fellowship (first professional employment position).

Each graduate program is responsible for determining which courses will be accepted in fulfillment of the requirements and whether coursework must be completed prior to enrolling in the graduate program or may be completed during the graduate program.

For a detailed description of these requirements, please visit the ASHA webpage:

<https://www.asha.org/certification/course-content-areas-for-slp-standards/>

**Admission Policies**

Accepted students who wish to accept their offer of admission are required to make a non-refundable deposit of \$500 to secure their seat for the Program that begins in late August of each year. Accepted students can have courses in progress at the time of acceptance, but they are required to complete all prerequisite courses and graduate with a bachelor's degree from an accredited college or university prior to the start of the MS SLP Program.

If English is not the native language, a student must submit a Test of English as a Foreign Language (TOEFL) Score Report. A score of at least 80 on the Internet-based TOEFL test or a 6 on the IELTS test is required. International applicants may not be able to secure all required background checks or sit for required licensure exams.

**Curriculum:** The following lists the academic and clinical courses of the SLP MS Program:

**Year 1****Fall Semester- 14 credits (In-person)**

<b>SLP 600</b>	Early Childhood Language Development & Disorders (0-5) <i>3 credits</i>
<b>SLP 605</b>	Speech Sound Disorders in Children <i>3 credits</i>
<b>SLP 610</b>	Aphasia & Related Disorders <i>3 credits</i>
<b>SLP 615</b>	Evidence-Based Practice in SLP <i>1 credit</i>
<b>SLP 620</b>	Seminar I: Clinical Methods & Practice in Speech-Language Pathology <i>1 credit</i>
<b>SLP 625</b>	Clinical Practicum I <i>3 credits</i>

<b>SLP 630</b>	School Age & Adolescent Language & Literacy Disorders <i>3 credits</i>
<b>SLP 635</b>	Dysphagia <i>3 credits</i>
<b>SLP 640</b>	Neurogenic Disorders of Speech <i>3 credits</i>
<b>SLP 645</b>	Complex Communication Needs <i>3 credits</i>
<b>SLP 650</b>	Seminar II: Counseling in Speech-Language Pathology <i>1 credit</i>
<b>SLP 655</b>	Clinical Practicum II <i>3 credits</i>

**Spring Semester - 16 credits (In-person)**

<b>SLP 700</b>	Fluency Disorders <i>2 credits</i>
<b>SLP 705</b>	Culturally & Linguistically Diverse Populations <i>1 credit</i>
<b>SLP 710</b>	Seminar III – Contemporary Prof Issues & Inter-Professional Practice <i>1 credit</i>

<b>SLP 715</b>	Clinical Practicum III <i>3 credits</i>
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**Summer Semester - 7 credits (Hybrid: Online Courses; Off-Campus Clinical Practicum)**

**Year 2**

**Fall Semester - 12 credits (Hybrid: Online Courses; Off-Campus Clinical Practicum)**

<b>SLP 720</b>	Cognitive Communication Disorders in Adults <i>3 credits</i>
<b>SLP 725</b>	Voice & Resonance Disorders <i>3 credits</i>
<b>SLP 730</b>	Medical Speech-Language Pathology (SLP Elective) <i>3 credits -or-</i>
<b>SLP 735</b>	Language, Literacy, & Learning Disabilities (SLP Elective) <i>3 credits</i>
<b>SLP 740</b>	Advanced Clinical Practicum I – Off Campus Externship <i>3 credits (3-4 days/week)</i>

**Spring Semester - 6 credits (No coursework; Off-Campus Clinical Practicum)**

<b>SLP 745</b>	Advanced Clinical Practicum II - Off-Campus Externship with Capstone Project <i>6 credits (5 days/week)</i>
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**Academic Progress, Probation, and Program Dismissal:**

MSSLP students are required to maintain a minimum cumulative grade GPA of 3.0. Students whose cumulative GPA falls below 3.0 will be placed on academic probation. Academic probation is a period during which a student is permitted to improve academic performance that does not meet the standards of the MSSLP Program. To be removed from academic probation, the student must raise the cumulative grade point average to 3.0 or greater. Students placed on academic probation will be given until the end of the following semester to raise their cumulative GPA to 3.0 or better. Failure to raise the cumulative GPA to 3.0 or greater will result in a dismissal from the Program. If it is not possible for a student to raise the cumulative grade point average to 3.0 or greater due to mathematical impossibility, the student will be dismissed or have the option to withdraw from the Program.

MSSLP students may not earn more than two grades of “C” in didactic or clinical classes during the entirety of their academic program. Any student receiving a grade of less than “C” (including a grade of “C-”), in a didactic or clinical class will be required to repeat the course the next time the course is offered, earn a grade of “B” or better in the repeated course and maintain a cumulative grade point average of 3.0 or better. As a result of a course failure, the student shall be placed on academic probation and decelerated into the next incoming MSSLP class. A student will have only one opportunity to repeat a failed course. Failure to retake and/or pass a failed course will result in a dismissal from the Program. A student with two or more overall course failures will be dismissed from the Program.

Withdrawal from courses: Any withdrawal from didactic courses must be approved by the program director. Any withdrawal from clinical courses must be approved by both the Director of Clinical Education and Program Director.

If course withdrawal is approved, the student must submit a completed Course Withdrawal form to the Registrar’s Office. The Course Withdrawal form can be found in the Campbell Solution Center or on the

Registrar's Office website. Students are financially responsible for all courses from which they withdraw. Internal/External Transfers: No more than six graduate credits taken at other accredited institutions prior to matriculation, may be applied toward the master's degree. If the applicant has completed graduate-level speech-language pathology coursework within the past five years, prerequisite coursework and respective syllabi will be reviewed by the Program Director to determine if the applicant has met all course learning outcomes and the associated CAA standards of any course for which the student would receive credit.

The program does not award course credit for work experience.

**Attendance Policy:** In the MSSLP Program, professional knowledge and skills are integrated through classroom, clinical experiences, and service-learning experiences. Punctuality and regular attendance are expected in every course. Instructors take class attendance into account when determining grades.

1. Students are responsible for contacting an instructor in the event of an absence.
2. Up to 3 absences from a single course are allowed without penalty for fall, spring, and summer terms.
3. Having 4 or more total absences in a single class may result in course failure and a requirement to retake the course. Having 4 or more episodes of lateness to a single course in the fall, spring, or summer terms may result in a 5-point final grade deduction from that respective course.
4. Examinations missed due to absence will only be rescheduled at the discretion of the instructor and proper notification of absence was given prior to the exam.
5. The student is responsible for all material covered in the course regardless of absences.

**Criteria for Successful MS SLP Degree Completion:** To successfully complete the MSSLP Program at Gwynedd Mercy University, students must meet the following criteria:

- Successfully complete all didactic and clinical courses outlined in the curriculum with no more than 2 C's in the program, no single grade that is a C – or lower, and an overall GPA of 3.0 or better.
- Successfully complete 375 clinical clock hours supervised by an ASHA CCC certified speech-language pathologist. (with 25 required observation hours, total hours = 400)
- Successfully complete and pass the summative capstone project with a grade of 80% or better

The maximum time allotted for completion of all graduate degree programs at Gwynedd Mercy University is six years.

**Tuition and Fees:** Graduate tuition for the MSSLP Program can be found on the university's Financial Aid and Tuition website. MSSLP Program Fees are required for membership to CALIPSO, and Simucase, and a program polo shirt. Additional costs to the students can include: graduate health insurance; Complio clearance, health and wellness tracking; American Heart Association Heart Saver First Aid, CPR, and AED certification; health clearances (e.g., annual flu shot, physical, and immunizations); uniform or personal protective equipment (PPE) attire if a clinical site holds dress and/or PPE requirements; transportation to the university and clinical placement sites; and required books/course materials.

### **Non-Academic Criteria for Admission, Progression and Retention**

**Essential Functions:** The essential functions of a university program refer to the *basic skills and abilities* that students must be able to perform, with or without reasonable accommodation, in order to successfully complete the program. The field of speech-language pathology requires the acquisition of specific knowledge and skills as outlined by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (2021). Essential functions in a Master of Science (MS) Speech-Language Pathology (SLP) Program exist as a guide for determining foundational skills and abilities necessary for students to fully participate in and benefit from graduate experiences and to be successful in the

workplace.

**Essential Functions Requirements:** A graduate student in the MS SLP Program at Gwynedd Mercy University must be able to complete the basic requirements when provided reasonable accommodations and/or modifications in order to be qualified for admission, be retained in the program, and be employed as a speech-language pathologist. GMercyU MS SLP students are required to perform the following essential functions with or without accommodations as outlined below:

**1. Communication**

- A student must possess adequate communication skills to: Communicate in both oral and written English proficiently in order to meet curricular and clinical demands.
- Possess reading and writing skills sufficient to meet curricular and clinical demands.
- Communicate accurately, professionally, and intelligibly with clients, families, colleagues, supervisors, and other professionals.
- Communicate professionally, effectively, and legibly on client documentation, reports, and scholarly papers required for course work and professional practice.
- Utilize a communication style that meets the needs of patients, students, caregivers, and other persons served and demonstrates cultural sensitivity.

**2. Motor** - A student must possess adequate motor skills to:

- Participate in classroom, laboratory, and other professional activities for four-hour periods of time with one or two breaks.
- Move independently to, from, and within the work and educational/clinic setting
- Access transportation to academic and clinical placements
- Manipulate materials used in the assessment and treatment of individuals with speech, language, or hearing disorders and complete all documentation needed (e.g., SOAP notes, reports).
- Provide a safe environment for others in responding quickly to emergency situations including fire, choking, etc., and in application of universal precautions.
- Access and use technology for education and clinical management (e.g., distance learning courses, billing, charting, therapy programs).

**3. Intellectual/Cognitive** - A student must possess adequate intellectual/cognitive skills to:

- Understand, retain, integrate, synthesize, evaluate and apply written & verbal information in order to meet the curricular & clinical demands of the program and profession.
- Utilize a computer for searching, storing, recording, and retrieving, information
- Understand and comply with administrative, legal and regulatory policies in the classroom and clinic.
- Integrate information from client files, evaluations, observations, and treatment to diagnose and develop assessment and intervention plans appropriate for clients with speech and language disorders.
- Adapt evaluation and intervention activities in response to the client's abilities and cultural needs both in the clinic and classroom.
- Engage in self-analysis of one's own knowledge and skills and identify and access appropriate methods for improving areas of identified deficit.

**4. Sensory/Observational** - A student must possess adequate sensory/observational skills to:

- Visually and auditorily identify normal and disordered speech, language, hearing, cognition, and swallowing.

- Evaluate and identify the need for alternative modes of communication with clients, families, and other professionals.
  - Visualize, identify and discriminate anatomic structures and function during real time/live examinations and imaging tests (e.g., MBSS, FEES, etc.).
  - Make accurate judgements about speech, language, and other communication signals such as sign language, and augmentative and alternative communication modes.
5. **Behavioral/Social** - A student must possess adequate behavioral and social to:
- Display mature empathetic and effective professional relationships by exhibiting compassion, collaboration, responsibility, integrity, and concern for others.
  - Follow the ASHA Code of Ethics as well as department, university and federal policies.
  - Dress appropriately and professionally as outlined in graduate student handbook
  - Maintain appropriate professional behavior, including punctuality, regular attendance and adherence to semester schedule, and timely completion of responsibilities.
  - Recognize and show respect for individuals with disabilities and for individuals of different ages, genders, race, religions, sexual orientation, and cultural and socioeconomic backgrounds.
  - Understand and respect faculty and supervisory authority including complying with reasonable requests, responding to constructive criticism and feedback, and adhering to clinical and classroom policies such as punctuality and attendance.
  - Maintain general physical, mental and self-care, including immunizations and medical documentation, to uphold the health and safety of self and others in academic and clinical settings.

**Disability Support & Resources** Gwynedd Mercy University, in accordance with The Americans with Disabilities Act, provides assistance and resources for students with disabilities. The Office of Accessibility Services (OAS) coordinates with faculty, staff, and administration to assist students with a qualified disability in meeting their academic and personal goals. Within the bounds of our resources, Gwynedd Mercy University will provide reasonable accommodations to meet the challenges and needs of students with a qualified disability. Students should contact the instructor within the first two weeks of class if they have been assigned academic accommodations through the GMercyU Office of Accessibility for test taking, carrying out assignments, or any other need for assistance as approved by OAS. Students may reach out to faculty or the Office of Accessibility at any time if they wish to seek support for a disability.

**The Office of Accessibility Contact Information:** Phone - 215-646-7300, ext. 21014

Email: [accessibilityservices@gmercynu.edu](mailto:accessibilityservices@gmercynu.edu).

**Compliance Requirements and Clearances:** MSSLP students must be compliant with all clearance and health and wellness requirements. At the onset of the Program, students will be sent information and instructions for access to the Complio system. Clearance and health and wellness requirements are annual, so they will need to be redone the following year to remain in compliance. Failure to adhere to the required compliance deadlines may result in course grade deductions and disapproval to register for the subsequent Program term. Clearance and health and wellness requirements for the MSSLP Program include PA State Police background check, PA child abuse clearance, FBI fingerprints, American Heart Association Heart Saver First Aid, CPR, AED Certification. In addition, students must follow all university requirements for vaccinations.

**Professional Disposition and Conduct:** Students must adhere to professional behavior standards. Professional standards include promptness, collaboration, cooperation, dedication to learning, presenting oneself appropriately, proper oral and written communication, and ethical behavior. Professional behavior includes but not limited to attendance; arrival to class on time, active listening; punctuality; no instant messaging, emailing, social internet browsing, or phone activity (phone may stay on vibrate mode in case of emergency notification). Students are expected to email the course instructor if they miss a class. If a student wants to record a class session or transmit a class session to another student (audio or video), permission from the course instructor is required. It is a student conduct violation to download recorded lectures, labs, and meetings to a computer, upload them to the internet, or otherwise share, transmit or publish such recordings without the prior written consent of all participants (unless the professor has agreed in writing to such action and the recording is a recording of the professor's class). Course instructors reserve the right to deduct up to 5 points off the student's final course grade for violation(s) of professional standards or behaviors. Students will be notified in writing if an unprofessional act was identified and the amount of deduction from the students' final grade.

**Technology Requirements:** Students must have a laptop with camera capability for all portions of the academic and clinical portions of the Program. All students are provided with the university's laptop specifications prior to the start of the program.

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Purchasing, Accounts Payable &amp; Copy Center

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**Laura Dowling**, PhD, University of Phoenix; MBA, University of Phoenix; BA, West Chester University; Lecturer, Arts & Science, Business, Nursing.

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**Dawn Durham**, Ed.D. Gwynedd Mercy University

**Joy Dvornicich**, Ph.D., Walden University; MPH, West Chester University; BS, University of Scranton. Lecturer, Public Health.

**Scott Eckert**, DBA, Argosy University; MBA, Philadelphia University; BS, Rowan University. Lecturer, Business.

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**Laura Eisemann**, MS, Gwynedd Mercy University; BS, King's College. Lecturer, Education.

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Nicholas Galanakis, PharmD, University of the Sciences Philadelphia.

**Karen Galardi**, EdD, Nova Southeastern University; MBA, Rider University; BA, Holy Family University; BA, The Pennsylvania State University. Lecturer, Education.

**Barry Galasso**, EdD, Rutgers University; MEd, Rutgers University; BA, Rowan University. Lecturer, Education

**Elisha Gee**, EdD, Gwynedd Mercy University MED, Arcadia University; BS, University of Delaware

**Melanie Gehrens**, EdD, Nova Southeastern University. Lecturer, Education.

**Tina Giambattista**, EdD, Gwynedd Mercy University; MA, Eastern University; BA, Temple University

**Jane Giannaula**, MS, Gwynedd Mercy University; BA, Moravian University; AA, Moore University of Art. Lecturer, Education.

**Gaetan Giannini**, EdD, Gwynedd Mercy University; MBA, Seton Hall University; BS, Temple University. Lecturer, Education.

**Valerie Glassman**, Ed.D. East Carolina University, M.S.Ed. Indiana University, B.A. Brandeis University

**Stacey Godman**, MSN, FNP-BC, LaSalle University, BSN, LaSalle University Lecturer.

**David Goodin**, Ed.D. Indiana University, Pa; MA, Shippensburg; BS Indiana University, Pa.

**Carol Gruber**, PhD, University of Iowa; MA, The University of Southern California; BA, California State University. Lecturer, Education.

**Kym Grant Horsey**, DM, Organizational Leadership University of Phoenix, MBA DeVry University, AS Keiser University

**William Gretzula**, EdD, University of Pennsylvania; MA, Rider University; BA, LaSalle University

**Nancy Grzesik**, MEd, Suffolk University; BS, Gwynedd Mercy University. Lecturer, Business.

**Benedict Grzesik**, MBA, Central Michigan University; BA, National College. Lecturer, Business.

**Rosalie Guzofsky**, PhD, MA, University of Pennsylvania; BA, Queens College. Lecturer, Education.

**Nancy Hacker**, EdD, Widener University; MA, Villanova University, BA, Cornell University. Lecturer, Education.

**Thomas Heffner**, EdD, Gwynedd Mercy University; MEd, University of North Carolina; BS, Juniata College. Lecturer, Education.

**William Holt**, MSS, Bryn Mawr College; BA, Morehouse College. Lecturer, Counseling.

**Kelle Heim-McCloskey**, EdD, Gwynedd Mercy University; MA, BA, LaSalle University. Lecturer, Education.

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**Heather Hensell**, Ed.D. Gwynedd Mercy University, Master of Science in Family Studies Texas Women's University, Master of Arts in Philosophy University of North Texas, Bachelor of Arts in Philosophy and Psychology University of North Texas

**Beth Hutter**, MSN, Gwynedd Mercy University; Clinical adjunct, Nursing

**Lea Jacobson**, EdD, Temple University; MFA, Sarah Lawrence College; BA, Eugene Lang College. Lecturer, Education.

**Karla Johnson**, EdD, MS, Gwynedd Mercy University; BS, Lincoln University. Lecturer, Education.

Lisa Johnson, DrNp Drexel University; MSN, University of Massachusetts; BS, Wilkes University

**Damon Jordan**, EdD, Temple University; MEd, Gratz College; BS, West Chester University. Lecturer, Education.

**Peter Jordan**, EdD, Gwynedd Mercy University; MS, BS, University of Scranton. Lecturer, Education.

**Paul Kasunich**, EdD, Duquesne University; MS, Duquesne University; BS, Duquesne University. Lecturer,

## Education.

**John Kellmayer**, Ed.D. Nova Southeastern University, MBA La Salle University

MA in Educational Administration Rowan University, BA in English St. Joseph's University

**Kathleen Kennedy-Reilly**, EdD, Arcadia University; MS, Gwynedd Mercy University; BS, Gwynedd Mercy University. Lecturer, Education.

**Douglas Kent**, EdD, Immaculata University; MS, Immaculata University; BS, West Chester University. Lecturer, Education.

**Katherine Kieres**, EdD, Seton Hall University; MA, Lehigh University; BA, Penn State University. Lecturer Education.

**Marie Kim**, Ed.D, Gwynedd Mercy University; M.ED. Columbia University; M.A. New Jersey University; B.A. University of Pittsburgh.

**Anne Kimani**, Ph.D. Capella University; MEd, University of Illinois at Urbana-Champaign, Urbana, IL, BS, Kenyatta University, Nairobi, Kenya. Lecturer, Education.

**Dan King**, EdD, Wayne State University; MEd, University of Detroit Mercy; BA, Madonna University. Lecturer Education.

**Emily Kleintop**, EdD, Liberty University; MS, Wilkes University; BS, East Stroudsburg University. Lecturer, Education.

**Joanne Kling**, EdD, Gwynedd Mercy University; MS, Holy Family University; BS, Gwynedd Mercy University

**Stacey Knapper**, MBA, California State University; BS, University of Delaware. Lecturer, Business.

**Brad Kovolesski**, PhD Gannon University, Master of Arts Slippery Rock University  
Bachelor of Arts Slippery Rock University

**Marie Kraus**, MA, Fairleigh Dickson University; BS, Rutgers University. Lecturer, Business.

**Jesse Kunwar**, MA, La Salle University; BA, Lycoming College. Lecturer, Counseling.

**Nicole Kyser**, PhD, Old Dominion University; MA, Northeastern Illinois University; BA, Northeastern Illinois University. Lecturer, Counseling.

**Charles Lambert**, PhD, Temple University; MEd, Temple University, BA, Muhlenberg College. Lecturer Education.

**Samuel Lee**, EdD, Saint Joseph's University; Lecturer, Education.

**Jody Lerner**, EdD, Immaculata University. Lecturer, Counseling.

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**Robin Lutcher**, EdD, Indiana University of PA; MS, Bloomsburg University; BS, West Chester University. Lecturer, Education.

**Susan Malone**, EdD, Gwynedd Mercy University; Lecturer, Education.

**Amy Mangano, EdD**, MS, Gwynedd Mercy University; BA, Providence College. Lecturer, Education.

**Sandra Mangano**, EdD, Temple University; MS, SUNY; BS, Rosary Hill College. Lecturer, Education.

**Gloria Marsella**, MEd, Old Dominion University; BS, University of Maryland. Lecturer, Education.

**Katie Marttila**, EdD, Gwynedd Mercy University; MEd, Cabrini University; BS, Millersville University. Lecturer, Education.

**Jeanmarie Mason**, EdD, Immaculata University; MEd, Pennsylvania State University; BS, West Chester State College. Lecturer, Education.

**Michael McKenna**, EdD, Temple University; MEd, St. Joseph's University; BS, Pennsylvania State University. Lecturer, Education.

**Hamirah Mobley**, Ed.D., Gwynedd Mercy University; M.S. Gwynedd Mercy University; M.Ed., Arcadia University; B.A., Cabrini University.

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**Lyndsay Morgan**, Ed.D., Temple University; M.Ed., Temple University; B.A. Howard University.

**Tahara Muhammad**, MBA, Arcadia University; BS, Gwynedd Mercy University; AS, Gwynedd Mercy University. Lecturer, Business.

**Maurice Murunga**, PhD, University of the Cumberland; MS, Southern Nazarene University; MA, University of Central Oklahoma; BA, University of Nairobi. Lecturer, Counseling.

**Anthony Muscia, Jr.**, DBA, Nova Southeastern University; MBA, Western International University; MA, Duquesne University; BA, Duquesne University. Lecturer, Business.

**Amy Naccarelli**, EdD, Gwynedd Mercy University; MEd, BA, Arcadia University. Lecturer, Education.

**Gregory Nass**, MBA, University of Pennsylvania – Wharton; BS, Northeastern University. Lecturer, Business.

**Matt Newlin**, EdD, Maryville University; MEd, BA, University of Missouri. Lecturer, Education.

**Rebecca Nicholes**, MS. Lecturer, Counseling.

**Evelyn Nunez**, EdD, Gwynedd Mercy University; MEd, Cheyney University; BS, Chestnut Hill College. Lecturer, Education.

**Joseph O'Brien**, EdD, Immaculata University; MA, West Chester University; BS, Drexel University. Lecturer, Education.

**Robert Obringer**, JD, Rutgers University; MBA, University of Phoenix; MA, Mt. St. Mary's College & University; BA, Duquesne University. Lecturer, Business.

**David Parkyn**, PhD, Boston College; MDiv, Gordon-Conwell Theological Seminary; BA, Messiah College. Lecturer, Education.

**Steven Pierce**, MS. Lecturer, Counseling.

**Erina Pearlstein**, EdD Gwynedd Mercy University, MS, Gwynedd Mercy University; MS, Holy Family University; BS, Westminster Choir College of Rider University

**Marilyn Pendelton**, Ed.D. Gwynedd Mercy University, Masters in Educational Psychology, Widener University, Bachelor of Nursing Widener University

**Lucia Pollino**, EdD, Wilmington University; MBA, Rowan University, BA, Glassboro State College. Lecturer, Education.

**Sabrina Prioleau**, Ed.D. Gwynedd Mercy University, MA in Management and Leadership Webster University, BS in Political Science Charleston Southern University

**Cheryl Woods-Newton**, EdD, Widener University; MEd, Temple University; BS, Bloomsburg University. Lecturer, Education.

**James Quinn**, Ed.D., Walden University; M.A. Georgian Court University; B.S. Lock Haven University

**Jamie Rassin**, Ed.D. Gwynedd Mercy University, Master of Education Concordia University BA William Paterson University

**Kimberly Reedy**, MEd, Sam Houston State University; BA, University of South Alabama. Lecturer, Counseling.

**Maryjane Richmond**, EdD, Immaculata University; MEd, Arcadia University; BA, Holy Family University. Lecturer, Education.

**Gilbert Ridgely**, MBA, University of Detroit; BA, St. Joseph's University. Lecturer, Business.

**Adina Rosenberg**, MCAT. Lecturer, Counseling.

**Gloria Satriale**, EdD, Gwynedd Mercy University; MEd, Endicott College; JD, Delaware Law School; BA, Immaculata University

**Rachel Shoener**, BS, OTR/L, University of Mississippi Medical Center. Lecturer, Occupational Therapy.

**Thomas Shugar**, EdD, University of Pennsylvania; MEd, Lehigh University; MEd, Millersville University; BS, Kutztown University. Lecturer, Education.

**Chandra Singh**, EdD, Gwynedd Mercy University; MA, CUNY Brooklyn College; MS, St. Joseph's University; BA, Pace University

**Michelle Simms**, EdD, Nova Southeastern University; MS, Temple University; BS, Hampton University. Lecturer, Education.

**Mark Slider**, EdD, Immaculata University; MS, BS, West Chester University. Lecturer, Education.

**Natalie Sokol**, PhD Lehigh University, M.Ed. Lehigh University, BS in Special Education Kutztown University

**Marcellus Taylor**, EdD, Indiana University of Pennsylvania; MEd, BS, The Pennsylvania State University. Lecturer, Education.

**Hilary Waller**, MS, Holy Family University; BA, Columbia University, BA The Jewish Theological Seminary of America. Lecturer, Counseling.

**Matthew Walsh**, MEd, Arcadia University; BS, University of Central Florida. Lecturer, Education. **Karl David Weidner**, PhD, Pennsylvania State University; MS, University of Dayton, VA, Wittenberg University. Lecturer, Education.

**Derrick Wheatley**, Ed.D. Gwynedd Mercy University, MA Park University, DBA Walden University, MS Grand Canyon University, MBA Bethel University, BBA Lemoyne-Owen College

**Deborah Wheeler**, EdD, University of Hartford; MS, Central Connecticut State University; BS, Edinboro University of Pennsylvania. Lecturer, Education.

**Sheena Wilson**, Ed.D. Grand Canyon University, MS Cabrini University, MS St. Joseph's University, BS West Chester University

**Pamela Woodland**, MS, Gwynedd Mercy University; BS, Gwynedd Mercy University, AS, Gwynedd Mercy University. Lecturer, Business.

**Laurie Zickler**, EdD, Seton Hall University; MA, Monmouth University; MA, State University of New York; BA, East Stroudsburg University. Lecturer.

Course Name	Long Title	Description	Min Credits	Requisites (Syntax)
CNS-501	Counseling Skills	This course is designed to help students become more proficient in using the basic psychological counseling techniques used in the helping relationship. Through active out of class and residency experiences and trainings students will develop basic counseling skills. Mock counseling practice and video demonstration of learned counseling skills is a key component of this course. This course has a residency requirement.	3.00	
CNS-502	Counseling Agencies	This course provides an overview of service delivery systems in the community mental health agency. Topics include; community mental health agency funding sources, prevention, outreach, referral, client empowerment, traditional agency duties, roles and activities and social policy.	3.00	
CNS-503	DSM/Psychopathology	Students will be introduced and learn to apply the mental health diagnostic system found in the DSM. Topics include; diagnostic interviewing skills, appropriate classification of a group of symptoms into a differential diagnosis, understanding of the etiology of the disorders discussed and appropriate interventions for each disorder (including information on psychopharmacology). The effects of socio-environmental factors on the etiology, diagnosis and treatment will also be discussed.	3.00	
CNS-504	Human Development	This course explores the research and theory of human growth and development across the life span. Topics will include theories of development in the areas of social, cognitive, emotional and physical development as well as strategies for facilitating optimum development.	3.00	

CNS-505	Foundations of Counseling	This course acquaints school, clinical mental health and college counseling/student affairs counselor trainees with their profession's historical and philosophical foundations, current counselor roles, and functions, their professional counselor organizations, professional accreditation regulations, license, certification and professional preparation standards and guidelines, self-care strategies, advocacy, and counselor professional expectations. Students will demonstrate a competence in applying the ethical and legal codes in their field of concentration.	3.00	
CNS-506	Marriage and Family Counseling	Students will gain an in-depth knowledge and experience of the family counseling perspective, its theories, seminal ideas and techniques in this class. Historically significant theories in the field, as well as those of modern relevant practitioners, will be presented. Techniques will be demonstrated through video role play activities and case studies.	3.00	Take CNS-520. (Required, Previous).   Take CNS-501. (Required, Previous).
CNS-507	Disabilities School Counseling	This course exposes students to the learning, mental health and intellectual disabilities found in the K-12 school counseling setting. The etiology, characteristics and contributing factors of specific disabilities will be presented. Students will demonstrate a knowledge of the DSM diagnostic system and PDE special education regulations and process and will be able to identify and apply appropriate counseling/instructional interventions and school based consultation practices for the disorders covered.	3.00	
CNS-508	Needs Eng Language Learner S	Addresses the competencies and skills to enable counselors to meet the needs of English language learners. Topics include language, second language acquisition, culture, assessment, and professionalism.	3.00	

CNS-509	College Student Development	Theories of student development in the higher education settings are explored across a variety of developmental domains (intellectual, academic, personality, social, emotional, career, and moral) in this course. Emphasis is placed on an in-depth examination and analysis of the characteristics, attitudes, values, beliefs, risks, and expectations of undergraduate traditional and non-traditional higher education students including the developmental needs of these students. Campus environments (social, educational, on-campus, online etc.) effects on student learning and development will also be addressed.	3.00	Take CNS-505. (Required, Previous).
CNS-510	Research Methods	This course provides an introduction to research designs and methodologies common to the field of counseling. Upon completing the course, students will become better consumers and critics of research, examine the role that research plays to inform practice, and possess the skills to independently conduct evaluations of their work and programs to inform practice.	3.00	Take CNS-STATS. (Required, Previous).
CNS-511	Current Practices Student Affa	Students in this course will examine, investigate, assess and analyze the current issues, trends and challenges administrators in higher education face. "Best practices" utilizing organization, management and leadership theories and practice relevant to higher education that address these issues, trends and challenges will be introduced. Students will apply appropriate models developed in response to these changes and challenges, as well as, develop and implement their own intervention programs for the challenges facing higher education administrators in the 21st Century.	3.00	

CNS-513	Practicum	<p>This course is the student's entry level fifteen week supervised field experience. This field experience requires a minimum of 100 hours on site with 40% of these hours being in face to face contact with clients. This field experience provides students the opportunity to integrate professional knowledge and apply their counseling skills in real life situations. Professional issues, legal issues and ethical behavior related to the counseling profession will be addressed. Emphasis is placed on applying counseling skills on the individual and group levels. Ninety minutes per week of synchronous group supervision is required in this course. For a full description of expectations please see the Practicum Handbook.</p>	3.00	<p>Take CNS-501; Minimum grade B. (Required, Previous).   Take CNS-505; Minimum grade B. (Required, Previous).   Take CNS-520; Minimum grade B. (Required, Previous).</p>
CNS-515	Violence in the K-12 School	<p>The problem of violence in K-12 schools will be explored from a variety of perspectives (i.e. public health, criminology, ecology, developmental psychology, etc.). Research based explanations of youth violence including the role of families, peer groups, schools, and neighborhoods, as well as school counselor strategies for the prevention and remediation of violence in the school will be discussed.</p>	3.00	
CNS-516	Cognitive Behavioral Therapy	<p>Students will gain an advanced knowledge and practice with Cognitive Behavioral Therapy (CBT) theory and practice. This course focused on the use of CBT theory to understand clients and practice of appropriate CBT theory based interventions with clients. Students will design a treatment plan, employ various CBT techniques based on that treatment plan and evaluate their effectiveness. Mock counseling practice and video demonstration is a key component of this course.</p>	3.00	<p>Take CNS-520. (Required, Previous).   Take CNS-501. (Required, Previous).</p>

CNS-520	Theories in Counseling	This course is designed to survey major theoretical orientations to counseling and the philosophical assumptions underlying these theories. Students will utilize various theories to understand and predict their client's behavior, perceptions and feelings. Special focus is given to theory and practical application of the various approaches.	3.00	
CNS-521	Assessment Techniques in Cou	This course provides students with an understanding of assessment, evaluation and measurement in counseling practice on both the cognitive and social-emotional levels. Emphasis will be placed on the concepts underlying psychological testing and interpretation. Students will develop skills in the selection, administration, and interpretation of assessment tools used to evaluate client issues and functioning. The overall goal is the development of critical thinking in the informed use of assessment methods.	3.00	
CNS-522	Trauma	This course will explore a range of theoretical and treatment-specific approaches in the treatment of psychological trauma. Students will examine the influence of culture on symptom presentation and treatment approaches, with a strong emphasis on historically disenfranchised, marginalized, oppressed, and vulnerable population through treatment planning and suicide risk assessment practice.	3.00	

CNS-523	Intervention Techniques Schl (	<p>This course exposes students to the coordination, collaboration, knowledge and skills required in school based interventions used by school counselors. Students will learn evidence-based prevention and intervention techniques in the school setting aimed at providing comprehensive programming to all students, including those with disabilities, those who are English Language Learners (ELL), and those who are gifted. Topics include Student Assistance Program (SAP), Response to Intervention (Rtl), Positive Behavioral Interventions and Supports (PBIS), crisis planning/response, substance abuse prevention and intervention, and peer intervention programming.</p>	3.00	
CNS-524	Human Sexuality	<p>The course provides an introduction to the sexual concerns, interests, attitudes, and beliefs presented across counseling settings and focuses on the development of counseling skills related to human sexuality. Students will explore empirically supported counseling approaches related to sexual functioning, intimacy, gender, and sexual orientation. Please note: this course is not intended to train students in sex therapy.</p>	3.00	
CNS-525	Organization of School Counse	<p>This course will focus on the foundation, management, delivery, and accountability of comprehensive school counseling programs. Students will learn the components of the American School Counselor National Model: A Framework for School Counseling Programs. They will also explore the essential competencies, services, tools, and strategies that promote achievement, equity, and access for all students. Students will develop an understanding of the importance of school counselor leadership in promoting and providing comprehensive school counseling programming.</p>	3.00	

CNS-527	Sci Jstc Mltcltrl & Dvrsty Iss in	This course focuses on developing an awareness and skill foundation for counselor multicultural and diversity competency and advocacy skills. This course exposed the student to the diversity of American culture and it makes the student aware of the trends, issues and communications when living in a multicultural society. Topics in this course include changing family and society systems, gender and racial equality, socioeconomic and cultural differences, sexual orientation, physical, and psychological ability, religion, and age.	3.00	
CNS-531	Career Development	This course provides an overview of the theories of career development and includes sources of occupational information, career assessment and methods of career counseling. Students will develop the knowledge, skills, and resources for facilitating career development and occupational choice throughout the lifespan	3.00	
CNS-533	Substance Use/Abuse	Provides a general introduction to the topic of addictions, including pharmacology of major substances of abuse, psychological factors, models of chemical addition, substance abuse in special populations, and an overview of treatment modalities.	3.00	
CNS-535	Group Counseling & Facilitatio	This course provides an overview of group development theories, basic principles of group dynamics, member roles and functions, multicultural considerations and group leadership skills. Topics include the process of forming a group, planning and leading groups, and the selection, evaluation, and use of group counseling methods and materials. Synchronous group sessions are a key component of this course. Prerequisite: CNS 501 or permission of the Program Director or designee. Only open to degree students or with permission of the Program Director.	3.00	Take CNS-501. (Required, Previous).

CNS-536	Group Counseling K-12 School	<p>This course will expose students to the process and implementation of school-based counseling groups providing students with an overview of group development theories, basic principles of group dynamics, member roles and functions, multicultural considerations and group leadership skills. Topics include the process of forming a group, planning and leading groups, and the selection, evaluation, and use of group counseling methods and materials in line with the ASCA National Model. Synchronous group sessions are a key component of this course. Prerequisite: CNS 501. Only open to degree students or with permission of the Program Director.</p>	3.00	Take CNS-501. (Required, Previous).
CNS-537	Special Topics in Counseling	<p>This course explores contemporary special topics and professional issues in the field of counseling. In addition to completing asynchronous coursework, students must attend a three-day on-campus, in-person residency experience in which they will convene with peers and faculty and engage in experiential and didactic learning activities. Only open to degree students or with permission of the Program Director.</p>	3.00	

CNS-600	Internship I (CMH)	<p>CNS 600 is the first course in a series of three internship experiences in the clinical mental health counseling concentration. Over the course of these three internship experiences, clinical mental health counselor trainees will progressively perform all the tasks and duties ascribed to clinical mental health counselors as prescribed by the American Counselor Association (ACA) and the Council for Accreditation of Counseling and Related Educational Programs (CACREP). These internship experiences are completed under the supervision of an experienced professional clinical mental health counselor and a university supervisor. For Clinical Mental Health students the Counseling Program and CACREP require a total of 600 internship hours to be completed. A total of 200 hours is to be completed in Internship I (CNS 600), 200 hours in Internship II (CNS 601), and 200 hours in Internship III (CNS 602). This course (CNS 600) requires 200 internship hours. Additionally this course requires direct and indirect service hours with a minimum of 80 hours being direct service hours.</p> <p><b>Clinical Mental Health counseling students are required to attend 1.5 hours of mandatory synchronous group supervision weekly.</b></p>	3.00	Take CNS-513. (Required, Previous).
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CNS-601	Internship II (CMH)	<p>CNS 601 is the second course in a series of three internship experiences in the clinical mental health counseling concentration. Over the course of these three internship experiences, clinical mental health counselor trainees will progressively perform all the tasks and duties ascribed to clinical mental health counselors as prescribed by the American Counselor Association (ACA) and the Council for Accreditation of Counseling and Related Educational Programs (CACREP). These internship experiences are completed under the supervision of an experienced professional clinical mental health counselor and a university supervisor. For Clinical Mental Health students the Counseling Program and CACREP require a total of 600 internship hours to be completed. A total of 200 hours is to be completed in Internship I (CNS 600), 200 hours in Internship II (CNS 601), and 200 hours in Internship III (CNS 602). This course (CNS 601) requires 200 internship hours. Additionally this course requires direct and indirect service hours with a minimum of 80 hours being direct service hours.</p> <p><b>Clinical Mental Health counseling students are required to attend 1.5 hours of mandatory synchronous group supervision weekly.</b></p>	3.00	Take CNS-600. (Required, Previous).
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CNS-602	Internship III (CMH)	<p>CNS 602 is the third course in a series of three internship experiences in the clinical mental health counseling concentration. Over the course of these three internship experiences, clinical mental health counselor trainees will progressively perform all the tasks and duties ascribed to clinical mental health counselors as prescribed by the American Counselor Association (ACA) and the Council for Accreditation of Counseling and Related Educational Programs (CACREP). These internship experiences are completed under the supervision of an experienced professional clinical mental health counselor and a university supervisor. For Clinical Mental Health students the Counseling Program and CACREP require a total of 600 internship hours to be completed. A total of 200 hours is to be completed in Internship I (CNS 600), 200 hours in Internship II (CNS 601), and 200 hours in Internship III (CNS 602). This course (CNS 602) requires 200 internship hours. Additionally this course requires direct and indirect service hours with a minimum of 80 hours being direct service hours.</p> <p><b>Clinical Mental Health counseling students are required to attend 1.5 hours of mandatory synchronous group supervision weekly.</b></p>	3.00	Take CNS-601. (Required, Previous).
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CNS-604	Internship I (CCSA)	<p>This course is the first in a series of three internship experiences in the college counseling/student affairs counseling concentration. Over the course of these three internship experiences college counseling/student affairs counselor trainees will progressively perform all the tasks and duties ascribed to college counseling/student affairs counselors as prescribed by the American Counselor Association (ACA), College Student Education International (ACPA) and the Council for Accreditation of Counseling and Related Educational Programs (CACREP). These internship experiences are completed under the supervision of an experienced professional higher education counselor and a university supervisor. This course requires a minimum of 200 hours of field experience over the course of fifteen weeks and includes 1.5 hours of mandatory synchronous group supervision weekly. Further information about this course and its requirements can be found in the Counseling Program's Internship Handbook.</p>	3.00	Take CNS-513. (Required, Previous).
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CNS-605	Internship II (CCSA)	<p>This course is the second in a series of three internship experiences in the college counseling/student affairs counseling concentration. Over the course of these three internship experiences college counseling/student affairs counselor trainees will progressively perform all the tasks and duties ascribed to college counseling/student affairs counselors as prescribed by the American Counselor Association (ACA), College Student Education International (ACPA) and the Council for Accreditation of Counseling and Related Educational Programs (CACREP). These internship experiences are completed under the supervision of an experienced professional higher education counselor and a university supervisor. This course requires a minimum of 200 hours of field experience over the course of fifteen weeks and includes 1.5 hours of mandatory synchronous group supervision weekly. Further information about this course and its requirements can be found in the Counseling Program's Internship Handbook.</p>	3.00	Take CNS-604. (Required, Previous).
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CNS-606	Internship III (CCSA)	<p>This course is the third in a series of three internship experiences in the college counseling/student affairs counseling concentration. Over the course of these three internship experiences college counseling/student affairs counselor trainees will progressively perform all the tasks and duties ascribed to college counseling/student affairs counselors as prescribed by the American Counselor Association (ACA), College Student Education International (ACPA) and the Council for Accreditation of Counseling and Related Educational Programs (CACREP). These internship experiences are completed under the supervision of an experienced professional higher education counselor and a university supervisor. This course requires a minimum of 200 hours of field experience over the course of fifteen weeks and includes 1.5 hours of mandatory synchronous group supervision weekly. Further information about this course and its requirements can be found in the Counseling Program's Internship Handbook.</p>	3.00	Take CNS-605. (Required, Previous).
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CNS-608	Internship I (SC)	<p>CNS 608 is the first course in a series of three field experiences. School counselor–trainees will perform all tasks and duties ascribed to school counselors as determined by the American School Counselor Association (ASCA) National Model under the supervision of an experienced professional school counselor and a university supervisor. For School Counseling students enrolled in Internship, the Pennsylvania Department of Education requires a total of 420 hours with 210 hours in internship I (CNS 608) and 210 hours in internship II (CNS 609). In Internship III (CNS 610) an additional 180 hours are required to satisfy both the Counseling Program and CACREP requirements of 600 total internship hours and facilitates progress towards state licensure in the clinical mental health field. This course (CNS 608) requires 210 internship hours. Additionally, this course requires direct and indirect service hours with a minimum of 84 hours being direct service hours. <b>School counseling students are required to attend 1.5 hours of mandatory synchronous group supervision weekly.</b></p>	3.00	Take CNS-513. (Required, Previous).
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CNS-609	Internship II (SC)	<p>CNS 609 is the second course in a series of three field experiences. School counselor–trainees will perform all tasks and duties ascribed to school counselors as determined by the American School Counselor Association (ASCA) National Model under the supervision of an experienced professional school counselor and a university supervisor. For School Counseling students enrolled in Internship, the Pennsylvania Department of Education requires a total of 420 hours with 210 hours in internship I (CNS 608) and 210 hours in internship II (CNS 609). In Internship III (CNS 610) an additional 180 hours are required to satisfy both the Counseling Program and CACREP requirements of 600 total internship hours and facilitates progress towards state licensure in the clinical mental health field. This course (CNS 609) requires 210 internship hours. Additionally, this course requires direct and indirect service hours with a minimum of 84 hours being direct service hours. <b>School counseling students are required to attend 1.5 hours of mandatory synchronous group supervision weekly.</b></p>	3.00	Take CNS-608. (Required, Previous).
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CNS-610	Internship III (SC)	<p>CNS 610 is the third course in a series of three field experiences. School counselor–trainees will perform all tasks and duties ascribed to school counselors as determined by the American School Counselor Association (ASCA) National Model under the supervision of an experienced professional school counselor and a university supervisor. For School Counseling students enrolled in Internship, the Pennsylvania Department of Education requires a total of 420 hours with 210 hours in internship I (CNS 608) and 210 hours in internship II (CNS 609). In Internship III (CNS 610) an additional 180 hours are required to satisfy both the Counseling Program and CACREP requirements of 600 total internship hours and facilitates progress towards state licensure in the clinical mental health field. This course (CNS 610) requires 180 internship hours. Additionally, this course requires direct and indirect service hours with a minimum of 72 hours being direct service hours. <b>School counseling students are required to attend 1.5 hours of mandatory synchronous group supervision weekly.</b></p>	3.00	Take CNS-609. (Required, Previous).
CNS-STATS	CNS Statistics & Methods Pre-	Pseudo course used to meet CNS-510 Pre-Requisite		
DNP-001	Dnp Online Readiness	This course assists the student is preparing to begin Doctoral study in nursing in the online environment.		
EDU-502	The Learning and Teaching Pro	<p>Overview of learning theories and their relationship to the facilitation of optimal learning environments. This course examines, through research, human learning over the life span as well as developmental and cognitive learning theories. Students will have the opportunity to apply learning theories to issues of typical and diverse learners. The applied practices of school life such as classroom management, curriculum development, learning standards, intelligence and testing, outcomes assessment and technologies in education will be analyzed and critiqued.</p>	3.00	

EDU-503	Social, Political, & Econ Found	This course is an inquiry into the fundamental purposes of education in the United States. Students will examine contemporary issues as well as the philosophical, political and cultural of American education.	3.00	
EDU-504	Human Development	This course explores human growth and development across the life span from infancy to old age and in multicultural contexts. The course focuses on the physical, cognitive, social, personality and emotional development. Topics will include theories of individual and family development across the life span, the family life cycle, theories of learning and personality development, human behavior, community resilience, theories of additions, and strategies for facilitating optimum development over the lifespan. A grade of a "B" or better must be earned in this class for the student to begin EDU 513 School Counseling Practicum, Supervision & Seminar.	3.00	
EDU-506	Methods, Materials & Curricul	Students engage the study of methods, materials and curriculum issues for the instruction of elementary education students. Attention to theory, best practices, technology use and assessment will be highlighted as well as professional and state standards in the area of science and technology, social sciences, and citizenship education for typical and diverse learners. Field experience is required.	3.00	
EDU-507	Methods, Materials & Curricul	This course is a continuation of the study of methods, materials and curriculum issues for the instruction of elementary education students. Attention to theory, best practices, technology uses and assessment will be highlighted as well as professional and state standards for the areas of children's literature, art, and humanities, music, and health, safety, and physical education for typical and diverse learners. Field experience is required.	3.00	

EDU-508	Secondary Schl Methods and M	This course includes the study of various methods and materials utilized in secondary education. The rationales for various methods as well as the implementation of these methods in the classroom are examined. Through this course student also study motivational practices, current trends in secondary education, the use of technology to enhance learning, classroom management strategies and assessment practices. Field experience is required.	3.00	
EDU-510	Action Research for Teachers	In this course, students will accomplish three goals. The first is to develop an awareness for the role that research plays in their professional lives as reflective practitioners. The second is to examine the various research methodologies commonly employed in research in education and social sciences as well as the writing skills needed to report results in a scholarly manner. The third is to help students become better consumers and critics of the research as reported in the literature	3.00	
EDU-511	Methods & Theories for Teach	The "Pennsylvania Academic Standards for Mathematics" and the "National Council of Teachers of Mathematics" have delineated the critical nature and the skills necessary for effective mathematics instruction. Students will learn the pedagogical methods and the essential mathematical theory and research. The class is comprised of demonstrations, collaborative learning, modeling and discussion. Field experience is required.	3.00	

EDU-512	Methods for Teaching Read &	This course provides information regarding the relationship between the reading process and the informal and formal assessment of those skills (behaviors) that experts see as crucial to reading success with a particular focus upon the State of Pennsylvania Literacy Standards for elementary school students. Reading instruction that is evident in a balanced literacy program is analyzed and practiced, including reading instruction that is designed to remediate reading difficulties or skills deficits. Field experience is required.	3.00	
EDU-515	Methods for Teaching English	This course provides an examination of effective instructional methods, strategies and instructional techniques for addressing the learning needs of for English Learners (EL) with and without special needs in the inclusive classroom.	3.00	
EDU-522	Inter-Group Theory and Resea	This course provides an examination of group theories and research about interpersonal communication; exploration of the functioning of groups and the consequence of group interaction in the development of the individual. In this course the student will study a combination of theoretical studies with a practical understanding of human dynamics, as these occur in work and life.	3.00	
EDU-551	Computer Applications for Edu	This course examines the function, impact, and role of integrated classroom technologies on 21st-Century teaching and learning. Students will explore definitions of technology as both tool and process, and facilitate the development and assessment of technology-based learning activities. Students will learn how to engage students using technology-based teaching tools that support learning theories and conceptual frameworks of teaching.	3.00	

EDU-560	Soc & Emo Wellness Learning	In this course candidates will develop an understanding of social and emotional learning and the impact that explicit teaching can have on the learner as well as the learning environment. Candidates will recognize the unique developmental characteristics and needs of learners at all age levels. Candidates will engage in field experience assignments that will provide opportunities to directly interact with social and emotional learning at the school level in order to deepen their understanding of the content presented in each of the modules of the course.	3.00	
EDU-561	Impact of Trauma & Mental Ill	In this course candidates will develop an understanding of the impact of adverse childhood experiences, trauma, and mental illness on learning and behavior for PK-12 students. Candidates will recognize how these experiences and conditions can impact growth, development and learning of children and adolescents and the important role that educators and schools can play in reducing risk factors and increasing protective factors. Candidates will engage in field experience assignments that will provide opportunities to directly interact with classroom teachers, school leaders, community members, and students in order to deepen their understanding of the content presented in each of the modules of the course.	3.00	

EDU-562	Behavior and Mental Health L	<p>In this course candidates will develop an understanding of the characteristics of mental illness in children and youth and the impact this may have on learning and behavior for PK-12 students. Candidates will recognize how these experiences and conditions can impact growth, development and learning of children and adolescents and the important role that educators and schools can play in reducing risk factors and increasing protective factors. Candidates will engage in field experience assignments that will provide opportunities to directly interact with classroom teachers, school leaders, community members, and students in order to deepen their understanding of the content presented in each of the modules of the course.</p>	3.00	
EDU-563	Prev & Intervent to Support Be	<p>In this course candidates will take a deeper look into the development of systems change and the potential impact of adverse childhood experiences, trauma, and mental illness on learning and behavior on learning for PK-12 students. Candidates will focus on school leadership and collaboration between all stakeholders which impact both school environment and culture as well as the systemic issues that can determine the services that are provided to support all learners. Candidates will engage in field experience assignments that will provide opportunities to directly interact with classroom teachers, school leaders, community members, and students in order to deepen their understanding of the content presented in each of the modules of the course.</p>	3.00	

EDU-565	Student Teach & Professional	This is a student teaching experience for those seeking their first certification in Pre-K, Grades 4-8, or secondary education. This full-time program experience lasts 14-weeks, Monday through Friday and includes intensive supervision by University personnel as well as participation in an online seminar class. Advisor's permission is required.	3.00	Take 1 group (Take EDU-502 EDU-506 EDU-507 EDU-511 EDU-512 EDU-581 /Take EDU-502 EDU-508 EDU-581 EDU-591). (Required, Previous).
EDU-570	Research Skills for School Lead	This course is designed to provide a comprehensive overview on translating research into action to foster change. Research-based strategies will be explored to support decision making to increase the achievement of students from the perspective of a school leader. The student will be introduced to the writing of a research proposal, especially, the statement of the problem and literature review.	3.00	
EDU-571	The Principalship	This course will focus on the evolving and growing role of the school principal. An emphasis will be placed on acquiring knowledge, skills, and dispositions in leadership. A theoretical and philosophical base for the principal as a change agent will be established.	3.00	
EDU-572	Sas & Curriculum & Instrctnl S	Instructional leadership is critical to school success. It includes curriculum development and implementation, staff development, and instructional supervision. The course will deal with curriculum trends, new approaches to organizing schools, professional learning communities, instructional methodologies, and research on improving student performance.	3.00	
EDU-573	School-Community Relations	This course is designed to guide the prospective school principal in developing the skills, knowledge, and dispositions found to be vital to communicating effectively with all school constituent individuals and groups, and fundamental to initiating, implementing, managing, and evaluating effective communication strategies and practices with and between all parties in the schooling process.	3.00	

EDU-574	School Law & Policy Issues	Laws and regulations that govern school will be reviewed, and strategies to apply and analyze legal issues avert liability and act to reduce risks will be explored. Laws presented will include child protection, best practice, religion, free speech school choice safety, due process, etc.	3.00	
EDU-576	Human Resources & Staff Dev	This course focuses on human resource & management that includes district organizational structure, recruitment, induction, mentoring, performance evaluation, collective bargaining, teacher contract and liability, and the future of human resource management.	3.00	
EDU-577	School Resources Management	This course provides information for effective school resource management. A comprehensive understanding of the role of the educational administrator in monitoring, and managing fiscal and physical resources, personnel, facilities, and instructional time. Strategies for equitable resource allocation, developing plans to safety and comfort for faculty and students will be presented.	3.00	
EDU-578	Educational Leadership & Equi	This course provides an overview of educational leadership and supervision with a focus on equity and the critical elements and skills needed in effective educational leaders and change agents.	3.00	
EDU-579	Current Issues in Education	Critical current educational issues will be discussed – included reform, standardized testing, Covid 19, social media, bullying, mental wellness, and other controversial issues of importance.	3.00	
EDU-580	Multi & Diversity Issues in Edu	Designed for educators who recognize the significance that issues of multiculturalism and diversity play in impacting the educational experience of an increasingly diverse population. In this course, students will examine how issues of class, culture, ethnicity, language, gender, etc. are represented in educational settings.	3.00	

EDU-581	Found Special Educ Inclusive C	This course will require students to demonstrate knowledge of and competence in applying the fundamental concepts of teaching students ages 3-21 with cognitive, behavioral and/or physical health disabilities. This will include philosophical, historical and legal foundations of education for students with disabilities, current identification criteria, legal and educational definitions, etiology, incidence and prevalence figures as well as cognitive, behavioral and physical characteristics. Field experience is required.	3.00	
EDU-582	Effective Communication for E	This course provides education professionals with the skills and techniques to effectively communicate with students, colleagues, administrators, parents, and the community. The study of communication requires an examination of a wide range of human skills, which includes: speaking, listening, writing, reading, verbal and nonverbal behavior, and the effective use of communication tools available through the media and the inte	3.00	
EDU-583	Action Research Seminar	Students engage the processes of action research, ie: reflection, inquiry and action in their own professional context. Through this seminar the student performs research of the literature, plan and develop an action research strategy review.	3.00	
EDU-590	Stats, Rsrch, Assess for Reflect	It is important that the educator be able to comprehend, analyze, and critique educational research. This course includes the study of: fundamental principles of educational research; statistical concepts; the utility of various research designs; data collection techniques; and report writing.	3.00	

EDU-591	Curriculum Development & Pe	This course examines how curriculum is developed; various theoretical approaches to the curriculum design and implementation; the multiple external factors that influence curriculum decisions, etc. Students then develop strategies for working with colleagues in integrating their learning from this course and curriculum issues in their teaching situation.	3.00	
EDU-592	Professional Development & L	This course provides an overview of how data drives professional development activities, coaching, mentoring, and learning communities. Strategies will be presented to support leaders to build teachers to leadership form within the organization. Structure for new & struggling teachers will be presented. Collaboration with district administrators and stakeholders will also be reviewed.	3.00	
EDU-593	Seminar in Leadership, Superv	This Seminar provides an overview of Leadership and Supervision for Educational Leaders with an emphasis on Equity. Topics included in this course will assist the future leader to support the development of teaching and learning.	3	
EDU-595	Prctcm I: Leadrshp & Schl Adm	Practicum I for Administrative Certification (Principal & Curriculum & Instruction Supervisor). This Practicum requires students to secure 180 hours of experience by implementing projects under the guidance of an approved school Mentor. Practicum Activities will include projects on visionary leadership, supervision & evaluation of teachers, promoting change, school improvement, and strategic planning to name a	3.00	

EDU-596	Practicum II: K-12 Principalship	Practicum II for Administrative Certification (Principal). This Practicum requires students to secure 180 hours of experience. By implementing projects under the guidance of an approved school Mentor. Practicum Activities will include: fostering good teaching, creating a positive, equitable, safe atmosphere, Universal design for learning, fiscal, resource, and facility responsibilities, LEA Responsibilities, student transition planning, and communicating within and out of the school setting to name a few. This Practicum is 14 weeks in length.	3.00	Take EDU-595. (Required, Previous).
EDU-602	Professional Portfolio Project	This project is the final activity undertaken to fulfill the requirements of the Master of Science in Reading Program in the Professional Portfolio Option. The project is done in collaboration with the student's advisor. Results will be presented to a faculty committee.	3.00	
EDU-603	Action Research for Teachers,	The action research thesis is the capstone course. It is meant to insure the integration of the programmatic content and the special research interest of the student. This course is a unique professional experience designed in collaboration with the student and his or her area of professional practice. Through this course, the student will display the ability to develop action research, select journal and conference sites for manuscript submission, and highlight coursework through a self-published website.	3.00	Take EDU-510. (Required, Previous).

EDU-608	School Counseling Intern I & S	<p>This course is the second in a series of three field experiences. School counselor-trainees will perform all tasks and duties ascribed to school counselors as determined by the ASCA National Model under the supervision of an experienced Professional School Counselor and a University supervisor. Students seeking certification in school counseling must complete a minimum of 210 clock hours. In addition, students are enrolled in a group supervision seminar. Students needing more than 15 weeks to complete the practicum experience should contact the School Counseling Program Director. Please review the Internship Handbook for further details on application requirements, site and internship student expectations.</p>	3.00	Take EDU-513. (Required, Previous).
EDU-609	School Counsel Int II/Group Su	<p>This course is the third in a series of three field experiences. School counselor-trainees will perform all tasks and duties ascribed to school counselors as determined by the ASCA National Model under the supervision of an experienced Professional School Counselor and a University supervisor. Students seeking certification in school counseling must complete a minimum of 210 clock hours. In addition, students are enrolled in a group supervision seminary. Students needing more than 15 weeks to complete the practicum experience should contact the School Counseling Program Director. Please review the Internship Handbook for further details on application requirements, site and internship student expectations.</p>	3.00	Take EDU-513. (Required, Previous).   Take EDU-608. (Required, Previous).

EDU-613	Classroom Management	This course provides a study of effective classroom management techniques. Content will focus on classroom organizational systems, classroom procedures and instructional strategies to promote positive student behavior and prevent disruptive behavior. Emphasis will be placed on motivation, communications, planning and preparation of materials as well as the establishment of a positive learning environment. Existing models of effective classroom management will be examined.	3.00	
EDU-614	Innovation in Teaching & Learning	The course will explore innovative strategies and pedagogical approaches to respond to today's learners and prepare students for academic, personal and career success. Participants will explore various instructional models that prepare students to address real-world problems and experience academic, personal, and career success.	3.00	
EDU-619	Instructional Leadership & Technology	This course will provide an overview of effective strategies for leadership of instructional practices and assessment for all learners. This course will also examine instructional technology strategies and methods for all learners. ISTE Standards & Pillar of Digital Leadership will be presented with a focus on the TTIPP Model	3.00	
EDU-620	Research, Analysis, Assessment	This course provides a comprehensive review of research. Students will learn how research can be used to address challenges & achievement & solutions by using data to drive decision. This course will also provide a framework of how instructional leaders will analyze data and use this data effectively. Students will learn how to develop action research summary reports to support changes	3.00	

EDU-622	Prctcm II: Sprvisr Curr & Instrc	Practicum II for students seeking Curriculum & Instruction Supervisor Certification. This Practicum requires students to secure 180 hours of experience by implementing projects under the guidance of an approved school Mentor. This Practicum focuses on; Data-Driven Instruction & School Improvement, Program Implementation, Teacher Supervision & Professional Development, Supporting students with learning & cultural differences, virtual instruction, and engaging	3.00	Take EDU-595. (Required, Previous).
EDU-650	Special Topics Course	Investigation of a selected topic or topics designed to integrate and enhance the student's comprehension and application of educational theory and practice.	3.00	
EDU-701	Div Gender, Race/Ethn, Soc &	The concept of diversity includes acceptance and respect for the broad range of human characteristics in their socioecological, historical, and cultural contexts, as well as understanding that each individual, family, community, and societal group has uniqueness.	3.00	
EDU-702	Social Justice Move: Activists/	Learn how to transform norms around racial justice, immigrant rights, gender and sexuality, and discover the contributions of diverse leaders in transforming cultures toward a more just society.	3.00	
EDU-703	Nav Conflict Zone for Div Stud	Every school and college has a unique culture. Becoming an advocate for and ally of diverse students requires learning how to work within and bring about change in mores, customs, and climate.	3.00	

EDU-711	Teacher's Role Just Soc: Per/P	Teachers play a central role in guiding school children to understand and accept others of diverse backgrounds. This course provides learnings, reflections, and sharing, toward creating a personal and professional tool kit for teachers who are committed to the success of every student. Students will reflect and identify their own personal bias and attitudes toward racism Students will benefit from classroom recognition of their strengths and need related to bias and race and build strategies in their tool box to counteract bias and racism This course provides the first safe space for the remainder of the program to begin the conversation and their personal transformational journey in DEI.	3.00	
EDU-712	Social-Emotional Comp:elem/	Teachers will benefit from developing socialemotional learning and culturally responsive competencies to promote a positive equitable learning environment for all students. Teachers will also develop skills to address microaggressions and overt and implicit bias among students and set a positive role model.	3.00	

EDU-713	Teacher Leadership: Rethink P	<p>This course is designed to guide school personnel in an understanding of leadership and the importance of equity in the school and classrooms. Strategies will be presented to: - Assist teachers in building their own Equity-Centered Leadership skills to become "Equicentric Leaders." -Cultivate Effective Collaboration with colleagues, administrators, parents and stakeholders through the lens of equity. -Rethink bias, stereotypes, and expectations as it relates to students, parents, and colleagues. -Understand cultural differences as they relate to behavior and social interaction between teachers and students and with each other. -Assessing the classroom and school community environment in terms of equitable practices, assessment, behavior and social interactions, and growth in instructional planning and delivery, resources, assessment of skills, and interaction with students, parents, and colleagues. - Students will create and present a culminating project that informs DEI practice, policy, and/or procedure. This course will also provide a space for students to debrief, share, and reflect on this Program and share next steps in their personal and leadership journey.</p>	3.00	
EDU-714	Assessment Continuing Educa	Only required of those seeking transfer credit into the Master's Program, PK12 Concentration	3.00	
EDU-721	Educ Just Soc: Scholar, Advoc,	Public policy, common mind-sets, and individual dispositions can be changed through writings, teachings, organizing, and advocating social change through a broad range of media, social settings, and involvements.	3.00	
EDU-722	Social-Emotional Comp in Coll	Instructors will benefit from developing social-emotional learning competencies to promote a positive learning environment for all students.	3.00	
EDU-723	Dei Leadership in Higher Educa	Strategies and tool kits for advancing the cause of DEI in higher education make up this course for those who aspire to changing campus culture and climate.	3.00	

EDU-724	Unconscious Bias/Micro-Aggre	To promote a deeper understanding of unconscious or implicit bias in the college classroom, this course offers insights on micro-aggressions and the impact they may have on college student disposition, retention, and success.	3.00	
EDU-801	Ed Policy Research & Practice	This course provides an analysis of educational policy and research as it relates to the organization, governance, and delivery of educational services in the U.S. Major issues explored and analyzed in this course include school finance and equitable school funding, trends in PK-12 and higher education policy and practice, and the changing role of large and small school districts, private schools, charter schools, colleges and universities, and educational providers of all sorts. This course shall be conducted in a blended format, both online and on-campus.	3.00	
EDU-802	Develop Diverse, Equitable, an	This course provides an in-depth examination of the research relating to organizational behavior, the development of theories of administration, and the applications of theory in educational institutions. Students will have the opportunity to evaluate their own leadership style by analyzing the major frames for assessing organizational development. Through the lens of these frames and the concept of change theory, students will develop a personal philosophy of leadership.	3.00	
EDU-803	Foundations of Educational Re	This course is an introduction to the research process and common methodologies used in educational research. Topics include sources of data, steps in the research process, and quantitative and qualitative methodologies and analysis techniques. Students will practice reporting research results for a variety of audiences. Prior knowledge of statistics or	3.00	

EDU-804	Soc Justice/Systems Power/Cu	The course analyzes current issues and challenges in schools, colleges, universities, and other institutions using approaches to culturally responsive leadership. This course examines the various frameworks of cultural intelligence, cultural competence, and cultural humility. Students will explore their cultural identity, communication style, and leadership within the context of diversity, equity, and inclusion. Students will examine policies, practices, and strategies for preventing discrimination and other civil and human rights violations globally while identifying and applying strategies to implement social justice and equity through institutionalized cultural responsive leadership.	3.00	
EDU-805	Ethics of Ed Leadership & Polic	This course is a critical and pragmatic examination of ethical leadership and administration within organizations. Social, moral, and ethical philosophies will be explored as they relate to decisions impacting leadership in education. Students will compare and contrast theories of ethical decision making. Students will relate these theoretical perspectives to their own purpose, values, and commitments as leaders	3.00	
EDU-806	Equity, Equality & Equal Oppor	This course offers students an opportunity to analyze access to educational opportunities through the lens of justice and ethics. The balance and contradictions of equity, equality, and equal opportunity will be explored with a focus on personal, inter-personal and organizational influences that prohibit or promote educational opportunities for all individuals. Students will also have the opportunity to forecast future trends in educational policy, structures, and practices.	3.00	

EDU-807	Quantitative Educational Rese	This course provides an in-depth examination of quantitative research design and analysis. Topics will include the use of primary vs. secondary data sources, developing quantitative research questions and hypotheses, sampling and measurement designs, and common descriptive and inferential statistical analysis. Using a statistical software program, students will practice running and reporting quantitative analyses, including t-tests, ANOVAs, correlation, regression,	3.00	
EDU-808	Qualitative Educational Resea	This course provides an in-depth examination of qualitative research design and analysis. Topics will include the various sources of qualitative data, developing qualitative research questions, sampling, developing qualitative interview questions, and common approaches to analysis. Students will practice analyzing qualitative data and appropriately reporting results.	3.00	
EDU-809	Global Educational Policy & Pr	A review of global issues in education policy and practice with a focus on how schools are organized, what is taught, how achievement is measured, and the role of cultural context, with an emphasis on global competition. This course shall be conducted in a blended format, both online and at an international location.	3.00	
EDU-811	Dissertation Advisement I	This course offers an introduction to the dissertation: defining the dissertation, research goals, research guiding questions, and literature reviews. Published dissertations will be explored to reflect on theories and gaps in theories to frame a possible dissertation topic. Students will practice how to construct effective research guiding questions for those topics to begin the literature review process. The dissertation committee for each student will also be formed during this cours	3.00	

EDU-812	Dissertation Advisement II	This course is designed to guide students in preparing a research proposal for submission to the Institutional Review Board. Students will gain a deeper understanding of how to ensure the ethical treatment of human subjects and begin to write the first three chapters of the dissertation	3.00	Take EDU-811. (Required, Previous).
EDU-813	Dissertation Advisement III	Developing a comprehensive description of the research approach used for the study, including research- guiding questions, null hypothesis, research design, and selection of subjects for study, data collection, and data analysis.	3.00	Take EDU-812. (Required, Previous).
EDU-814	Dissertation Advisement IV	Compiling and analyzing data, review of participants or materials used, answering research guiding questions, reflecting on the results, constructing findings and conclusions, and noting implications for research and practice.	3.00	Take EDU-813. (Required, Previous).

EDU-815	Dissertation Advisement V: Co	<p>This one credit hour semester-long course is required for doctoral candidates in educational leadership who have completed all coursework requirements for the degree, but have yet to meet one or more related requirements, including the following: Comprehensive assessment accepted by Faculty Committee Written dissertation accepted by full Dissertation Committee Oral defense of dissertation accepted by full Dissertation Committee Journal article based on dissertation research suitable for publication accepted by Dissertation Advisor Abstract of dissertation research and key words accepted by Dissertation Advisor The doctoral candidate who has not met one or more of these requirements shall enroll continuously in this course each semester in order to have access to university facilities, resources, and faculty until all requirements are satisfied, whereupon the doctoral candidate shall be eligible for graduation at the next date. The course shall consist of independent work to complete the above-cited requirements under the direction of the Dissertation Advisor. The course shall be graded on a pass/fail basis.</p>	1.00	Take EDU-814. (Required, Previous).
EDU-821	The Superintendency	<p>This course is an analysis of the role and responsibilities of the superintendent of schools, including preparation for the superintendency. An emphasis is placed on equity, equality, and raising achievement for all students. Twenty hours (20) of embedded field experience are required for those seeking the superintendent of school's letter of eligibility.</p>	3.00	

EDU-822	Sch Boards & Sch District Governance	<p>Considerations of school boardmanship, internal and external governance, and structures in K-12 education. The course explores analysis the politics of school district governance and the leadership practices necessary to effectively lead in complex relationships. The characteristics of effective boardmanship are defined through research and best practice. Twenty (20) hours of embedded field experience are required for those seeking the superintendent of school's letter of eligibility.</p>	3.00	
EDU-824	Transforming Leadership Holistically	<p>This course is designed to enhance school and district leaders' ability to transform personally and professionally to advance the learning of students and adults within their respective systems. Participants will identify their own strengths-based leadership characteristics, recognize personal immunities to change, analyze an adaptive problem in their current educational environment, and plan for authentic, continuous, student-centered improvement.</p>	3.00	
EDU-825	Labor Relations & Fiscal Management	<p>Personnel administration, contract administration, collective bargaining, and fiscal management, including</p>	3.00	
EDU-828	School District Practicum I	<p>School District Practicum provides students with first-hand experience in a broad array of responsibilities that are inherent to the position of superintendent of schools. Field-based learning in EDU 828 School District Practicum I and EDU 829 School District Practicum II shall be organized through leadership projects that address each of the Pennsylvania Leadership Standards.</p>	3.00	

EDU-829	District Practicum II	This Practicum focuses on the superintendent's ability to follow the standards, create a vision, and demonstrate a leadership style that exemplifies values and ethics. You will also gain experience in analyzing leadership styles, creating a positive climate and culture, fostering leadership teams, and managing relationships to enhance student achievement. Additionally, you will experience evaluating data-driven decision making, handling challenges, communication, working with Human Resources, collective bargaining, how to use social media effectively, and the importance of robust technology. Each of the two practicum courses require 180 hours of embedded field experience.	3.00	
EDU-831	Leadership & Adm of Higher E	This course examines current issues and challenges in higher education administration and leadership. The course is an overview of the essential knowledge, skills, characteristics and models of academic, institutional and student-life governance. Various activities provide opportunities for developing the skills needed to evaluate and resolve current challenges.	3.00	
EDU-832	Legal Issues for Inclusive High	This course examines the basic legal concepts common to higher education administrators as viewed through the lens of an increasingly diverse college environment. Topics include the history and governance of higher education law, basic legal concepts, and legal issues as they apply in higher education. Current case law and case studies will be used to elucidate how institutional policies and practices can support an inclusive educational environment.	3.00	
EDU-833	Finance & Fiscal Policy in High	Accounting principles and policy, record-keeping, financial reporting, budgeting and planning models, and fiscal management.	3.00	

EDU-834	Enrollment Management High	An analysis of current practices and future trends in the recruitment and retention of students, with consideration of financial aid requirements and regulations.	3.00	
EDU-835	Equity-Minded Leadership in H	An exploration of research models for continuous improvement, transforming higher education, leadership for strategic change, and models for delivering academic programs and services.	3.00	
EDU-838	Leadership in Higher Education	Field experience in post-secondary administrative services, including support services such as enrollment management, student affairs, financial aid, human resources, communications and public relations, information technology, plant management, institutional advancement, and fiscal management. The practicum will be individualized to meet the needs and interests of each student. EdD students only.	3.00	
EDU-841	Designing Interv & Assessing C	Through a review of research and local practices, this course offers an in-depth study, analysis, and discussion of intervention programs and outcomes for students with special needs. Students will examine the organization and administration of special education programs with emphasis on the role of the special education leader within the local agency. A review of the development, implementation, and evaluation of effective program designs will prepare students to make recommendations for future practice	3.00	
EDU-842	School Law & Policy in Special	Special education law, policy, and regulation are studied as the framework for providing services for all students, with particular consideration of current and predicted trends in law affecting children with disabilities (for both the PK-12 School/School District concentration and the Special Education concentration).	3.00	

EDU-843	Found Special Education Admi	The purpose of this course is to provide the student an opportunity for in-depth understanding of the supervisory and administrative duties for the role of Supervisor of Special Education. This course provides the Special Education Supervisor candidate with a specified professional knowledge base included in the following aspects of leadership: decision making, leadership theory, communication skills, human relations theory, administrative theory, policy analysis/evaluation, and supervision/assessment practices.	3.00	
EDU-844	Neuroscience of Learning	A re-examination of programs and services for diverse learners from the viewpoint of cognitive neuroscience of learning. Viewing learning as essentially a process of neurological change, neurological research about learning offers practitioners and policy-makers insights and perspectives to change educational practice	3.00	
EDU-845	Supervision/Administration Sp	The purpose of this course is to provide the student an opportunity for a more in-depth understanding of the supervisory and administrative duties for the role of Supervisor of Special Education at a deeper level. This course follows EDU 843, The Foundation of Special Education Administration. This course provides the Special Education Supervisor candidate with a specified professional knowledge base included in the following aspects of leadership: decision-making, leadership theory, communication skills, human relations theory, administrative theory, policy analysis/evaluation, supervision/assessment practices.	3.00	

EDU-848	Special Ed Supervisor Prctm I	<p>This course provides field experience in a school setting to perform the functions required of a special education supervisor in local educational agencies (LEAs), including charter schools, private schools, and intermediate units. The student enrolled in this course will be supervised by faculty or by an approved mentor. The student will be provided with experience in self-evaluation and reflection, administrative shadowing, departmental and school improvement plans, student evaluation and placement processes in special education, staff observation and supervision, clinical supervision of a peer and development, and planning for staff professional development.</p>	3.00	
EDU-849	Special Ed Supervisor Prctm II	<p>This course provides field experience in a school setting to perform the functions required of a special education supervisor in LEAs, including Charter Schools, private schools and intermediate units. The student enrolled in this course will be supervised by faculty or an approved mentor. The student will be provided with experience in: Leading Change, Discipline and manifestation determination, 504 Service Agreements, Related Service Providers, School Finance and budgeting, Resources within the District, Inter- Agency Coordination, Community Partners and the Mental Health System, School Board, Child Find and the Referral Process, Mediation and Due Process, and working with Parents.</p>	3.00	
EDU-860	Foundations Teaching/Learnin	<p>This weekend residency course will introduce and explore the theoretical and practical perspectives about knowledge and learning and the contexts that influence teaching and learning.</p>	3.00	

EDU-861	College Student Development	This course focuses on students in higher education as an area of practice and research. Course content examines theory and college as a theoretical construct, student development and identity formation within and beyond higher education institutions and links to theory with professional practice.	3.00	
EDU-862	Advanc Social Justice Thru Fac	The purpose of this course is to provide students with preparation for or advancement within the professorate by examining faculty hiring and promotion processes, as well as responsibilities in addition to teaching, including faculty governance, other service to the institution, and scholarship. These activities will be examined through the frame of social justice and how each can be leveraged to help advance equity. Each student will complete a project that enables them to advance social justice in an educational area of their choosing.	3.00	
EDU-863	Learning Models/Instructional	Learners identify and analyze trends, issues, models, methods, various instructional strategies, technology, and classroom management strategies in instructional design for adults. Students will apply instructional design principles in the development of a course and explore application of various learning methods.	3.00	
EDU-864	Curr Develop/Academic Prog I	This course will explore the global, national, discipline-specific, and institutional contexts that guide program design and curriculum development. This course will examine the needs analysis and educational philosophy for developing programs.	3.00	
EDU-865	Teaching Adults & Adult Learn	This course provides a critical analysis of selected theories and concepts of learning are applied to the adult learning experience, learning styles, motivation in adult education programs, and workplace learning.	3.00	

EDU-866	Innov Prct Online Instr/E-Learn	This course focuses on building students' knowledge and skills using web-based tools to effectively create an online teaching environment. This course will assist educators in developing online and blended courses to enhance the learning experience for students, colleges and universities exploring strategies to implement new learning tools. In addition, massive open online courses (MOOC), stackable certificates, and badges will be examined.	3.00	
EDU-867	Crisis in the Classroom	This course will introduce the policies and legislation that impact reporting, referrals and supporting students in crisis such as Title IX. In addition, students will learn strategies for holding individuals accountable, communicating expectations, and facilitating learning through challenging situations. This course will also cover managing issues involving academic integrity.	3.00	
EDU 871	Instructional Design and Curric	In this course, students apply instructional design principles in the creation of academic programs within the field of nursing education. Students will begin program planning and assessment, encompassing accreditation and regulatory considerations in both Higher Education and Nursing contexts.	3.00	
EDU 872	Strategies for Teaching and Le	This course introduces and explores theoretical and practical perspectives on knowledge and learning in nursing education, highlighting the contexts influencing teaching and learning. Participants will identify and analyze trends, issues, models, methods, instructional strategies, and technologies to enhance student learning in both classroom and clinical settings.	3.00	

EDU 873	Assessment and Evaluation in	This course focuses on the diverse evaluation methods used to assess student learning in nursing education curricula. Students will explore and apply various assessment strategies, gaining insights into effective approaches to measure and enhance student comprehension and skills within the context of nursing education.	3.00	
EDU 874	Field Experience in Nursing Ed	The course involves a minimum of 70 hours of field experience directly related to nursing education. Students, guided by an on-site mentor and instructor, will participate in capstone experiences seamlessly integrating theoretical knowledge with practical application. The course emphasizes hands-on learning to enhance students' understanding and proficiency in the field of nursing education.	3.00	
EDU-DEFENSE	EdD Dissertation Defense	Pseudo course used to track completion of Oral Defense and other EdD Dissertation requirements.		
MBA-500	Fundamentals of Financial Acc	This course develops the skills needed to analyze financial statements and disclosures for use in financial analysis. Topics covered include debit and credit processing, how accounting standards and managerial incentives affect the financial reporting process and the impact of regulatory changes which impact accounting.	1.00	
MBA-510	Fundamentals of Economics	This course surveys topics in macroeconomics and microeconomics. Topics explored are scarcity, inflation, unemployment, interest rates, monetary policy, fiscal policy, market structures, the world economy, and current economic problems.	1.00	
MBA-520	Fundamentals of Marketing	This course provides the basics fundamentals of marketing management and strategy. Emphasis is placed on a strategic marketing plan, effective marketing Decisions and how consumer behavior drives market research and effectively communicating value.	1.00	

MBA-530	Fundamentals of Finance	This course provides the basics fundamentals of corporate finance. Emphasis is placed on firm valuation using time value of money and financial structure through capital budgeting. Corporate decisions to increase stock value with an understanding of risk verses reward. The course also evaluates the impact of liquidity, solvency and profitability in creating shareholder value.	1.00	
MBA-540	Mathematics and Statistics	An overview of the quantitative fundamentals needed to successfully begin the MBA program. Course topics include: basic math, algebra, probability, analysis of variance, and basic statistical procedures.	1.00	
MBA-550	Fundamentals of Management	This course describes the general nature of management in terms of management levels, functions, roles, and skills.	1.00	
MBA-600	Ethical Decision Making/Corp	This course involves the study of ethical theory, values formation, ethical decision-making and corporate social responsibility policy formation within the context of management and leadership.	3.00	
MBA-610	Strategic Management	This course will examine strategic management and its importance to the business organization. The student will examine the relationship of strategy and organizational objectives. The course material included the creation and use of the SWOT analysis and the formulation of corporate, competitive and functional strategies. The student will utilize their assigned companies to complete related assignments.	3.00	Take MBA-510. (Required, Previous).   Take MBA-550. (Required, Previous).
MBA-620	Accounting for Decision Make	An examination of contemporary accounting issues for managers. Issues related to the principles, techniques, and uses of accounting in the planning and decision making in organizations are studied. The use of information technology plays a key role in this course. Areas of emphasis include the budgetary process, performance evaluation techniques, product costing methods, constraint management, and ethics.	3.00	Take MBA-500. (Required, Previous).

MBA-630	Marketing Planning	This course presents marketing from a strategic management perspective. Emphasis is placed on strategic evaluation of internal (marketing mix) and external (competitive, economic, social) forces. The course will lead students through the marketing management process to the creation of a strategic marketing plan.	3.00	Take MBA-520. (Required, Previous).
MBA-640	Managing Business Operations	The course examines problems faced by the operations manager in the planning operating and controlling of the production of goods and services. The major topics covered in the course include planning and analyzing operations, forecasting, inventory management, quality control and improvement, facility layouts, and supply chain management.	3.00	Take MBA-540. (Required, Previous).
MBA-650	Managerial Finance	This course focuses on the management of economic resources and financing sources to enhance returns to the business entity. Skills developed include: cash flow management, profitability analysis, debt management, control of receivables, capital and operational budgeting and other asset/liability management tactics. This course will be a survey of advanced accounting and finance for managers stressing the analysis of principles and practices of the finance function. Emphasis is on financing methods for internal and external ventures and innovations, capital budgeting, and research and development (R&D) portfolio analyses.	3.00	Take MBA-530. (Required, Previous).

MBA-660	Capstone Business Plan	This course is the culminating course in the MBA program. The capstone course experience requires students to develop a comprehensive, implementable business plan for a company within a specified industry. Drawing on the knowledge obtained in previous classes, students will incorporate marketing, operational, and financial plans into the comprehensive business plan. At the conclusion of the course, students present detailed reports of their findings and recommendations.	3.00	Take MBA-600 MBA-610 MBA-620 MBA-630 MBA-640 MBA-650. (Required, Previous).
MBA-670	Emergency Mgt Support Organ	This course offers an examination of contemporary case studies allowing students to analysis elements of successful business leadership of crisis situations. Students will apply theories to practical exercise in a manner that demonstrates a comprehension of the elements of crisis management theory.	3.00	
MBA-680	Transportation Leadership and	This course will provide students the opportunity to analysis select leadership styles important for success within the transportation industry. The course requires students to develop improvement oriented leadership skills for topics specific to the transportation industry, including new revenue growth and political economy- public policy.	3.00	
MBA-690	Public/Private Transportation	This course offers an examination of passenger and freight transportation management structures and operations for transportations systems impact on an organization's financials. Students will also explore financial challenges and practices which are integrated into unionized and non-unionized environments	3.00	

MBA-700	Organizational Leadership	Drawn from behavioral and social services, this course examines leadership theories, research and models. It includes a 360-degree inventory of leadership behaviors and relationships, an assessment of emotional intelligence, and the continuation of the individual development plan. The role of the leader is studied with emphasis on the leader's role in communication, team formation and team dynamics.	3.00	
MBA-710	Global Management	This course reviews the basic operations of international business and addresses the planning and operational processes used to implement an effective international strategic plan. Emphasis will be placed on managerial policies and practices that can be utilized to effectively and efficiently manage, operate and control a business operating in a global environment.	3.00	
MBA-711	Global Marketing and Planning	This course focuses on marketing, including planning, sales, research and support functions to assess customer needs; evaluate opportunities and threats on a global scale; and meet corporate needs within environmental constraints and corporate goals.	3.00	
MBA-712	Supply Chain Management	This course focuses on the evaluation of all supply chain options which results in the best overall solutions to support the international business plan while complying all rules, regulations, and security issues from sourcing to final distribution.	3.00	
MBA-713	Trade Finance & Risk	This course focuses on evaluating financial risks and method, selection and implementation of the most favorable methods of payment to support global activities and ensure that all related costs are included at the time of quotation. Evaluate quantity and source of finance necessary to implement global activities.	3.00	

MBA-720	Managing Human Capital	This course will emphasize the role of strategic planning in the setting of human resource goals and objectives. The student will study various strategic approaches to the human resource planning process. The course will review the integration of traditional human resource functions and the strategies of the organization.	3.00	
MBA-730	Healthcare Budgeting, Planning	Students will learn the financial aspects of managing a healthcare organization including operating and capital budgeting, issues relating to third-party payers and planning. The course includes discussion of the financial implications of the Affordable Care Act.	3.00	
MBA-740	Managing Healthcare Delivery	This course will provide students an overview of the structure and current issues in the healthcare system. It will examine the relationship between patients, physicians, hospitals, insurers, employers and the government. The course expands on three broad segments of the healthcare industry: the users, payers and providers. This course will also provide an overview of healthcare delivery systems in other countries.	3.00	
MBA-750	Healthcare Information System	This course is designed to provide students with an overview of the issues and implications of technology systems in health care organizations. Included will be discussion of the electronic medical record, the health information exchange and its effect on the healthcare environment	3.00	
MBA-760	Ecopreneurship	The student will study the principles of environmental entrepreneurship. The course will provide a background in small business practices. The course will discuss the environmental opportunities presented to the small business segment and how these opportunities can be used to create a sustainable, "green" organization.	3.00	

MBA-770	Sustainability Marketing	This course integrates strategic marketing practices with the core environmental, social, and economic principles of sustainability. The potential and challenges of sustainability marketing will be explored as students analyze current sustainability trends that influence marketing and develop a strategic marketing plan.	3.00	
MBA-780	Sustainability & Supply Chain I	This course identifies and analyzes best-practices in creating, managing, and evaluating sustainability in supply chains. Students will learn how to embed sustainability concepts into supplier selection and management, inventory management, production processes and the distribution function, including customer returns and the reverse supply chain	3.00	
NUR-500	Adv Pharmacotherapeutics for	This course will cover selected topics in pharmacology and clinical therapeutics that are important in advanced nursing roles. Lectures cover the basics of pharmacologic mechanisms, dose-response relationships, pharmacokinetics (in children, adolescents, adults, elderly and pregnant women) and factors that alter a drug's bioavailability. Pharmacological agents include: autonomic, analgesics, anti-infective drugs and agents affecting the central nervous, endocrine, cardiovascular, respiratory and GI systems. In addition, this course will discuss safe prescribing of controlled substances including opioids. The implications of age, pregnancy and lactation on drug action will be considered. Pharmacogenomics, human drug testing, drug laws, herbal medicines, OTC drugs and nutritional agents will be discussed.	3.00	Take NUR-510. (Required, Previous).

NUR-501	Fundamentals of Nursing	<p>This is the foundation fundamentals and nursing skills course. This course provides an introduction to the fundamentals of nursing practice. Students will utilize the nursing process as a framework to apply nursing knowledge, diagnoses, interventions, and outcomes to individuals. Course concepts are grounded in evidence-based practice to promote, maintain, and restore health. Topics related to safety, oxygenation, ventilation, circulation, perfusion, ingestion, digestion, absorption, elimination, urinary, movement, sensory input and the nurse patient relationship and the roles of the professional nurse are explored. Emphasis is placed on applying knowledge and practicing skills in the nursing skills laboratory, simulation laboratory, and clinical setting.</p>	5.00	
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NUR-502	Health Assessment	<p>This course is designed to develop health assessment skills across the lifespan. This is the foundation health assessment course to introduce the student to principles and techniques of nursing assessment, focusing on patient-history taking, interview and communication techniques, and techniques of inspection, palpation, percussion, and auscultation. Lectures are designed to help the students apply their knowledge of health assessment to both primary and acute care settings. Emphasis is placed on gathering reliable and relevant information; recognizing variations of normal findings; and identifying abnormal findings using common health problems as exemplars. The laboratory component is designed to promote cognitive and psychomotor skills necessary to complete a comprehensive health assessment including the physical, psychological, cultural, and spiritual aspects of health to support person-centered care. Integrated in the assessment, is the collection and analysis of data which are essential in planning safe and effective patient care. Practice of assessment techniques occurs through safe and effective experiential learning. Application of assessment findings to clinical decision-making is addressed.</p>	3.00	
NUR-507	Concepts in Gerontological Nu	<p>This course explores aging and the impact of aging on individuals, families and caregivers. Current theories of aging and the aging process are explored. The effects of health, political, social and economic issues on the lifestyles of the aging population will be discussed. The influence of heredity, environment, lifestyle and access to adequate healthcare in relation to the care of older adults will be examined.</p>	2.00	

NUR-510	Pathophysiology for Adv Pract	<p>This course focuses on the physiological principles that underlie the altered states leading to pathogenesis at the molecular, histologic and systemic levels. Special emphasis is given to the pathophysiological processes in the pediatric, adolescent, adult, geriatric and pregnant patient. Included are the genetic, environmental, behavioral and organismal contributions to the dysfunctional conditions. This course contributes to the student's formation of clinical competence and diagnostic skills.</p>	3.00	
NUR-512	Fnd Professional Nurs Ldrshp/	<p>This course is designed to introduce the students to the art and the science of the registered professional nurse with a graduate degree advancing to leader roles with an emphasis on the role of the Clinical Nurse Leader. Personal and beginning nursing professional identity formation is facilitated. The historical evolution of professional nursing, nursing leadership, healthcare, and health care delivery are discussed. The interdisciplinary work of the Clinical Nurse Leader is emphasized. The heritage (influence) of the Sisters of Mercy influencing nursing values is highlighted. Selected concepts essential to nursing are introduced.</p>	3.00	

NUR-513	Health Assessment and Clinical	<p>This is the foundation health assessment and nursing skills course to introduce the student to principles and techniques of nursing assessment, focusing on patient-history taking, interview and communication techniques, and techniques of inspection, palpation, percussion, and auscultation. Lectures are designed to help the students apply their knowledge of health assessment to both primary and acute care settings. Emphasis is placed on gathering reliable and relevant information; recognizing variations of normal findings; and identifying abnormal findings using common health problems as exemplars. The laboratory component is designed to promote cognitive and psychomotor skills necessary to complete a comprehensive health assessment including the physical, psychological, cultural, and spiritual aspects of health to support person-centered care. Integrated in the assessment, is the collection and analysis of data which are essential in planning safe and effective patient care. Practice of assessment techniques occurs through safe and effective experiential learning. Application of assessment findings to clinical decision-making is addressed.</p>	4.00	
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NUR-514	Cli Prac Ro De III: Nsg Care Wo	<p>This course combines maternal and pediatric health where students will develop assessment, care-planning, communication and leadership skills in the context of caring for childbearing and childrearing families in contemporary society. The focus of learning centers on inpatient labor and delivery and postpartum settings, however the course also addresses related issues such as family planning. All topics are considered in the context of the Universal Rights of Respectful Maternity Care. Students then transition into the study of unique health and developmental needs of infants, children and adolescents. The course is designed to develop perspectives on wellness and illness in children, emphasizing family-centered care that incorporates screening, teaching and health counseling. Topics are related to growth and development, health promotion, safety, normal and altered physiologic processes as they affect childbearing and childrearing families. Experiences in the classroom and clinical settings enable the student to integrate cultural sensitivity, clinical reasoning, advocacy, communication skills, and evidence-based therapeutic nursing interventions for women, children, and families.</p>	5.00	Take NUR-513. (Required, Previous).
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NUR-516	Intro Path Pharm Concepts Ad	<p>This integrated pathophysiology and pharmacology course provides a foundation for understanding disease process in conjunction with pharmacological therapy to treat and manage disease. General pathophysiological and pharmacological principles will be presented as they apply to all of the macro concepts identified by the Gwynedd Mercy University Frances Maguire School of Nursing and Health Professions. Students will discuss cultural sensitivity, clinical reasoning, therapeutic nursing interventions and communication skills as they apply to clinical practice.</p>	4.00	Take NUR-512 NUR-513. (Required, Previous).
NUR-518	Cli Prac Role Dev I: Mental Hea	<p>This course addresses behavioral health disorders and the nurse's role in assisting patients to achieve and maintain optimum behavioral health. Content encompasses neurobiological, psychosocial, cultural, and spiritual perspectives. Effective therapeutic communication skills, the nurse-patient relationship, and the nursing process are applied to the care of patients across the lifespan. Emphasis is placed on the role of the nurse in promoting person-centered care and maintaining a culture of safety on the behavioral health unit. The role of the clinical nurse leader in behavioral health will be explored.</p>	3.00	Take NUR-513. (Required, Previous).
NUR-520	Cli Pra Ro Dev II: Nsg Adu Com	<p>This course focuses on the physical, psychological, social, spiritual and cultural forces that influence the health of the adult population. It combines clinical and theory and introduces nursing basic concepts and frameworks (communication, safety, organization, critical thinking, clinical judgement, and the nursing process). Additionally, this course will also introduce common conditions found in healthcare. Students practice competencies in communication, assessment, nursing interventions, and documentation in a variety of basic acute care clinical settings. Simulation is incorporated as an adjunct to the clinical experience.</p>	4.00	Take NUR-513. (Required, Previous).

NUR-530	Theoretical Foundations of Nursing	This course examines knowledge development in nursing. The relationships among nursing knowledge, borrowed knowledge, research education, and current practice are emphasized. Students develop a personal philosophy and theoretical foundation for their practice.	3.00	
NUR-535	Leadership & Health Policy	This course focuses on the knowledge and skills necessary to provide exemplary leadership of groups and inter-professional teams with an emphasis on relationship and team building. Emphasis is to further enhance leadership skill development in order to resolve complex clinical situations, improve practice environments, and lead integrated health care delivery teams. In addition, the role of the nurse advancing nursing practice through developing health policy and advocacy systems will be examined. Approaches to health issues for shaping policy on a local, state and federal level are analyzed in accordance with policy making processes, politics in health care and government, healthcare economics, and ethical frameworks.	3.00	

NUR-544	Cli Prac & Role IV: Comp Health	<p>This course focuses on key concepts in care of the adult patient with selected complex acute diagnoses across the health-illness continuum by the Clinical Nurse Leader prepared nurse. There is specific focus on the physical, psychosocial, spiritual, and cultural forces impacting the complex and acute health status of the adult population. This course is a combination of theory and clinical. There is emphasis on graduate nursing concepts and frameworks in care of adult patient experiencing selected complex acute diagnoses including communication, safety, organization, critical thinking, clinical judgement and the nursing process. Additionally, this course introduces students to common complex acute diagnoses impacting body systems of the adult patient with selected complex acute diagnoses across the health-illness continuum. Students have learning opportunities to apply knowledge, skills, and competencies in complex acute care of adult patients with selected complex acute care diagnoses requiring complex nursing care.</p>	4.00	Take NUR-516 NUR-520. (Required, Previous).
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NUR-545	Cli Pra/Rol Dev V: Community	<p>This course introduces the concepts of community health utilizing the population-focused nursing process. This course emphasizes the care of culturally diverse individuals, families, and aggregates in a variety of community settings with an emphasis on identifying and caring for vulnerable populations. Community health nursing concepts as well as the importance of developing cultural humility to ensure sensitive and equitable health care delivery will be stressed. The impact of the health care delivery system on the nurse as well as individual and community health outcomes will be explored. The role of the professional nurse, the clinical nurse leader and interdisciplinary healthcare team members in the community will be critically analyzed. Practice experience is required and students will be exposed to the culturally diverse population, health disparities that exist in Pennsylvania and the United States and some of the efforts by individuals, groups, organizations, to deal with disparities. Clinicals will be completed in a variety of community settings including home care, hospice, extended care facilities and population focused settings.</p>	3.00	Take NUR-513 NUR-514 NUR-516 NUR-518 NUR-520 NUR-544. (Required, Previous).
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NUR-546	Hea Prom & Dis Prevent Lifesp	<p>This course will examine ways health care delivery systems, public health agencies, community-based organizations, and other engaged stakeholders work in collaboration to develop interventions to improve the health outcomes of both individuals and populations in the local, national, and global arena. An upstream thinking approach will be utilized focusing on the social determinants of health, fundamental issues of health equity, and social justice across the lifespan. Continued attention to epidemiologic principles will enhance the knowledge needed to understand the natural history and burden of diseases, the evaluation of preventive interventions, and the globalization of health. The expanded role of the Clinical Nurse Leader in local, national, and global population health will continue to be explored.</p>	3.00	
NUR-548	Nsg Ethics & Larger Healthcare	<p>This course will provide the opportunity to explore the ethical and legal issues facing nursing and other health care providers in a complex every changing health care arena. The student will describe foundational ethical concepts in nursing and using ethical theories and decision-making frameworks will analyze ethical dilemmas both in nursing practice and as a clinical nurse leader. Students will be challenged to examine their individual and professional values, as well as consider diverse perspectives on various ethical issues. Using a case study/topic debate approach, topics will focus on clinical care, research, health care organizational issues as well as ethical and legal issues related to health care delivery at the local, national, and global levels.</p>	3.00	

NUR-549	Leadership EB Innovat Nurs &	<p>This course focuses on the knowledge, skills and behaviors necessary to integrate evidence and innovation. Fostering teamwork, professionalism, hearing the voice of the patient and ensuring best standards of care are included. In addition, the role of the clinical nurse leader in improving health and healthcare by evidenced grounded innovation to facilitate new leadership capacity will be examined. This course is designed to help students gain a detailed understanding of the structure, function, and culture of healthcare delivery organizations and explore and focus on the components of nursing leadership situations within the health care delivery system. To better understand and prepare for the changing role of the professional nurse leader in complex and diverse health care settings, emphasis is placed on developing skills in critical thinking, team building, communication, priority setting, collaborative decision-making, and advocacy. Students will use nursing leadership and management theory as well as the basic and applied sciences and humanities from previous courses and will be encouraged to examine health care organizational cultures though the lens of "caring" and responsible leadership.</p>	3.00	
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NUR-550	Advanced Gerontological Nurs	<p>Study of the aging process, current theories of aging, and effects of political, social and economic issues on the lifestyles of the aging population. Exploration of the roles of the Clinical Nurse Specialist in promoting the wellness model for adults. Examination of the federal, state and local laws that support and/or discourage promotion, restoration and maintenance of health for the aging population. The synergistic effects of heredity, environment, lifestyle, and access to adequate health care on clients' risks for morbidity, loss of independent living, and mortality are discussed. Review of current research on normative aging, health belief models, and health promotion strategies.</p>	4.00	Take NUR-552. (Required, Concurrent).
NUR-551	Advanced Gerontological Nurs	<p>Further study of the aging process focusing on the roles of the Clinical Nurse Specialist in the provision and management of complex care required by older adults in a variety of settings. Emphasis is placed on the development of strategies to delay, limit, and/or prevent the debilitating effects of chronic illness. Continued investigation of origins and effects of public laws on the social and economic forces that govern health and provision of holistic, restorative care in collaboration with clients, their families, and other health care providers. Discussion of ethical issues frequently encountered in the provision of long-term care. Analysis of current nursing research related to health problems of older adults and the delivery of care in long-term settings.</p>	4.00	Take NUR-550 NUR-552. (Required, Previous).   Take NUR-553. (Required, Concurrent).

NUR-552	Practicum - Adv Gerontologica	<p>Focuses on application of the roles of the Clinical Nurse Specialist in community-based settings where adults live, work, recreate, and receive health care services. Under preceptor supervision, students utilize the nursing process to promote wellness and reduce the older adult client's risk for morbidity and loss of independence. Students apply theoretical models in analyzing individual, familial, cultural, political, and socioeconomic forces that enhance or impede the older adult's health and wellness. Opportunities for collaboration with federal, state and local agencies providing services to older adults and their families are provided.</p>	2.00	Take NUR-550. (Required, Concurrent).
NUR-553	Practicum - Adv Gerontologica	<p>Focuses on synthesis of the Clinical Nurse Specialist's roles as clinical expert, educator, manager, researcher, and consultant in caring for older adults requiring long-term care at home or in a variety of institutional settings. Under preceptor supervision, students apply current nursing research to manage nursing diagnoses frequently occurring in clients in long-term care environments. Students also explore legal and ethical issues affecting quality of life and end-of-life decision making such as guardianship, ombudsman programs, residents' rights, and advanced directives. Issues related to financing/reimbursement, staffing, facility accreditation, certification, licensure, and quality improvement strategies are explored.</p>	2.00	Take NUR-550 NUR-552. (Required, Previous).   Take NUR-551. (Required, Concurrent).

NUR-554	Lead & HC Manag: Finan HC &	This course introduces students to the business and financial aspects of healthcare. Basic financial concepts and misconceptions about cost behavior, pricing and revenue, and cash flow are explored. Concepts are organized around the financial management paradigm: performance planning, performance measurement and performance management. Budgeting, and how to use performance reports and dashboards to guide performance, and how to prepare a variety of formal and ad hoc financial analyses will be addressed. Principles of facilitating, building and leading teams will be explored.	3.00	
NUR-570	Adv Assess/Lab for Advance N	This course builds upon the basic skills of physical assessment. Students will practice health assessment and physical examination skills in the classroom and laboratory settings. Emphasis is on clinical decision- making and differentiation of normal versus abnormal findings and the integration of the history and physical examination across the lifespan including pregnant women.	3.00	Take NUR-510 NUR-500. (Required, Previous).
NUR-572	Role Transition Seminar I	This course will examine the principles, concepts and frameworks for advanced practice nursing in primary health care settings. The focus is on population health and caring for diverse populations. This course will synthesize principles of evidence-based practice quality and safety of health care practice, leadership, ethics, and role development.	3.00	
NUR-573	Role Transition II	This course will examine the principles, concepts and frameworks for advanced practice nursing in primary health care settings. The focus is on population health and caring for diverse populations. This course will synthesize principles of evidence-based practice quality and safety of health care practice, leadership, ethics, and role development.	3.00	

NUR-584	Cli Pra & Ro Dev Vi: Synth Lear	<p>This is a clinical course that provides the student with multiple opportunities to develop independence in nursing practice, skill in clinical judgement, and demonstrate accountability for clinical decisions. Students will be assigned to a dedicated education unit (DEU) or one of a variety of types of care settings to complete 135 clinical practice hours under the supervision of course faculty. Emphasis is placed on the synthesis of previous coursework and knowledge as students perform the role of an entry- level professional nurse. Students will develop independence in nursing practice, skill in clinical judgement, and demonstrate accountability for autonomous professional practice. They will synthesize and apply principles of management theory to their nursing practice and demonstrate entry level skills in nursing leadership.</p>	4.00	Take NUR-513 NUR-514 NUR-518 NUR-520 NUR-544 NUR-545. (Required, Previous).
NUR-585	Lead Sem Micro Ana Interdisp	<p>This course builds on the previous coursework throughout the curriculum. Students will acquire an overview of the principals involved in the planning and implementation of nursing interventions for patients in a variety of settings and will synthesize concepts presented throughout the CNL curriculum. They will use information to maximize client selfcare and decision-making; carry out nursing assessments as the basis for theory and knowledge development; realize that patient care outcomes and quality care are measures of quality practice and should be based on good fiscal stewardship. Emphasis is on conceptualization of the CNL role in reparation for practice. Focus is on current issues in the nursing profession that impact the CNL role.</p>	3.00	Take NUR-514 NUR-518 NUR-520 NUR-544 NUR-545. (Required, Previous).

NUR-602	Organizational Behavior for Ad	Examination of human behavior within the context of health care delivery systems. Emphasis is on the impact of rapidly accelerating change and effective management of change. Theories of organizational behavior are presented in light of specific organizational problems that impact advanced practice nursing.	3.00	Take NUR-500 NUR-510 NUR-530 NUR-535 NUR-550 NUR-551 NUR-552 NUR-553 NUR-570 NUR-610. (Required, Previous).
NUR-603	Clinical Practicum - Management	Examination of management processes as they relate to advanced practice nursing and the health care delivery system. Fiscal responsibility including budget preparation and implementation will be incorporated.	6.00	
NUR-604	Learning Theories	Concepts of learning and selected learning theories are explored, compared and contrasted, and applied within nursing education. Students are guided in evaluating the learning process from both research and experiential perspectives. The interface between instructional technology and learning is explored within the context of learning styles and expectations of millennial learners.	3.00	
NUR-605	Curriculum Design	A study of the components and processes of curriculum design in relation to associate and baccalaureate nursing education. Historical, philosophical, and current educational issues impacting the curriculum are analyzed.	3.00	Take NUR-530 NUR-604 NUR-610. (Required, Previous).
NUR-606	Clinical Practicum - Teaching R	Application of theoretical content to the selected functional area of the teaching role. Provides opportunities for students to translate content related to the specialty area, curriculum design, learning theories and teaching strategies into practice in a nursing education setting. Emphasis is placed on teaching and faculty role components which are address within the framework of higher education.	6.00	Take NUR-500 NUR-510 NUR-530 NUR-604 NUR-605 NUR-609 NUR-610 NUR-614 NUR-650. (Required, Previous).

NUR-609	Topics in American Higher Edu	Explores the history, structure and governance of American high education. Consideration of the influence of social, political and financial environments on University/university functions and academic life.	3.00	
NUR-610	Nursing Research Methodolog	This course focuses on the systematic study of the research process and research methodologies appropriate for advanced nursing roles. Students are introduced to concepts and terminology relevant to the theoretical context of research, research design and methodology, data collection, data analysis, and reporting of results. Critical examination of published studies with emphasis on research critique, interpretation of statistical results and evidenced-based practice is addressed.	3.00	
NUR-611	CNL Trans Prof Nsg Role & Clin	This course focuses on concepts central to the development of the beginning Clinical Nurse Leader (CNL) role within the interprofessional team in the health care delivery system and across the lifespan. Course content includes strategies to address the transition to the professional nursing role and the changing dynamics in health care that challenge clinical nurse leaders. Clinical Nurse Leader students will review key elements of management and leadership theory and roles and will examine strategies and processes that address professionalism; morale and governance; improvement of care delivery; facilitation of change; quality and safety; principles of patient-centered care; evidence-based practice; decision making and problem solving. Opportunities to apply knowledge to clinical case studies will be a major course focus. NCLEX Live Review will be incorporated into this course.	3.00	Take NUR-584. (Required, Previous).

NUR-612	CNL Role Imm & Capstone Pra	This course is a combination of didactic and clinical hours for role immersion and development and will fulfill the CNL Capstone and Integrating Experience requirement. It is an intensive clinical experience in an area selected by the student. The experience allows for full implementation of the clinical nurse leader competencies and includes a strong interdisciplinary practice focus. A capstone project is required and will be presented in a poster session at the end of the course.	6.00	Take NUR-549 NUR-584 NUR-585. (Required, Previous).
NUR-614	Teaching Strategies	Explores the teaching roles and responsibilities of the nurse educator in the classroom, laboratory and clinical setting. The theoretical content of teaching/learning and curriculum development will be applied to teaching techniques, strategies and challenges. The emphasis will be on techniques to facilitate student learning.	3.00	
NUR-615	Research Seminar		3.00	
NUR-630	Primary Care I-Introduction	This course introduces the role of the nurse practitioner in general primary health care management of individuals and families across the lifespan. Focus is directed toward the application of advanced health assessment skills, preventive health care practices and the promotion of health. Course content includes family systems, developmental theories, cultural considerations, environmental factors, spiritual concerns, and genetic influences. Experiences are provided in clinical decision-making and in the implementation of evidence-based practice in a variety of primary care settings.	3.00	

NUR-631	Primary Care II-Newborn (0-5y	<p>This course provides students with the theoretical base to assess, diagnose and manage the primary care of the newborn to 5-year-old population. Course content includes the principles of health promotion, disease prevention, and management of common primary health care problems in diverse newborn to 5-year-old populations. Emphasis is placed on the diagnosis and management of acute episodic and chronic conditions of newborns to 5-year old in the context of the primary care setting and community. Evidenced based practice is utilized as the basis for primary care management and decision-making including diagnosis, appropriate diagnostic procedures, laboratory tests, and follow up care. Clinical experiences are provided in a variety of primary care settings.</p>	3.00	
NUR-632	Primary Care III-Young Child (6	<p>This course provides students with the theoretical base to assess, diagnose and manage the primary care of the young child (age 6-11) population. Course content includes the principles of health promotion, disease prevention, and management of common primary health care problems in the diverse young child (age 6-11) populations. Emphasis is placed on the diagnosis and management of acute episodic and chronic conditions of the young child (age 6-11) in the context of the primary care setting and community. Evidenced based practice is utilized as the basis for primary care management and decision-making including diagnosis, appropriate diagnostic procedures, laboratory tests, and follow up care. Clinical experiences are provided in a variety of primary care settings.</p>	3.00	

NUR-633	Primary Care IV-Adolescent (1	<p>This course provides students with the theoretical base to assess, diagnose and manage the primary care of the adolescent (12-18-year-old) population. Course content includes the principles of health promotion, disease prevention, and management of common primary health care problems in the diverse adolescent (12-18-year-old) populations. Emphasis is placed on the diagnosis and management of acute episodic and chronic conditions of the adolescent (12-18-year-old) in the context of the primary care setting and community. Evidenced based practice is utilized as the basis for primary care management and decision-making including diagnosis, appropriate diagnostic procedures, laboratory tests, and follow up care. Clinical experiences are provided in a variety of primary care settings.</p>	3.00	
NUR-634	Primary Care V-Young Adult (1	<p>This course provides students with the theoretical base to assess, diagnose and manage the primary care of the young adult (age 19-29) population. Course content includes the principles of health promotion, disease prevention, and management of common primary health care problems in the diverse young adult (age 19-29) populations. Emphasis is placed on the diagnosis and management of acute episodic and chronic conditions of the young adult (age 19-29) in the context of the primary care setting and community. Evidenced based practice is utilized as the basis for primary care management and decision-making including diagnosis, appropriate diagnostic procedures, laboratory tests, and follow up care. Clinical experiences are provided in a variety of primary care settings.</p>	3.00	

NUR-635	Primary Care VI-Middle Adult	<p>This course provides students with the theoretical base to assess, diagnose and manage the primary care of the middle adult (age 30-55) population. Course content includes the principles of health promotion, disease prevention, and management of common primary health care problems in the diverse middle adult (age 30-55) populations. Emphasis is placed on the diagnosis and management of acute episodic and chronic conditions of the middle adult (age 30-55) in the context of the primary care setting and community. Evidenced based practice is utilized as the basis for primary care management and decision-making including diagnosis, appropriate diagnostic procedures, laboratory tests, and follow up care. Clinical experiences are provided in a variety of primary care settings.</p>	3.00	
NUR-636	Primary Care VII-Older Adult (	<p>This course provides students with the theoretical base to assess, diagnose and manage the primary care of the older adult (age 56+) population. Course content includes the principles of health promotion, disease prevention, and management of common primary health care problems in the diverse older adult (age 56+). Emphasis is placed on the diagnosis and management of acute episodic and chronic conditions of the older adult (age 56+) in the context of the primary care setting and community. Evidenced based practice is utilized as the basis for primary care management and decision-making including diagnosis, appropriate diagnostic procedures, laboratory tests, and follow up care. Clinical experiences are provided in a variety of primary care settings.</p>	3.00	

NUR-637	Primary Care C VIII-Women HI	<p>This course provides students with the theoretical base to assess, diagnose and manage the primary care of women and pregnancy. Course content includes the principles of health promotion, disease prevention, and management of common primary health care problems in the diverse pregnant and female population. Emphasis is placed on the diagnosis and management of acute episodic and chronic conditions of the pregnant and non-pregnant female patient in the context of the primary care setting and community. Evidenced based practice is utilized as the basis for primary care management and decision-making including diagnosis, appropriate diagnostic procedures, laboratory tests, and follow up care. Clinical experiences are provided in a variety of primary care settings.</p>	3.00	
NUR-638	Primary Care Practicum I	<p>This course is the clinical practice component that provides a transition from didactic and laboratory practice of assessment, diagnosis, differential diagnosis and management to actual pediatric, adolescent, adult, geriatric and pregnant patients to practicum. Clinical experiences are provided in a variety of primary care settings</p>	1.00	

NUR-650	Clinical Seminar	<p>Designed to assist the nurse educator student to enhance her or his knowledge base in a selected area of nursing practice. In seminar, students analyze epidemiologic, technological, socioeconomic, cultural and ethical influences on client care. The practicum component includes precepted learning experiences in a student selected clinical environment. Selected settings include but are not limited to hospitals, long-term care facilities, assisted living facilities, rehabilitation facilities, nurse managed health centers, specialty clinics and office practices. Emphasis is placed on identifying and responding to health related concerns through the use of evidence based practice.</p>	4.00	Take NUR-510 NUR-530 NUR-570 NUR-604 NUR-605 NUR-620 NUR-614. (Required, Previous).
NUR-700	Healthcare Ethics for the Aprn	<p>This course examines ethical concepts foundational to advanced nursing practice. Application of a variety of decision making frameworks to address ethical dilemmas arising from complex care, use of technology, health care resources, health care policy, national and international health issues.</p>	3.00	
NUR-701	Statistical Analysis for Ebp	<p>Develop the statistical skills necessary to critically evaluate advanced practice nursing research using qualitative and quantitative methods to identify appropriate techniques for interpretation of results of independent research, and for presentation of results to improve clinical practice. Develop beginning proficiency for performing the analysis of clinical datasets using software programs such as SPSS, Excel and SAS/STAT.</p>	3.00	
NUR-720	Organizational Behavior/Socia	<p>This course explores the advanced practice nursing role in health care delivery systems and outcomes in the delivery of health care. Health care delivery models and reimbursement mechanisms from policy and economic perspectives are examined. The advanced practice nursing role in applied research and formation of health care policy is emphasized.</p>	3.00	

NUR-721	Leadership As Apn	This course explores leadership of the advanced practice nurse as it relates to clinical practice, improving health outcomes, and ensuring patient safety. Leadership and communication strategies will be examined in the role of the advanced practice nurse.	3.00	
NUR-722	Technology for Apn's	Designed for the advanced practice nurse, this course examines computer applications within nursing administration, research, clinical practice, education, and health care. Critical thinking concerning the social, legal and ethical aspects of computer technology is emphasized.	3.00	
NUR-730	Research Utilization	This course builds on prior knowledge of the nursing research process to support practice-based problems, interpretation and analysis of current evidence and literature. The analysis and interpretation of data from qualitative and quantitative research designs will be emphasized. The interrelationship of theory, research and practice will be analyzed	3.00	
NUR-731	Evidence Based Practice	This course focuses on the review, analysis, synthesis and application of scientific evidence for advanced practice nursing and health care. The ethical, legal, cultural, and financial implication of evidence based advanced nursing practice is examined. Tools to develop an evidenced based practice project are explored.	3.00	
NUR-800	Dnp Scholarly Project 1	This is the first course of three courses developing an evidenced based scholarly project for advanced practice nursing. The student will conceptualize a scholarly research project in an area of advanced practice nursing. Synthesize knowledge and skills learned in previous courses to develop an evidenced based research project that makes a contribution to advanced practice nursing.	3.00	

NUR-801	Dnp Scholarly Internship 1	This course is the clinical practice component complementing the didactic of APN Scholarly Project 1 that requires 135 clinical hours. This course integrates previous knowledge and skills as an advanced practice nurse and focuses on the development of the scholarly project question. The experience provides additional opportunities for clinical practice and expertise development.	3.00	
NUR-810	Dnp Scholarly Project 2	This is the second course of three courses in the development of an evidenced based scholarly project for advanced practice nursing. In this course the student will continue with the evidenced based nursing project. The focus is the completion of data collection, analysis and preparation of all components of the project. The student will work closely with an advanced practice nursing faculty in the preparation of the evidenced based research.	3.00	
NUR-811	Dnp Scholarly Internship 2	This course is the clinical practice component complementing the didactic of APN Scholarly Project 2 that requires 135 clinical hours. Students will continue to refine advanced practice nursing skills and integrate the data collection component of their scholarly project.	3.00	
NUR-820	Dnp Scholarly Project 3	This is the final course of the three courses for the development of the evidence based scholarly project in advanced practice nursing. The focus is the completion, defense and dissemination of the evidence based project.	3.00	
NUR-821	Dnp Scholarly Internship 3	This course is the clinical practice component complementing the didactic of APN Scholarly Project 3 that requires 135 clinical hours. Students will continue to engage in clinical practice and expertise development. The course will offer the student a venue to complete, evaluate and disseminate the evidence based project	3.00	

NUR-830	Dnp Scholarly Advisement	This course provides ongoing faculty advisement until completion and defense of the capstone project.	3.00	
OSC-501	Foundations of Occupational S	To explore and expand the knowledge and meaning of occupation; the application of occupation to understanding the human as an occupational being; and, to foster understanding on the relationship between occupational science and occupational therapy.	3.00	
OSC-502	Neuroscience for Occupationa	This course will provide students with a deep understanding of the intricate relationship between the nervous system and occupational performance. This course explores the fundamental principles of neuroscience, including the neuroanatomical and neurophysiological bases of sensory perception, emotion, cognition, learning, and movement, and how these concepts relate to occupational therapy practice.	2.00	
OSC-503L	Functional Anatomy Occupati	In-depth study of the body functions and structures of the human body with major emphasis on functional anatomy within the domain of concern for occupational therapy. Includes a practice lab.		
OSC-504	Therapeutic Use of Self	Exploration of human behavioral theories and practice of therapeutic use of self within individual and group therapeutic contexts. Focus on understanding the occupational needs of individuals and groups, teaching-learning process, appraisal of effective communication, empathy, mindfulness, and building of rapport to foster effective therapeutic relationships.	2.00	OSC-510 (Required, Previous).
OSC-505	Foundations of Occupational T	Introduction to the foundations of the occupational therapy profession including its history, philosophical base, professional terminology, theory development, frames of reference, and the varied scope and roles of the occupational therapy practitioner.	3.00	OSC-510 (Required, Previous).

OSC-506	Creativity and Activity Analysis	Exploration of the historical and contemporary use of creativity in the promotion of health through client- centered activities to promote health and recovery. Emphasis on the analysis, grading, and managing of complexity of therapeutic activities. Includes a practice lab.	2.00	OSC-510 (Required, Previous).
OSC-506L	Creativity and Activity Analysis	The lab portion of this course has an emphasis on the analysis, grading, and managing of complexity of therapeutic activities.		
OSC-510	Ethical Foundations in Occupational Therapy	This course explores the fundamental values and standards that guide ethical decision-making in the context of occupational therapy practice.	2.00	
OSC-511	Health & Occup Particip of Chi	Examines the development, occupational behavior, and prevailing health needs of children and adolescents with or at risk for disabilities and occupational injustice. Focus on understanding children and youth as occupational beings with varied health conditions that can impact occupational performance and participation.	3.00	OSC-506 (Required, Previous).
OSC-512	OT Process: Child/Youth	Integrates theories and the occupational therapy process of evaluation (including assessment), intervention, and targeted outcomes with children and adolescents. Includes a practice lab.	5.00	Take OSC-504 OSC-505 OSC-506 OSC-514 OSC-516 OSC-519. (Required, Previous).
OSC-512L	OT Process: Child/Youth	Lab that integrates theories and the occupational therapy process of evaluation (including assessment), intervention, and targeted outcomes with children and adolescents.		
OSC-513	OT Fieldwork I: Child/Youth	Immersion experience into a therapeutic service delivery context with children or youth.	1.00	OSC-504 (Required, Previous).
OSC-514	Research Meth I: Evidence-Ba	Review of quantitative and qualitative research methodologies, appraisal of professional literature and levels of evidence, and the influence of clinical expertise and client values in supporting best therapeutic practices.	3.00	OSC-510 (Required, Previous).

OSC-516	Health Care, Policy, and Advoc	A focus on understanding health care, policy, and reimbursement that influence access to occupational therapy practice across multiple practice areas. Review of intra-professional and inter-professional roles, and the laws and regulations that influence occupational therapy practice. Promotion of occupational therapy to other professionals, service providers, consumers, third-party payers, regulatory bodies, and to the public.	2.00	OSC-505 (Required, Previous).
OSC-518	Research Methods II: Applied	This course is designed to equip students with the knowledge and skills needed to engage in effective research practices within the occupational therapy profession. This course emphasizes the practical application of research methodologies to address real-world challenges faced by occupational therapists.	3.00	OSC-514 (Required, Previous).
OSC-519	Funct Anat & Kines for OT	Focus on the study of the body functions and structures of the human body with a major emphasis on functional anatomy within the domain of concern for occupational therapy and analyzing typical, atypical, and compensatory human movement across the life span. Includes a practice lab.	5.00	OSC-502 (Required, Previous).
OSC-519L	Funct Anat & Kines for OT	Practice lab with focus on the study of the body functions and structures of the human body with a major emphasis on functional anatomy within the domain of concern for occupational therapy and analyzing typical, atypical, and compensatory human movement across the life span.		
OSC-521	OT & Upper Extremity Rehab	This course focuses on the evaluation and treatment of upper extremity dysfunction from an occupational therapy perspective. This lecture/lab combination covers nerve and muscular/orthopedic issues throughout the upper extremity with an emphasis on the wrist and hand. Multiple orthotics are fabricated in the lab portion of this course.	3.00	OSC-519 (Required, Previous).

OSC-521L	OT & Upper Extremity Rehab	The lab portion of this course covers hands-on skills for upper extremity rehabilitation within the scope of occupational therapy practice. Multiple orthotics will be fabricated for the purpose of improving wrist, hand, and/or finger function for improved occupational performance.		
OSC-601	Health & Occupational Particip	Examines the development, occupational behavior, and prevailing health needs of adults with or at risk for disabilities and occupational injustice. Focus on understanding adults as occupational beings with varied health conditions that can impact occupational performance and participation.	3.00	OSC-411 or OSC-511 (Required, Previous).
OSC-602	OT Process: Adults	Integrates theories and the occupational therapy process of evaluation (including assessment), intervention, and targeted outcomes with adults. Includes a practice lab.	5.00	OSC-412 or OSC-512 (Required, Previous).
OSC-602L	OT Process: Adults	Lab that integrates theories and the occupational therapy process of evaluation (including assessment), intervention, and targeted outcomes with adults.		
OSC-603	OT Fieldwork I: Adults	Immersion experience into a therapeutic service delivery context with adults.	1.00	OSC-413 or OSC-513 (Required, Previous).
OSC-604	Health & Medical Cond: Older	Examines the development and the prevailing health and welfare needs of older adults with or at risk for mental and/or physical disabilities and chronic health conditions. Focus on varying medical conditions that can impact occupational performance and participation of older adults.	2.00	Take OSC-601 OSC-602 OSC-603. (Required, Previous).
OSC-605	Hlth/Medical Condit: Adults/O	Integrate theories and the occupational therapy process of evaluation (including assessment), intervention, and targeted outcomes with older adults. Includes a practice lab.	5.00	Take OSC-601 OSC-602 OSC-603. (Required, Previous).
OSC-605L	Hlth/Medical Condit: Adults/O	Lab that integrate theories and the occupational therapy process of evaluation (including assessment), intervention, and targeted outcomes with older adults.		

OSC-606	OT Fieldwork I: Older Adults	Immersion experience into a therapeutic service delivery context with older adults.	1.00	Take OSC-601 OSC-602 OSC-603. (Required, Previous).
OSC-607	Emerging Areas of OT Practice	Emerging areas of occupational therapy practice and identifying opportunities to work in an emerging practice area on a fulltime or contractual basis.	2.00	Take OSC-601 OSC-602 OSC-603. (Required, Previous).
OSC-608	Environmental Adapt and Assi	Overview of environmental adaptation, compensatory strategies, and types of common assistive devices and technology to improve occupational performance and participation needs of persons, groups, and populations.	2.00	Take OSC-601 OSC-602 OSC-603. (Required, Previous).
OSC-609	Research Methods III: Applied Research	This course is designed to equip students with the knowledge and skills needed to engage in effective research practices within the occupational therapy profession. This course emphasizes the practical application of research methodologies to address real-world challenges faced by occupational therapists.	3	OSC 4000 or OSC 518 (Required, Previous).
OSC-610	Management and Leadership	Plan, develop, and market the management and delivery of occupational therapy that includes care coordination, case management, transition of services, consultation, management of staffing occupational therapy assistants, referral and collaboration with other inter-professional partners, and provision of fieldwork education.	2.00	OSC 416 or OSC 516 (Required, Previous).
OSC-611	Fieldwork Level IIA	A twelve-week fieldwork experience designed to promote clinical reasoning and reflective practice to gain the skills as a generalist therapist in a selected practice area.	5.00	

OSC-613	Community & Mental Health	This course builds upon the foundation of occupational science and occupational therapy services to prepare students to engage in holistic occupational therapy practice in a wide array of intervention settings across the lifespan. Students will develop an understanding of conceptual models for community-based practice in a variety of areas. Assessment, treatment planning and use of clinical reasoning to develop intervention strategies for clients. Premeditative, compensatory, adaptive and mental health approaches to psychosocial and physical dysfunction will be explored through case studies and community experiences. Includes a practice lab.	3.00	OSC-412 or OSC-512 (Required, Previous).
OSC-613L	Community & Mental Health	This experiential and dynamic lab course is designed to provide occupational therapy students with a comprehensive understanding of the role of occupational therapy in community and mental health settings. Integrating theoretical knowledge with practical skills, students will engage in hands-on activities and case studies to develop competence in addressing the unique challenges faced by individuals in diverse community and mental health contexts.		
OSC-614	OT FW I: Community & Mental Health	Immersion experience into a therapeutic service delivery within a community context that has a psychosocial focus for persons and populations.	1.00	OSC-413 or OSC-513 (Required, Previous).
OSC-615	Skills for Occupation-based Practice	This course is designed to provide occupational therapy students with a comprehensive foundation for the professional and healthcare skills necessary for occupation-based practice	4.00	OSC-421 or OSC-521 (Required, Previous).

OSC-615L	Skills for Occupation-based Pr	Students will integrate theoretical concepts with hands-on experiences, enabling them to develop proficiency in client-centered and occupation-focused interventions.		
OSC-616	Transitions to Adulthood	This course connects theory to practice by examining the transition to adulthood for youth with disabilities through a conceptual lens. Different perspectives on transitions to adulthood for those with a physical disability, learning	2.00	OSC-411 or OSC-511 (Required, Previous).
OSC-617	Health and Occupational Parti	Examines the development, occupational behavior, and prevailing health needs of adults and older adults with or at risk for disabilities and occupational injustice. Focus on understanding adults as occupational beings with varied health	3.00	OSC-613 (Required, Previous).
OSC-618	OT Process: Adults and Older A	Integrates theories and the occupational therapy process of evaluation (including assessment), intervention, and targeted outcomes with adults and older adults. Includes a practice lab.	5.00	OSC-613 (Required, Previous).
OSC-618L	OT Process: Adults and Older A	Lab that integrates theories and the occupational therapy process of evaluation (including assessment), intervention, and targeted outcomes with adults and older adults.		
OSC-619	OT Fieldwork: Adults and Olde	Immersion experience into a therapeutic service delivery context with adults and older adults.	1.00	OSC-614 (Required, Previous).
OSC-620	OT for Adults and Older Adults	This course is designed to provide students with the therapeutic reasoning to evaluate and treat adults and older adults with occupational performance deficits resulting from neurological illnesses and impairments. Building on theories and concepts from prior coursework, students will learn to assess, remediate, habilitate, and rehabilitate, deficits impacting occupational performance and participation. Includes a practice lab.	3.00	OSC-613 (Required, Previous).

OSC-620L	OT for Adults and Older Adults	Lab that integrates assessment and treatment of neurological deficits impacting occupational performance and participation.		
OSC-621	Case-based Learning	This course is designed to assist the student as they transition to practice, which includes concentrated work on case studies across the lifespan from a wide array of practice areas. This course aids the student in recognizing and meeting the expectations and requirements of Level II Fieldwork and focused concentration for the NBCOT examination for the occupational therapist.	2	OSC-615 (Required, Previous).
OSC-701	Fieldwork Level IIIB	A twelve-week fieldwork experience designed to promote clinical reasoning and reflective practice to gain the skills as a generalist therapist in a selected practice area.	5.00	
OSC-702	Career Success and Meaningful	Preparation methods to taking the NBCOT® exam, future job interviewing, service to society, and the completion of an e-portfolio with strategies to engage in scholarly activities to become a lifelong learner. [online course]	2.00	
PUB-600	Found of Public Health & Heal	Public health is influenced by environmental, biological, behavioral, social, political and economic determinants. This course provides an overview of the field of public health, addressing key areas foundational to understanding these determinants and the importance of evidence in improving health in global communities. Students will explore health across the life course within an eco-social framework and an emphasis on health equity.	3.00	

PUB-610	Public Health Analytic Method	<p>Public health practice depends on a thorough understanding of the evidence that guides identification of the underlying causes of disease and health and effective health promoting interventions. This two course series provides a foundation in epidemiology, biostatistics, and research methods. Students will apply epidemiological methods to a range of public health situations. They will learn how to select appropriate quantitative and qualitative research methods to address public health concerns, analyze data, and interpret results for public health practice.</p>	3.00	
PUB-620	Health Equity: Policy & Advocacy	<p>Implementing policies at the local or national level can be an effective strategy for change at the population level. This course begins with a review of how policies regulate the systems that affect public health domestically and internationally. The structural challenges posed by inequities and racism to achieving health for all will be considered. With this understanding, the policy-making process will be discussed and strategies to build coalitions to improve health outcomes will be proposed. Students will evaluate the impact of policies on public health and advocate for policies that will improve health equity.</p>	3.00	

PUB-630	Public Health Analytic Method	<p>Public health practice depends on a thorough understanding of the evidence that guides identification of the underlying causes of disease and health and effective health promoting interventions. This two course series provides a foundation in epidemiology, biostatistics, and research methods. Students will apply epidemiological methods to a range of public health situations. They will learn how to select appropriate quantitative and qualitative research methods to address public health concerns, analyze data, and interpret results for public health practice.</p>	3.00	Take PUB-610. (Required, Previous).
PUB-640	Plan & Manage Pub Hlth Inter	<p>Developing effective public health interventions requires an understanding of the needs and assets that affect health within the community as well as the cultural values and practices of the community. This course focuses on the skills and knowledge necessary to develop effective health interventions and programs to address behavioral, social and structural factors that influence health. Evaluation and program management, including leadership and negotiation skills, are also addressed.</p>	3.00	
PUB-650	Environmental Health Equity	<p>Environmental exposure to pollutants and access to 'built environments' and foods that promote health is not equitable across domestic and international populations. This course applies systems thinking tools to identify the structural and political factors that influence these environmental inequities as well as the public health impacts. Building on the skills learned in PUB 620, students analyze an environmental health impact on a specific community and propose strategies to advocate for an evidence-based approach to address the issue.</p>	3.00	

PUB-700	Applied Practice Experience	<p>During the Applied Practice Experience (APE), public health professionals will act as preceptors and guide students while they apply the public health skills learned in their foundational courses. Students will work with their preceptor to plan and develop products of use to the practice location, whether a community based organization, health department or other public health site. Students are expected to select and demonstrate competency in at least 5 foundational or program competencies. In addition to the practical experience at their site, students will meet regularly online to reflect on their APE and professional development.</p>	3.00	
OSC-701	Fieldwork Level IIIB	<p>A twelve-week fieldwork experience designed to promote clinical reasoning and reflective practice to gain the skills as a generalist therapist in a selected practice area.</p>	5	
PUB-710	Comm Strategies Health Prom	<p>Developing effective health promotion messages requires an understanding of the audience and communication strategies. This course focuses on strengthening competencies related to creating culturally informed health education materials. Students will assess factors to understand the audience, determine communication objectives, construct persuasive messages using communications theories, and select appropriate communication methods and technologies to deliver health promotion messages.</p>	3.00	

PUB-720	Structural Barriers to Health E	<p>Where one lives can have a strong influence on life expectancy. This course focuses on barriers to achieving health equity in all communities, with an emphasis on structural factors that impact health, including the built environment, racism, and poverty. Specific challenges facing populations marginalized due to their identity or location will be explored, as well as strategies to address these challenges through public health interventions and advocacy.</p>	3.00	
PUB-730	Collaborative Design Health Ed	<p>Health promotion programs are most effective when developed with a thorough understanding of community needs, beliefs and priorities. This course addresses the skills needed for health education development, assessment, data analysis, planning and implementation from a community-based, participatory approach.</p>	3.00	
PUB-740	Applied Epidemiology	<p>Epidemiological methods are foundational to public health work. This course builds on the skills learned in PUB-610 and PUB-630 as students apply epidemiological methods to identify health disparities, identify underlying causes, and establish priorities based on data for a county or state health department. The focus is on using quantitative data to support health equity. Skills addressed will include identifying and using publically available data, identifying data needs and developing strategies to collect and analyze primary data.</p>	3.00	Take PUB-610 PUB-630. (Required, Previous).

PUB-750	Global Health Equity	<p>Countries and regions around the world face distinct challenges in achieving health equity for their populations. As seen through the COVID-19 pandemic, though, health issues do not stay within political boundaries and we find the global community to be increasingly interdependent. This course surveys health around the world, comparing public health systems and priorities. Students will gain an understanding of the United Nations' Sustainable Development Goals and the influence of globalization on health and health equity, and propose effective culturally informed strategies for health promotion within an international setting.</p>	3.00	
PUB-760	Qualitative Res Methods for P	<p>Qualitative research methods can help public health professionals better understand the lived experience of communities before, during and after implementation of health promoting interventions. Focus groups, observation, and semi-structured interviews are examples of qualitative methods used alone or with quantitative methods for research or programmatic evaluations. This course builds on the skills introduced in PUB-610 and PUB-630. Students will have the opportunity to apply what they learn through lecture and readings as they gain experience in collecting and analyzing qualitative data.</p>	3.00	Take PUB-610 PUB-630. (Required, Previous).

PUB-790	Integrative Learning Experience	<p>The integrative learning experience (ILE) is an opportunity for students to demonstrate synthesis of foundational and program competencies through the development of a culminating professional written product. The format of the ILE will be unique to the student's professional and educational objectives, and may include writing documents such as a program evaluation report, training manual, or policy analysis. The course instructor will approve student proposals for the written product before enrollment, and students will present their ILE projects orally at the end of the semester.</p>	3.00	
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## Educational Leadership

Leadership in Higher Education  
2024-2025 Curriculum  
Doctor of Education  
EDLE.HED.EDD

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Doctorate of Education (EdD). Additional policies, procedures and requirements may be found in the current Graduate University Catalog.

### Admission Requirements:

A master's degree in a field related to the student's preferred area of concentration from a regionally accredited institution, with a GPA of 3.0 or higher. A graduate GPA less than 3.5 also requires a GRE score of 155 or higher or a MAT percentile of 65 or higher.

### Credit Requirements:

A minimum of 54 credits is required for this degree. All courses are 3 credit hours each except EDU838, which may be 3 or 6 credits.

A maximum of 6 credits earned in a doctoral program can be transferred in prior to acceptance.

### Grade Requirements

Students must maintain a minimum grade point average (GPA) of 3.0. Students may not earn more than two (2) grades of C+ or C, and may not earn any grade below a C and remain in the program. Students may retake a maximum of two (2) courses in which they earned a C or C+. Students may retake an individual course only once.

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.

Students admitted under the ABD option shall have an individualized plan to insure that they meet all program and course objectives. They shall complete a minimum of 27 credit hours which may include a practicum.

### Foundation Courses for Educational Leadership - 27 credits

EDU801	Educational Policy in Research & Practice in the US*	3
EDU802	Developing a Diverse, Equitable, & Inclusive Organization	3
EDU803	Foundations of Educational Research Methods	3
EDU804	Social Justice, Systems of Power, & Cultural Identity*	3
EDU805	EDU 805 Ethics of Educational Leadership & Policy	3
EDU806	Equity, Equality & Equal Opportunity	3
EDU807	Quantitative Educational Research Methods	3
EDU808	Qualitative Educational Research Methods	3
EDU809	Global Educational Policy & Practice*	3

### Concentration Courses for Educational Administration - 15 credits

EDU831	Leadership and Administration of Higher Education	3
EDU832	Legal Issues for Inclusive Education	3
EDU833	Finance and Fiscal Policy in Higher Education	3
EDU834	Enrollment Management in Higher Education	3
EDU835	Equity-Minded Leadership in Higher Education	3

### Dissertation Advisement Courses - 12 credits

EDU811	Dissertation Advisement I	3
EDU812	Dissertation Advisement II	3
EDU813	Dissertation Advisement III	3
EDU814	Dissertation Advisement IV	3

### Practicum: for ABD Option Only - 3 to 6 credits in lieu of above

EDU838	Practicum for Leadership in Higher Education	
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\*Residency courses

## Educational Leadership

Leadership in Special Education  
2024-2025 Curriculum  
Doctor of Education  
EDLE.SPED.EDD

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Doctorate of Education (EdD). Additional policies, procedures and requirements may be found in the current Graduate University Catalog.

### Admission Requirements

A master's degree in a field related to the student's preferred area of concentration from a regionally accredited institution, with a GPA of 3.0 or higher. A Graduate GPA less than 3.5 also requires a GRE score of 155 or higher or a MAT percentile of 65 or higher.

### Credit Requirements:

A minimum of 54 credits is required for this degree.

A maximum of 6 credits earned in a doctoral program can be transferred in prior to acceptance.

An evaluation of transcripts will be necessary to determine the required coursework.

### Grade Requirements

Students must maintain a minimum grade point average (GPA) of 3.0. Students may not earn more than two (2) grades of C+ or C, and may not earn any grade below a C and remain in the program. Students may retake a maximum of two (2) courses in which they earned a C or C+. Students may retake an individual course only once.

Students may not earn a grade below B in a practicum.

### PA Certification

You must possess an Initial Special Education certification with a Subject certification in order to meet the minimum requirements for Supervisor of Special Education (Single Supervisory certificate). Three (3) courses (\*\*) and two (2) Special Education practicum experiences (\*\*\*) are identified in this doctoral program for Supervisor of Special Education. PDE requires 360 hours, 2 semesters, of special education supervisor practicum hours.

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education program at Gwynedd Mercy University.

Students admitted under the ABD option shall have an individualized plan to insure that they meet all program and course objectives. They shall complete a minimum of 27 credit hours which may include a practicum.

## MAJOR

### Foundation Courses for Educational Leadership - 27 credits

EDU801	Educational Policy in Research & Practice in the US*	3
EDU802	Developing a Diverse, Equitable, & Inclusive Organization	3
EDU803	Foundations of Educational Research Methods	3
EDU804	Social Justice, Systems of Power, & Cultural Identity*	3
EDU805	Ethics of Educational Leadership & Policy	3
EDU806	Equity, Equality & Equal Opportunity	3
EDU807	Quantitative Educational Research Methods	3
EDU808	Qualitative Educational Research Methods	3
EDU809	Global Educational Policy & Practice*	3

### Concentration Courses for Educational Administration - 15 credits

EDU841	Design Interventions and Assessing Outcomes	3
EDU842	School Law and Policy in Special Education**	3
EDU843	Foundations of Special Education Administration	3
EDU844	Neuroscience of Learning	3
EDU845	Supervision and Administration of Special Education	3

### Dissertation Advisement Courses - 12 credits

EDU811	Dissertation Advisement I	3
EDU812	Dissertation Advisement II	3
EDU813	Dissertation Advisement III	3
EDU814	Dissertation Advisement IV	3

### Practicum - Supervisor of Special Education Certificate Only

EDU848	Supervision & Admin of Special Education Practicum I	3
EDU849	Supervision & Admin of Special Education Practicum II	3

\*Residency Courses

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Doctorate of Education (EdD). Additional policies, procedures and requirements may be found in the current Graduate University Catalog.

**Admission Requirements:**

A master's degree in a field related to the student's preferred area of concentration from a regionally accredited institution with a GPA of 3.0 or higher. A graduate GPA less than 3.5 also requires a GRE score of 155 or higher or a MAT percentile of 65 or higher.

**Credit Requirements:**

A minimum of 54 credits is required for this degree. A maximum of 6 credits earned in a doctoral program can be transferred in prior to acceptance. An evaluation of transcripts will be necessary to determine the required coursework.

**Grade Requirements**

Students must maintain a minimum grade point average (GPA) of 3.0. Students may not earn more than two (2) grades of C+ or C, and may not earn any grade below a C and remain in the program. Students may retake a maximum of two (2) courses in which they earned a C or C+. Students may retake an individual course only once.

**PA Letter of Eligibility**

There are three (3) prerequisite Educational Administration courses: EDU571 - The Principalship, EDU574 - School Law and Policy Decisions, and EDU576 - Human Resources and Staff Development, as part of the Letter of Eligibility. Three (3) courses (\*\*) and two (2) practicum experiences (\*\*\*) are identified in this doctoral program for the Letter of Eligibility. PDE requires 360 hours, 2 semesters, of central office practicum hours for Letter of Eligibility for Superintendent. PA requires 3 years of prior professional experience in an educational setting relating to the instructional process and evidence of satisfactory achievement on the required test for Letter of Eligibility.

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.

**MAJOR**

**Foundation Courses for Educational Leadership - 27 credits**

EDU801	Educational Policy in Research & Practice in the US**	3
EDU802	Developing a Diverse, Equitable, and Inclusive Organization	3
EDU803	Foundations of Educational Research Methods	3
EDU804	Social Justice, Systems of Power, and Cultural Identity*	3
EDU805	EDU805 Ethics of Educational Leadership & Policy	3
EDU806	Equity, Equality & Equal Opportunity	3
EDU807	Quantitative Educational Research Methods	3
EDU808	Qualitative Educational Research Methods	3
EDU809	Global Educational Policy & Practice*	3

**Concentration Courses for Educational Administration - 15 credits**

EDU821	The Superintendency	3
EDU822	School Boards & School District Governance	3
EDU824	Transforming Leadership for Holistic Achievement	3
EDU825	Labor Relations & Fiscal Management	3
EDU842	School Law & Policy in Special Education	3

**Dissertation Advisement Courses - 12 credits**

EDU811	Dissertation Advisement I	3
EDU812	Dissertation Advisement II	3
EDU813	Dissertation Advisement III	3
EDU814	Dissertation Advisement IV	3

**Practicum Experience - Letter of Eligibility Certification Only - 6 credits**

EDU828	School District Practicum I	3
EDU829	School District Practicum II	3

\*Residency Courses

Students admitted under the ABD option shall have an individualized plan to insure that they meet all program and course objectives. They shall complete a minimum of 27 credit hours which may include a practicum.

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Doctorate of Education (EdD). Additional policies, procedures and requirements may be found in the current Graduate University Catalog.

**Admission Requirements:**

A master's degree from a regionally accredited institution, with a GPA of 3.0 or higher. A graduate GPA less than 3.5 also requires a GRE score of 155 or higher or a MAT percentile of 65 or higher, or may be admitted through a holistic review.

**Credit Requirements:**

A minimum of 54 credits is required for this degree. All courses are 3 credit hours each.

A maximum of 6 credits earned in a doctoral program can be transferred in prior to acceptance.

An evaluation of transcripts will be necessary to determine the required coursework.

**Grade Requirements**

Students must maintain a minimum grade point average (GPA) of 3.0. Students may not earn more than two (2) grades of C+ or C, and may not earn any grade below a C and remain in the program. Students may retake a maximum of two (2) courses in which they earned a C or C+. Students may retake an individual course only once.

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.

Students admitted under the ABD option shall have an individualized plan to insure that they meet all program and course objectives. They shall complete a minimum of 27 credit hours which may include a practicum.

**Courses for Teaching and Learning- 42 credits**

EDU803	Foundations of Educational Research Methods	3
EDU804	Social Justice, Systems of Power, & Cultural Identity*	3
EDU806	Equity, Equality & Equal Opportunity	3
EDU807	Quantitative Educational Research Methods	3
EDU 808	Qualitative Educational Research Methods	3
EDU 809	Global Educational Policy & Practice*	3
EDU860	Foundations in Teaching and Learning*	3
EDU861	College Student Development Theory	3
EDU862	Advancing Social Justice through the Faculty Role	3
EDU863	Learning Models and Instructional Design	3
EDU864	Curriculum Development and Academic Program Design	3
EDU865	Teaching Adults and Adult Learning Theory	3
EDU866	Innovative Practices in Online Learning and E-Learning	3
EDU867	Cultivating Inclusive Learning Spaces: Trauma-Informed Practice	3

**\*Residency courses**

**Dissertation Advisement Courses - 12 credits**

EDU811	Dissertation Advisement I	3
EDU812	Dissertation Advisement II	3
EDU813	Dissertation Advisement III	3
EDU814	Dissertation Advisement IV	3

**3-6 credits in lieu of above with Program Director approval**

EDU 838	Higher Education Practicum	3-6
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# Teaching Learning in Higher Education, Concentration in Nursing Education, EdD

2024-2025 Curriculum

THLE.NURED.EDD.ON

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Doctor of Education (Ed.D.) with a concentration in Nursing Education. Additional policies, procedures and requirements may be found in the current Graduate University Catalog.

### Degree Requirement

A student must already hold a master's degree from an accredited college or university for this degree.

An evaluation of transcripts will be necessary to determine the required coursework. A total of 6 (six) graduate credits may be transferred into this master program.

### Credit Requirement

A minimum of 54 credits is required for this degree with certification.

### Grade Requirements

The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program.

### MAJOR

<b>Teaching &amp; Learning in Higher Education, Nursing Education: 42 credits</b>				
EDU 803	Foundations of Educ Research Methods	3		
EDU 804*	Soc Justice, Sys of Power, Cultural Identity	3		
EDU 806	Equity, Equality, and Equal Opportunity	3		
EDU 807	Quantitative Educ Research Methods	3		
EDU 808	Qualitative Educ Research Methods	3		
EDU 809*	Global Educational Policy & Practice	3		
EDU 860*	Foundations of Teaching & Learning In HE	3		
EDU 862	Advancing Social Justice thru Faculty Role	3		
EDU 865	Teaching Adults & Adult Learning Theory	3		
EDU 870	Advanced Topics in Nursing Education	3		
EDU 871	Instr Design & Curric Dev in Nursing Educ	3		
EDU 872	Strat for Teaching & Learning Nursing Ed	3		
EDU 873	Assessment & Evaluation in Nursing Educ	3		
EDU 874	Field Experience in Nursing Education	3		

### Dissertation Advisement Courses: 12 credits

EDU 811	Dissertation Advisement I	3		
EDU 812	Dissertation Advisement II	3		
EDU 813	Dissertation Advisement III	3		
EDU 814	Dissertation Advisement IV	3		

**Total Degree Credits                      54**

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.

# Teaching and Learning in Higher Education

certification  
2024-2025 Curriculum

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Post Master's Teaching and Learning in Higher Education Certification Only. Additional policies, procedures and requirements may be found in the current Graduate University Catalog.

## Admission Requirements:

TLHE.PMCERT.ON

A master's degree from a regionally accredited institution, with a GPA of 3.0 or higher. A graduate GPA less than 3.5 also requires a GRE score of 155 or higher or a MAT percentile of 65 or higher, or may be admitted through a holistic review.

## Credit Requirements:

A minimum of 15 credits is required for this certificate. All courses are 3 credit hours each.

## Grade Requirements

Students must maintain a minimum grade point average (GPA) of 3.0. Students may not earn more than two (2) grades of C+ or C, and may not earn any grade below a C and remain in the program. Students may retake a maximum of two (2) courses in which they earned a C or C+. Students may retake an individual course only once.

### Courses for Teaching and Learning certificate only- 12 credits

EDU 860	Foundations in Teaching and Learning*	3
EDU 863	Learning Models and Instructional Design	3
EDU865	Teaching Adults and Adult Learning Theory	3
EDU867	Cultivating Inclusive Learning Spaces: Trauma-Informed Practice	3

### And one of the following courses - 3 credits

ED 804	Social Justice, Systems of Power, and Cultural Identity	3
EDU 861	College Student Development Theory	3
EDU 862	Advancing Social Justice through the Faculty Role	3
EDU 864	Curriculum Development & Academic Program Design	3
EDU 866	Innovative Practices for Online Instruction & E-Learning Technology	3

**Certification Program Total: 15 credits**

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.

Students admitted under the ABD option shall have an individualized plan to insure that they meet all program and course objectives. They shall complete a minimum of 27 credit hours which may include a practicum.

## Teaching Learning in Higher Education, Certificate Only

2024-2025 Curriculum

TLHE.PMCERT.ON

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Teaching & Learning in Higher Education Certificate. Additional policies, procedures and requirements may be found in the current Graduate University Catalog.

### Degree Requirement

A student must already hold a master's degree from an accredited college or university for this degree.

An evaluation of transcripts will be necessary to determine the required coursework.

### Credit Requirement

A minimum of 15 credits is required for this certification.

<b>Foundation Courses, Teaching &amp; Learning in Higher Educ: 12 credits</b>				
EDU 860	Foundations in Teaching & Learning in HE	3		
EDU 863	Learning Models & Instructional Design	3		
EDU 865	Teaching Adults & Adult Learning Theory	3		
EDU 867	Cultivating Inclusive Learning Spaces	3		
<b>Elective Courses (choose one): 3 credits</b>				
EDU 804	Soc Justice, Sys of Power, Cultural	3		
EDU 861	College Student Development Theory	3		
EDU 862	Advancing Social Justice thru Faculty Role	3		
EDU 864	Curric Developm & Acad Program Design	3		
EDU 866	Innov Practice for Online Instr & E-Learning	3		

### Total Certificate Requirements: 15 credits

### Grade Requirements

The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program.

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Master of Science in major. Additional policies, procedures and requirements may be found in the current Graduate University Catalog and/or the field placement handbooks.

**Degree Requirement**

A student must already hold a baccalaureate degree from an accredited college or university for this degree.

**Credit Requirements**

A minimum of 60 credits is required for this clinical mental health concentration degree

Up to 6 credits from a related master level degree can be transferred.

Pre-practicum hours are embedded within the course work: CNS 505 and CNS 527

Practicum (100 hours) and internship (600 hours) completed in 2, 300 hour or 3, 200 hour required internship experiences.

**Grade Requirements**

The minimum major and cumulative GPA of 3.0 (B) average is required to remain in good academic standing. One grade of a C+ is permitted but a 3.0 grade point average must be maintained throughout the program. A grade of C requires course be retaken. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program. Minimum grade of B is required in Core Requirements and Field Courses (Practicum & Internships).

**MAJOR**

**Core Requirements - 30 credits**

<b>CNS 501</b>	Counseling Skills	3
<b>CNS 504</b>	Human Development	3
<b>CNS 505</b>	Foundations of Counseling	3
<b>CNS 510</b>	Research Methods	3
<b>CNS 513</b>	Practicum	3
<b>CNS 520</b>	Theories in Counseling	3
<b>CNS 521</b>	Assessment Techniques in Counseling	3
<b>CNS 527</b>	Social Justice, Multicultural & Diversity Issues in Counseling	3
<b>CNS 531</b>	Career Development	3
<b>CNS 533</b>	Substance Use/Abuse	3

**Concentration Requirements - 30 Credits**

<b>CNS 502</b>	Counseling Agencies	3
<b>CNS 503</b>	DSM/Psychopathology	3
<b>CNS 506</b>	Marriage and Family Counseling	3
<b>CNS 535</b>	Group Counseling and Facilitation Skills	3
<b>CNS 600</b>	Internship I (CMH)	3
<b>CNS 601</b>	Internship II (CMH)	3
<b>CNS 602</b>	Internship III (CMH) OR Elective	3
<b>CNS</b>	Electives	9

A student must complete the course and credit requirements as defined on this curriculum sheet to be complete this certificate program. Additional policies, procedures and requirements may be found in the current Graduate University Catalog and/or student teaching handbook.

**Degree Requirement**

This program is only available to students who have earned the MS in School Counseling degree from Gwynedd Mercy University.

**MAJOR**

**Certificate Program- 12 credits**

<b>CNS 502</b>	Counseling Agencies	3
<b>CNS 503</b>	DSM/Psychopathology	3
<b>CNS 506</b>	Marriage and Family Counseling	3
<b>CNS 602</b>	Internship III (CMH)	3

**GPA/Grade Requirement**

The minimum major and cumulative GPA of 3.0 (B) average is required to remain in good academic standing. One grade of a C+ is permitted but a 3.0 grade point average must be maintained throughout the program. A grade of C requires course be retaken. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program. Minimum grade of B is required in Internship III.

## Education Master Teacher

Master of Science  
2024-2025 Curriculum  
EDU.MS.ON

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Master of Science in Education. Additional policies, procedures and requirements may be found in the current Graduate University Catalog and/or student teaching handbook.

### Degree Requirement

A student must already hold a baccalaureate degree in any content area from an accredited college or university

### Credit Requirement

A minimum of 30 credits is required for this degree.

### Grade Requirements

The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program.

### PA Certification

Meets PDE requirements for Level II (Permanent) certification (24 credits) including requirements for Standards Aligned Systems and Inclusive Classroom.

### MAJOR

#### Master Degree Requirements - 30 credits

EDU502	The Learning and Teaching Process	3
EDU503	Social & Political Foundation of Education	3
EDU510	Research Skills for Reflective Practitioner	3
EDU551	Technology Applications for Educators	3
EDU580	Multicultural & Diversity Issues in Education	3
EDU581	Foundations of Special Education in an Inclusionary Setting	3
EDU603	Culminating Project	3
EDU613	Classroom Management	3
EDU574	School Law and Policy Issues	3
EDU614	Innovation in Teaching	3

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.

## Education

Master Teacher w/PreK-4 Certification  
Online  
Master of Science  
2024-2025 Curriculum  
EDU.PK4.MS

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Master of Science in Education. Additional policies, procedures and requirements may be found in the current Graduate University Catalog and/or Student Teaching Handbook.

### Degree Requirement

A student must already hold a baccalaureate degree in any content area from an accredited college or university.

### Credit Requirement

A minimum of 36 credits is required for this degree.

An evaluation of transcripts will be necessary to determine the required coursework.

150 Pre-student teaching hours are embedded within certification courses.

**Student teaching is 14 weeks full-time placement. Student is responsible for all required clearances in their respective state.**

### Grade Requirements

The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program.

### PA Certification

To qualify for Pennsylvania Instructional I certification a student must complete all certification specific coursework (33 credits), pass required qualifying tests (Pearson:PECT), and validate clearances.

### MAJOR

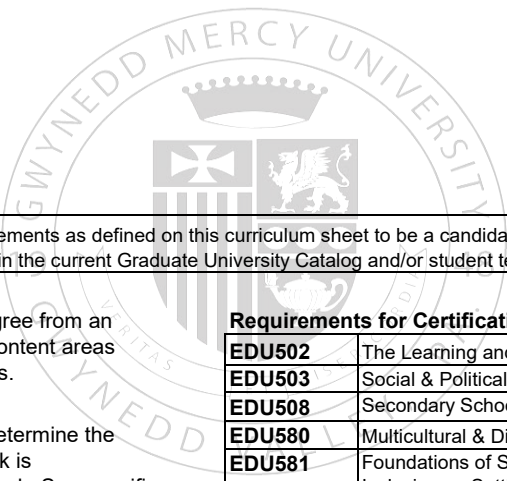
#### Requirements for Certification - 27 credits

EDU502	The Learning and Teaching Process	3
EDU503	Social & Political Foundations of Education	3
EDU506	Methods, Materials & Curriculum I	3
EDU507	Methods, Materials & Curriculum II	3
EDU511	Methods & Theories of Teaching Mathematics	3
EDU512	Methods for Teaching Reading & Assessment	3
EDU580	Multicultural & Diversity Issues in Education	3
EDU581	Foundations of Special Education in an Inclusionary Setting	3
EDU565	Student Teaching & Professional Seminar	3

#### Master Degree Completion - 9 credits

EDU510	Research Skills for Reflective Practitioner	3
EDU582	Effective Communication for Educators	3
EDU603	Culminating Project	3

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.



**Education**

Master Teacher  
Grades 7-12 Secondary Certification  
Online  
Master of Science  
2024-2025 Curriculum  
EDU.SEC.MS

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Master of Science in Education. Additional policies, procedures and requirements may be found in the current Graduate University Catalog and/or student teaching handbook.

**Degree Requirement**

A student must already hold a baccalaureate degree from an accredited college or university for the relevant content areas Biology, English, Mathematics, or Sodcial Studies.

An evaluation of transcript will be necessary to determine the required coursework. Content specific coursework is undergraduate and can be accepted from prior work. See specific audit sheet of content area.

**Credit Requirement**

A minimum of 30 credits is required for the Master of Science in Secondary Subject Education program and needed subject/content area verification.

150 Pre-student teaching hours are embedded within certification courses.

Student teaching is 14 weeks full-time placement. Student is responsible for all required clearances in their respective state.

**Grade Requirements**

The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program.

**PA Certification**

To qualify for Pennsylvania Instructional I certification a student must complete all certification specific coursework (pedagogy and content area), pass required qualifying tests (Praxis Specialty test for subject), and validate clearances. Institutions can only certify in subjects where they have prior subject approval status at the undergraduate level. Gwynedd Mercy University has approval for Biology, English, Mathematics and Social Studies (History).

**MAJOR**

**Requirements for Certification - 21 credits**

<b>EDU502</b>	The Learning and Teaching Process	3
<b>EDU503</b>	Social & Political Foundations of Education	3
<b>EDU508</b>	Secondary School Methods and Materials	3
<b>EDU580</b>	Multicultural & Diversity Issues in Education	3
<b>EDU581</b>	Foundations of Special Education in an Inclusionary Setting	3
<b>EDU591</b>	Curriculum Development and Peer Coaching	3
<b>EDU565</b>	Student Teaching & Professional Seminar	3

**Master Degree Completion - 9 credits**

<b>EDU510</b>	Research Skills for Reflective Practitioner	3
<b>EDU582</b>	Effective Communication for Educators	3
<b>EDU603</b>	Culminating Project	3

Curriculum sheets for all education program at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Master of Science in Educational Administration, K12 Principal Certification, and EdD in Educational Leadership. Additional policies, procedures and requirements may be found in the current Graduate University Catalog.

**Degree Requirement**

A student must already hold a baccalaureate degree from an accredited college or university for this degree.

An evaluation of transcripts will be necessary to determine the required coursework. A total of 6 (six) graduate credits may be transferred into this master program.

**Credit Requirement**

A minimum of 66 credits is required for these degrees with certification. 360 practicum hours are required for K12 Principal Certification.

**Grade Requirements**

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.

**PA Certification**

PA certification requires verification of three years relevant work experience, defined as professional experience in an educational setting that is related to the instructional process. Speciality tests and clearances are also required.

**MAJOR**

**Master of Science in Educational Admin & K12 Principal Cert.: 30 credits**

EDU 570	Research Skills for School Leadership	3
EDU 571	The Principalship	3
EDU 573	School-Community Relations	3
EDU 574	School Law & Policy Issues	3
EDU 576	Human Relations & Staff Development	3
EDU 577	School Resources Management	3
EDU 579	Current Issues in Education	3
EDU 593	Seminar: Ed Leadership, Superv, & Equity	3
EDU 595	Practicum I: Leadership Superv & Sch Adm	3
EDU 596	Practicum II: K12 Principalship	3

**Doctor of Education (Ed.D.) in Educational Leadership- 36 credits**

EDU 801	Educ Policy in Research & Practice in U.S.	3
EDU 804	Soc Justice, Syst of Power, & Cult Identity	3
EDU 805	Ethics of Educational Leadership & Policy	3
EDU 807	Quantitative Educational Research Methods	3
EDU 808	Qualitative Educational Research Methods	3
EDU 809	Global Education in Policy & Practice	3
EDU 811	Dissertation Advisement I	3
EDU 812	Dissertation Advisement II	3
EDU 813	Dissertation Advisement III	3
EDU 814	Dissertation Advisement IV	3
EDU 821	The Superintendency	3
EDU 822	School Boards & Sch District Governance	3

**Total Credits, Both Degrees & Certification                    66**

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.

## Educational Administration

K-12 Principal Certification  
Master of Science  
2024-2025 Curriculum

EDADM.K12P.MS.ON

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Master of Science in Educational Administration K-12 Principal Certification. Additional policies, procedures and requirements may be found in the current Graduate University Catalog and/or student teaching handbook.

### Credit Requirement

A minimum of 30 credits is required for this degree.

### Grade Requirements

The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program.

### PA Certification

In addition to this 30 credit program of study with practicum hours, PA requires. Provides verification of three years of relevant professional experience. For the purpose of this section, relevant professional experience is "professional experience in an educational setting that is related to the instructional process.

An evaluation of transcripts will be necessary to determine the required coursework.

### MAJOR

#### Educational Administration - 18 credits

EDU570	Research Skills for School Leadership	3
EDU574	School Law and Policy Issues	3
EDU576	Human Resources and Staff Development	3
EDU579	Current Issues in Education	3
EDU595	Practicum I: Leadership in Supervision & School Administration	3
EDU 593	Seminar in Educ Lead/Superv/Equity	3

#### Concentration in Educational Administration - 12 credits

EDU571	The Principalship	3
EDU573	School -Community Relations	3
EDU577	School Resources Management	3
EDU596	Practicum II: K-12 Principalship	3

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Master of Science Educational Administration Supervisor of Curriculum & Instruction Certification. Additional policies, procedures and requirements may be found in the current Graduate University Catalog.

**Credit Requirement**

A minimum of 30 credits is required for this degree.

An evaluation of transcripts will be necessary to determine the required coursework.

**Grade Requirements**

The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program.

**PA Certification**

In addition to this 30 credit program of study with practicum hours, PA requires 5 years of prior professional experience in an educational setting related to the instructional process and evidence of satisfactory achievement on the required test of administrative certification.

**MAJOR**

**Educational Administration - 18 credits**

<b>EDU570</b>	Research Skills for School Leadership	3
<b>EDU574</b>	School Law and Policy Issues	3
<b>EDU576</b>	Human Resources and Staff Development	3
<b>EDU579</b>	Current Issues in Education	3
<b>EDU595</b>	Practicum I: Leadership in School Administration	3
<b>EDU 593</b>	Seminar in Educ Lead/Superv/Equity	3

**Concentration Courses - 12 credits**

<b>EDU 619</b>	Instructional Leadership and Technology	3
<b>EDU 592</b>	Professional Development and Leadership	3
<b>EDU620</b>	Research, Analysis & Assessment of Outcomes	3
<b>EDU622</b>	Practicum II: Supervisor of Curriculum &	3

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for each education program at Gwynedd Mercy University.

An evaluation of transcripts will be necessary to determine the required coursework.

## Educational Administration

Post Master's K-12 Principal Certification  
Certification Only Program  
2024-2025 Curriculum  
EDADM.K12P.CC

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Post Master's Educational Administration K-12 Principal Certification Only. Additional policies, procedures and requirements may be found in the current Graduate University Catalog.

### Credit Requirement

A minimum of 27 credits is required for this certification. Students choosing this K-12 Principal certification only must already hold a Master's degree in a relevant educational field from an accredited college or university.

An evaluation of transcripts will be necessary to determine the required coursework.

### Grade Requirements

The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program. Students may not earn a grade below a B in any one Practicum

### PA Certification

In addition to this 27 credit program of study with practicum hours, PA requires verification of three years of relevant professional experience. For the purpose of this section, relevant professional experience is "professional experience in an educational setting that is related to the instructional process.

### MAJOR

#### Core Courses for Educational Administration - 15 credits

<b>EDU574</b>	School Law and Policy Issues	3
<b>EDU576</b>	Human Resources and Staff Development	3
<b>EDU579</b>	Current Issues in Education	3
<b>EDU595</b>	Practicum I: Leadership in Supervision and School Administration	3
<b>EDU 593</b>	Seminar in Educ Lead/Superv/Equity	3

#### Concentration Courses for Educational Administration - 12 credits

<b>EDU571</b>	The Principalship	3
<b>EDU573</b>	School-Community Relations	3
<b>EDU577</b>	School Resources Management	3
<b>EDU596</b>	Practicum II: K-12 Principalship	3

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for each education program at Gwynedd Mercy University.

**Public Health  
Health Equity Concentration**

Master of Public Health,  
2024-2025 curriculum  
PUBHLT.MPH

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Master of Public Health, Health Equity concentration. Additional policies and procedures may be found in the current Graduate University Catalog and/or the field placement handbook.

**Degree Requirement**

A student must already hold a baccalaureate degree from an accredited college or university for this degree.

**Credit Requirements**

A minimum of 42 credits is required for the Master of Public Health degree.

Up to 6 credits from a related master level degree can be transferred.

Public Health Foundational and Program Competency requirements are met within the 600 level public health courses.

Completion of an Applied Practice Experience internship (PUB-700 APE) and an Integrative Learning Experience capstone project (PUB-790 ILE) are required.

**Grade Requirements**

The minimum major and cumulative grade point average (GPA) of 3.0 is required to remain in good academic standing. Students must earn a grade of "B" or above in any foundational PUB 600 level course, PUB 700 and PUB 795. Students must earn a grade of "C" or better in additional courses taken towards the MPH degree. If a student does not meet these grade requirements, they will have one opportunity to repeat that course to meet the grade requirement.

**Foundational Requirements - 18 Credits**

<b>PUB-600</b>	Foundations of Public Health and Health Equity	3
<b>PUB-610</b>	Public Health Analytic Methods I	3
<b>PUB-620</b>	Health Equity: Policy & Advocacy	3
<b>PUB-630</b>	Public Health Analytic Methods II	3
<b>PUB-640</b>	Planning and Managing Public Health Interventions	3
<b>PUB-650</b>	Environmental Health Equity	3

**Public Health Practice Requirements - 6 Credits**

<b>PUB-700</b>	Applied Practical Experience	3
<b>PUB-790</b>	Integrative Learning Experience	3

**Additional Courses - 18 Credits**

<b>PUB 710</b>	Communication Strategies for Health Promotion	3
<b>PUB-720</b>	Structural Barriers to Health Equity	3
<b>PUB-730</b>	Collaborative Design of Health Education Programs	3
<b>PUB-740</b>	Applied Epidemiology	3
<b>PUB-750</b>	Global Health Equity	3
<b>PUB-760</b>	Qualitative Research Methods for Public Health	3

## Special Education PK-12 Certification

Certification only  
2024-2025 Curriculum  
SPE.PK12.CC.ON

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the PK-12 Special Education Certification. Additional policies, procedures and requirements may be found in the current Graduate University Catalog and/or student teaching handbook. Additionally, the student needs to be approved on an individual basis by the program director.

### Degree Requirement

A student must already hold a baccalaureate degree from an accredited college or university for this

An evaluation of transcripts will be necessary to determine the required coursework.

### Credit Requirement

A minimum of 25 credits are required for this MS in Special Education program.

### Grade Requirements

The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and

### PA Certification

Special Education is a standalone certification in Pennsylvania. PA certification requires special education coursework, special education specialty tests, and field

### MAJOR

#### Requirements for Certification- 25 Credits

<b>EDU502</b>	The Learning and Teaching Process	3
<b>SPE520</b>	Methods, Materials, and Curriculum	3
<b>SPE562</b>	Special Education Law and Ethics	3
<b>SPE563</b>	Current Issues in Special Education	3
<b>EDU581</b>	Foundations of Special Education in an Inclusionary Setting	3
<b>SPE560</b>	Diagnostic, Assessment, Prescriptive & Intervention Techniques for Special Education	3
<b>SPE561</b>	Researched Based Learning Methods & Materials for the Special Learner	3
<b>SPE564</b>	Behavior Management Skills for the Special Learner	3
<b>SPE566</b>	Student Teaching Practicum	1

## Special Education without certification

Master of Science  
2024-2025 Curriculum  
SPE.MS.ON

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Master of Science in Special Education. Additional policies, procedures and requirements may be found in the current Graduate University Catalog and/or student teaching handbook. Additionally, the student needs to be approved on an individual basis by the program director.

### Admissions Requirement

A student must already hold a baccalaureate degree from an accredited college or university for this degree.

An evaluation of transcripts will be necessary to determine the required coursework.

### Credit Requirement

A minimum of 33 credits are required for this MS in Special Education program.

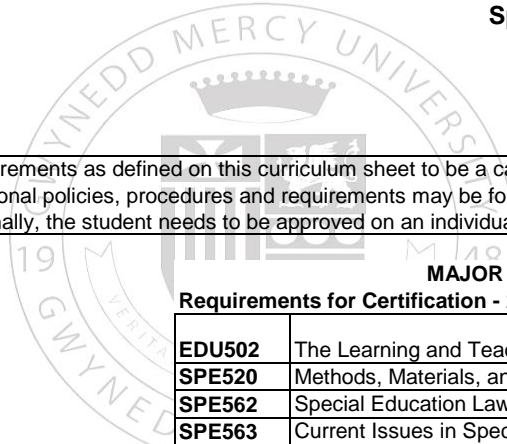
### Grade Requirements

The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program.

### MAJOR

#### Degree Requirements - 33 Credits

EDU502	The Learning and Teaching Process	3
SPE520	Methods, Materials, and Curriculum	3
SPE562	Special Education Law and Ethics	3
SPE563	Current Issues in Special Education	3
EDU581	Foundations of Special Education in an Inclusionary Setting	3
SPE560	Diagnostic, Assessment, Prescriptive & Intervention Techniques for Special Education	3
SPE561	Researched Based Learning Methods & Materials for the Special Learner	3
SPE564	Behavior Management Skills for the Special Learner	3
EDU510	Action Research for Teachers, Part 1	3
EDU582	Effective Communciaton for Educators	3
EDU603	Action Research for Teachers, Part 2	3



A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Master of Science in Special Education with Autism Endorsement. Additional policies, procedures and requirements may be found in the current Graduate University Catalog and/or student teaching handbook. Additionally, the student needs to be approved on an individual basis by the program director.

**Degree Requirement**

A student must already hold a baccalaureate degree from an accredited college or university for this degree.

An evaluation of transcripts will be necessary to determine the required coursework.

**Credit Requirement**

A minimum of 36 credits are required for this MS in Special Education program with PK-12 Certification.

**Grade Requirements**

The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program.

**PA Certification**

Special Education is a standalone certification in Pennsylvania. PA certification requires special education coursework, special education specialty tests, and field experience.

**MAJOR**

**Requirements for Certification - 27 Credits**

<b>EDU502</b>	The Learning and Teaching Process	3
<b>SPE520</b>	Methods, Materials, and Curriculum	3
<b>SPE562</b>	Special Education Law and Ethics	3
<b>SPE563</b>	Current Issues in Special Education	3
<b>EDU581</b>	Foundations of Special Education in an Inclusionary Setting	3
<b>SPE560</b>	Diagnostic, Assessment, Prescriptive & Intervention Techniques for Special Education	3
<b>SPE561</b>	Researched Based Learning Methods & Materials for the Special Learner	3
<b>SPE564</b>	Behavior Management Skills for the Special Learner	3
<b>SPE565</b>	Student Teaching and Professional Seminar	3

**Master Degree Completion - 9 Credits**

<b>EDU510</b>	Action Research for Teachers, Part 1	3
<b>EDU582</b>	Effective Communication for Educators	3
<b>EDU603</b>	Action Research for Teachers, Part 2	3

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for one of the Minors in School of Education. Additional policies and procedures may be found in the current University Catalog.

**Students accepted into a baccalaureate program other than Special Education may earn a minor in Special Education by completing 6 courses (18 credits) in Special Education.**

**MINOR**

	SPE 200, 300 or 400 Level Special Education	3
	SPE 200, 300 or 400 Level Special Education	3
	SPE 200, 300 or 400 Level Special Education	3
	SPE 200, 300 or 400 Level Special Education	3
<b>SEM 361</b>	Embracing Special Needs	3
<b>EDU 316</b>	Reading-Literacy Inst Assess & Intervention	3

A maximum of 6 credits may be transferred from another University.

A minimum grade of "B" must be earned for each course.

"B-" is not acceptable.

Any combination of 18 credits from the above courses.

**Post Masters Dual Certification-  
Principal and Supervisor of Curriculum and Instruction**

2024-2025 Curriculum

EDADM.DCPCI.CC.ON

**Admission Requirement**

Students must possess a Master's Degree in a relevant educational field from an accredited college or university, and a Level I or II Certification Plus 5 years teaching experience.

**Credit Requirement**

A minimum of 30 credits is required for both Principal and Supervisor of Curriculum and Instruction certifications.

**Certification Requirements**

PA requires 5 years of prior professional experience in an educational setting related to the instructional process and evidence of satisfactory achievement on the required test of administrative certification. Additionally a level I or II is also required.

**Grade Requirements**

The minimum major and cumulative GPA of 3.0 , (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which earned a C or C+. Students may retake an individual course only one time. Students may not earn a grade below a B in any one Practicum  
Students may not earn any grade below a C and remain the program.

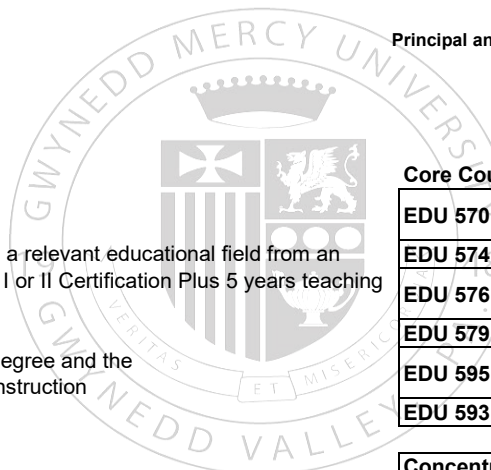
An evaluation of transcripts will be necessary to determine the required coursework

**Core Courses - 15 credits**

<b>EDU 574</b>	School Law and Policy Issues	3
<b>EDU 576</b>	Human Resources and Staff Development	3
<b>EDU 579</b>	Current Issues in Education	3
<b>EDU 595</b>	Practicum I: Leadership in School Administration	3
<b>EDU 593</b>	Seminar in Educ Lead/Superv/Equity	3

**Concentration Courses - 15 Credits**

<b>EDU 573</b>	School -Community Relations	3
<b>EDU 577</b>	School Resources Management	3
<b>EDU 596</b>	Practicum II: K-12 Principalship	3
<b>EDU 619</b>	Instructional Leadership & Technology	3
<b>EDU 622</b>	Practicum II: Supervision of Curriculum & Instruction	3



**Admissions Requirement**

Students must possess a Master's Degree in a relevant educational field from an accredited college or university, and a Level I or II Certification Plus 5 years teaching experience.

**Credit Requirement**

A minimum of 36 credits is required for this degree and the Principal and Supervisor of Curriculum and Instruction Certifications.

**Grade Requirements**

The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program. Students may not earn a grade below a B in any one Practicum

**Certification Requirements**

PA requires 5 years of prior professional experience in an educational setting related to the instructional process and evidence of satisfactory achievement on the required test of administrative certification. Additionally a level I or II Certificate is required.

An evaluation of transcripts will be necessary to determine the required coursework.

**Core Courses - 18 credits**

<b>EDU 570</b>	Research Skills for School Leadership	3
<b>EDU 574</b>	School Law and Policy Issues	3
<b>EDU 576</b>	Human Resources and Staff Development	3
<b>EDU 579</b>	Current Issues in Education	3
<b>EDU 595</b>	Practicum I: Leadership in School Administration	3
<b>EDU 593</b>	Seminar in Educ Lead/Superv/Equity	3

**Concentration Courses - 18 Credits**

<b>EDU 571</b>	The Principalship	3
<b>EDU 573</b>	School -Community Relations	3
<b>EDU 577</b>	School Resources Management	3
<b>EDU 596</b>	Practicum II: K-12 Principalship	3
<b>EDU 619</b>	Instructional Leadership & Technology	3
<b>EDU 622</b>	Practicum II: Supervision of Curriculum & Instruction	3

## PreK-4 Certification

Certification only  
2024-2025 Curriculum  
PREK4.CC.ON

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the PK-4 Certification. Additional policies, procedures and requirements may be found in the current Graduate University Catalog and/or Student Teaching Handbook.

### Degree Requirement

A student must already hold a Master's degree from an accredited college or university for this degree.

### Credit Requirement

A minimum of 27 credits is required for this degree with certification.

An evaluation of transcripts will be necessary to determine the required coursework.

150 Pre-student teaching hours are embedded within certification courses.

Student teaching is 14 weeks full-time placement. Student is responsible for all required clearances in their respective state.

### Grade Requirements

The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program.

### PA Certification

PA certification requires 48 credits including practicum/internship/field experience, MS degree, counseling speciality tests and clearances.

### MAJOR Requirements for Certification - 27 credits

EDU502	The Learning and Teaching Process	3
EDU503	Social & Political Foundations of Education	3
EDU506	Methods, Materials & Curriculum I	3
EDU507	Methods, Materials & Curriculum II	3
EDU511	Methods & Theories of Teaching Mathematics	3
EDU512	Methods for Teaching Reading & Assessment	3
EDU580	Multicultural & Diversity Issues in Education	3
EDU581	Foundations of Special Education in an Inclusionary Setting	3
EDU565	Student Teaching & Professional Seminar	3

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.

## School Counseling

Post Master's PK-12  
Certification Only  
2024-2025 Curriculum

SCNS.PK12.CC.ON

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for this certification program. Additional policies, procedures and requirements may be found in the current Graduate University Catalog and/or the field placement handbooks.

### Degree Requirement

A student must already hold a Master Degree in Counseling, Education or a closely related major from an accredited college or university for this degree.

### Credit Requirement

A minimum of 48 credits is required for this school counseling certificate program. A minimum of 24 credits must be completed in residence.

Up to 24 graduate credits of course competencies can be waived. An evaluation of transcripts will be necessary to determine the required coursework for certification.

Practicum (100 hours) and internship (210 hours x2) are required by Pennsylvania for each grade level concentration (PK-8, 7-12)

The minimum major and cumulative GPA of 3.0 (B) average is required to remain in good academic standing. One grade of a C+ is permitted but a 3.0 grade point average must be maintained throughout the program. A grade of C requires course be retaken. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program. Minimum grade of B is required in Core

### PA Certification

PA Certification requires 48 credits including practicum/internship field experiences, counseling speciality tests and clearances.

### MAJOR

#### Core Requirements-27 credits

<b>CNS 501</b>	Counseling Skills	3
<b>CNS 504</b>	Human Development	3
<b>CNS 505</b>	Foundations of Counseling	3
<b>CNS 510</b>	Research Methods	3
<b>CNS 513</b>	Practicum	3
<b>CNS 520</b>	Theories in Counseling	3
<b>CNS 521</b>	Assessment Techniques in Counseling	3
<b>CNS 527</b>	Social Justice, Multicultural & Diversity Issues in Counseling	3
<b>CNS 531</b>	Career Development	3

#### School Counseling Requirements-21 credits

<b>CNS 507</b>	Disabilities in the School Counseling Setting	3
<b>CNS 508</b>	Needs of English Language Learners in the School Counseling Setting	3
<b>CNS 523</b>	Intervention Techniques in School Counseling	3
<b>CNS 525</b>	Organization of School Counseling	3
<b>CNS 536</b>	Group Counseling and Facilitation Skills for the School Setting	3
<b>CNS 608</b>	Internship I (SC)	3
<b>CNS 609</b>	Internship II (SC)	3

Curriculum sheet for the PG school counseling certificate program at Gwynedd Mercy University is subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for school counseling education programs at Gwynedd Mercy University.

## Educational Administration

Post Master's Supervisor of Curriculum Instruction  
Certification Only  
Online - ONLY  
2024-2025 Curriculum  
EDADM.SCIC.CC.ON

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Post Master's Educational Administration Supervisor of Curriculum & Instruction Certification. Additional policies, procedures and requirements may be found in the current Graduate University Catalog and/or student teaching handbook.

### Credit Requirement

A minimum of 27 credits is required for this certification program. Students choosing this district-wide supervisor of curriculum and instruction certification only must already hold a Master's degree in a relevant educational field from an accredited college or university.

An evaluation of transcripts will be necessary to determine the required coursework.

### Grade Requirements

The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program. Students may not earn a grade below a B in any one Practicum

### PA Certification

In addition to this 33 credit program of study with practicum hours, Pennsylvania Department of Education regulations requires a candidate cannot be certified until he/she provides verification of five years of professional school service. The service performed, comparable to Pennsylvania's Type 01 or 04 emergency permit or Intern, Level I or Level II certificate.

### MAJOR

#### Educational Administration - 15 credits

<b>EDU574</b>	School Law and Policy Issues	3
<b>EDU576</b>	Human Resources and Staff Development	3
<b>EDU579</b>	Current Issues in Education	3
<b>EDU595</b>	Practicum I: Leadership in Supervision & School Administration	3
<b>EDU 593</b>	Seminar in Leadership, Supervision, and Equity	3

#### Concentration Courses - 12 credits

<b>EDU 592</b>	Professional Development and Leadership	3
<b>EDU 619</b>	Instructional Delivery & Technology in Education	3
<b>EDU620</b>	Research, Analysis & Assessment of Outcomes	3
<b>EDU622</b>	Practicum II: Supervisor of Curric & Instr	3

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for each education program at Gwynedd Mercy University.

## Educational Leadership

Supervisor of Special Education  
Certification Only  
Online Only  
2024-2025 Curriculum

EDLE.SSPED.DCC.ON

A student must complete the course and credit requirements as defined on this curriculum sheet to qualify for Supervisor of Special Education certification. Additional policies, procedures and requirements may be found in the current Graduate University Catalog.

### Admission Requirements

A master's degree in a field related to the student's preferred area of concentration from a regionally accredited institution, with a GPA of 3.0 or higher.

### Credit Requirements:

A minimum of 15 credits is required for this certification.

A maximum of 6 credits may be transferred in prior to acceptance.

An evaluation of transcripts will be necessary to determine the required coursework.

### Grade Requirements

Students in the Special Education Supervisor Program must maintain a minimum grade point average (GPA) of 3.0. Students may not earn more than two (2) grades of C+ or C, and may not earn any grade below a C and remain in the program. Students may retake a maximum of two (2) courses in which they earned a C or C+. Students may retake an individual course only once.

### PA Certification

You must possess an Initial Special Education certification with a Subject certification in order to meet the minimum requirements for Supervisor of Special Education (Single Supervisory certificate). Three (3) courses and two (2) Special Education practicum experiences are required for Supervisor of Special Education certification. PDE requires 360 hours, 2 semesters, of special education supervisor practicum hours.

### Major - 15 credits

EDU842	School Law and Policy in Special Education	3
EDU843	Foundations of Special Education Administration	3
EDU845	Supervision and Administration of Special Education	3
EDU848	Supervision & Admin of Special Education Practicum I	3
EDU849	Supervision & Admin of Special Education Practicum II	3

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education program at Gwynedd Mercy University.

## Educational Leadership

Superintendent Letter of Eligibility  
Certification Only  
Online Only  
2024-2025 Curriculum  
EDLE.SUPER.DCC

A student must complete the course and credit requirements as defined on this curriculum sheet to qualify for the Letter of Eligibility for the Superintendent of Schools. Additional policies, procedures and requirements may be found in the current Graduate University Catalog.

### Admission Requirements:

A master's degree in a field related to the student's preferred area of concentration from a regionally accredited institution with a GPA of 3.0 or higher.

### Credit Requirements:

A minimum of 12 credits must be completed at Gwynedd Mercy University

A maximum of 6 credits can be transferred in prior to acceptance.

An evaluation of transcripts will be necessary to determine the required coursework.

### Grade Requirements

Students must maintain a minimum grade point average (GPA) of 3.0. Students may not earn more than two (2) grades of C+ or C, and may not earn any grade below a C and remain in the program. Students may retake a maximum of two (2) courses in which they earned a C or C+. Students may retake an individual course only once.

Students may not earn a grade of B in a practicum.

### PA Letter of Eligibility

PDE requires 360 hours, 2 semesters, of central office practicum hours for Letter of Eligibility for Superintendent. PA requires 3 years of prior professional experience in an educational setting relating to the instructional process and evidence of satisfactory achievement on the required test for Letter of Eligibility.

### Major - 24 credits

EDU 571	The Principalship	3
EDU 574	School Law and Policy Issues	3
EDU 576	Human Resources and Staff Development	3
EDU 801	Educational Policy in Research and Practice in the US*	3
EDU 821	The Superintendency	3
EDU 822	School Boards & School District Governance	3
EDU 828	School District Practicum I	3
EDU 829	School District Practicum II	3

\*Residency Course

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.

**Counseling**  
**School Counseling Concentration with Certification**

Master of Science  
2024-2025 Curriculum

CNS.SCH.MS.ON

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Master of Science in major. Additional policies, procedures and requirements may be found in the current Graduate University Catalog and/or the field placement handbooks.

**Degree Requirement**

A student must already hold a baccalaureate degree from an accredited college or university for this degree.

**Credit Requirement**

A minimum of 60 credits is required for this school counseling concentration certificate degree.

Up to 6 credits from a related master-level degree can be transferred.

Pre-Practicum hours are embedded within the course work; CNS 505 and CNS 527.

Practicum (100 hours) and internship (600 hours) completed in 2, 300 hour or 3, 200 hour required internship experiences.

**Grade Requirements**

The minimum major and cumulative GPA of 3.0 (B) average is required to remain in good academic standing. One grade of a C+ is permitted but a 3.0 grade point average must be maintained throughout the program. A grade of C requires course be retaken. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program. Minimum grade of B is required in Core Requirements and Field Courses (Practicum & Internships).

**PA Certification**

PA Certification requires 60 credits including practicum/internship field experiences, MS counseling degree, counseling speciality tests and clearances.

**MAJOR**

**Core Requirements - 33 credits**

<b>CNS 501</b>	Counseling Skills	3
<b>CNS 504</b>	Human Development	3
<b>CNS 505</b>	Foundations of Counseling	3
<b>CNS 510</b>	Research Methods	3
<b>CNS 513</b>	Practicum	3
<b>CNS 520</b>	Theories in Counseling	3
<b>CNS 521</b>	Assessment Techniques in Counseling	3
<b>CNS 527</b>	Social Justice, Multicultural & Diversity Issues in Counseling	3
<b>CNS 531</b>	Career Development	3
<b>CNS 537</b>	Special Topics Residency	3
<b>CNS 540</b>	Ethical and Legal Issues in Counseling	3

**Concentration Requirements - 27 Credits**

<b>CNS 507</b>	Disabilities in the School Counseling Setting	3
<b>CNS 508</b>	Needs of English Language Learners in the School Counseling Setting	3
<b>CNS 523</b>	Intervention Techniques in School Counseling	3
<b>CNS 525</b>	Organization of School Counseling	3
<b>CNS 530</b>	Child & Adolescent Counseling	3
<b>CNS 536</b>	Group Counseling and Facilitation Skills for the School Setting	3
<b>CNS 608</b>	Internship I (SC)	3 to 4
<b>CNS 609</b>	Internship II (SC)	3 to 5
<b>CNS 610*</b>	Internship III (SC) OR Elective*	3*

\*CNS 610 is only required for students who take fewer than 9 credits in CNS 608 and CNS 609.

Curriculum sheet for the school counseling program at Gwynedd Mercy University is subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for school counseling education programs at Gwynedd Mercy University.

## Secondary Education Certification

Certification only  
2024-2025 Curriculum  
SEED.CC.ON

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Secondary Education Certification. Additional policies, procedures and requirements may be found in the current Graduate University Catalog and/or Student Teaching Handbook.

### Degree Requirement

A student must already hold a Master's degree from an accredited college or university for this degree.

### Credit Requirement

A minimum of 21 credits is required for this degree with certification.

An evaluation of transcripts will be necessary to determine the required coursework.

150 Pre-student teaching hours are embedded within certification courses.

Student teaching is 14 weeks full-time placement. Student is responsible for all required clearances in their respective state.

### Grade Requirements

The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program.

### PA Certification

PA certification requires 48 credits including practicum/internship/field experience, MS degree, counseling speciality tests and clearances.

### MAJOR

#### Requirements for Certification - 21 credits

EDU502	The Learning and Teaching Process	3
EDU503	Social & Political Foundations of Education	3
EDU508	Secondary School Methods and Materials	3
EDU580	Multicultural & Diversity Issues in Education	3
EDU581	Foundations of Special Education in an Inclusionary Setting	3
EDU591	Curriculum Development and Peer Coaching	3
EDU565	Student Teaching & Professional Seminar	3

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Doctor of Nursing Practice. Additional policies, procedures and requirements may be found in the current Graduate University Catalog.

**Credit Requirements:**

Minimum total requirements for the DNP Degree is 39 credits. Up to 600 clinical hours will be credited based on your transcript evaluation towards the minimum 1000 clinical hours to graduate from the DNP Degree Program. If the DNP scholarly project is not completed in the DNP Scholarly project 3 course, then the student will continue each semester with DNP scholarly advisement until satisfactory completion of the DNP Scholarly project. Transfer credit will be reviewed on an individual basis.

**Doctor of Nursing Practice - 39 credits**

<b>NUR700</b>	Health Care Ethics for the APN	3
<b>NUR701</b>	Statistical Analysis for EBP	3
<b>NUR720</b>	Organizational Behavior & Social Policy	3
<b>NUR721</b>	Leadership as APN	3
<b>NUR722</b>	Technology for APNs	3
<b>NUR730</b>	Research Utilization	3
<b>NUR731</b>	Evidenced Based Practice	3
<b>NUR800</b>	DNP Scholarly Project 1	3
<b>NUR801</b>	DNP Scholarly Internship 1	3
<b>NUR810</b>	DNP Scholarly Project 2	3
<b>NUR811</b>	DNP Scholarly Internship 2	3
<b>NUR820</b>	DNP Scholarly Project 3	3
<b>NUR821</b>	DNP Scholarly Internship 3	3

**Grade/GPA Requirements**

Students must earn at least a "B" in each course to graduate. The minimum major GPA is 3.0 and minimum cumulative GPA is 3.0.

**An evaluation of transcripts will be necessary to determine the required coursework.**



A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Master of Science in Nursing. Additional policies and procedures may be found in the current University Catalog.

**MAJOR - 72**

<b>NUR512</b>	Foundations to Professional Nursing Leadership and the Healthcare System	3
<b>NUR501</b>	Fundamentals of Nursing (Lab incl)	5
<b>NUR 502</b>	Health Assessment (Lab incl)	3
<b>NUR514</b>	Clinical Practice and Role Development III: Nursing Care of Women, Children and Families	5
<b>NUR516</b>	Introduction to Pathophysiology and Pharmacological Concepts for Advanced Nursing Roles	4
<b>NUR518</b>	Clinical Practice and Role Development I: Nursing Care of Persons with Mental and Behavioral Health Issues (incl. lab)	4
<b>NUR520</b>	Clinical Practice and Role Development II: Nursing Care of Adults with Common Health Problems (incl. lab)	6
<b>NUR535</b>	Leadership and Health Policy	3
<b>NUR530</b>	Theoretical Foundations for Advanced Nursing Roles	3
<b>NUR570</b>	Advanced Health Assessment and Lab for Advanced Nursing Roles (Lab incl)	3

**MAJOR-continued**

<b>NUR610</b>	Nursing Research Methodology and Evidence-based Nursing	3
<b>NUR544</b>	Clinical Practice and Role Development IV: Nursing Care of Adults with Complex Health Problems (incl. lab)	5
<b>NUR 510</b>	Advanced Pathophysiology for Advances Nursing Roles	3
<b>NUR545</b>	Clinical Practice and Role Development V: Community Health Nursing (incl. lab)	5
<b>NUR546</b>	Health Promotion and Disease Prevention across the Lifespan and Across the Globe	3
<b>NUR 507</b>	Concepts in Gerontological Nursing	2
<b>NUR 500</b>	Advance Pharmacotherapeutics for Advance Nursing Roles	3
<b>NUR584</b>	Clinical Practice and Role Development VI: Synthesis of Learning Practicum (incl. lab)	6
<b>NUR548</b>	Nursing Ethics and the Larger Healthcare Arena	3

**Admissions Requirements**

Program for 2nd degree students with a bachelor's degree from a regionally accredited college or university. Undergraduate GPA of 3.2 or higher with a Science GPA or 3.3 or higher; Grades of B or better in all pre-requisite courses; Pre-requisite courses must be completed within seven years at the time of admission.

**Grade/GPA Requirements**

The minimum passing grade for a MSN course is a "B-" (81) or higher; (a grade of C+ (80) is not acceptable). Earning less than a "B-" will require the course to be retaken with a "B-" or higher earned on the retake. Students must maintain a GPA of 3.0 or greater during each academic term to remain in good standing.

**Transfer of Credits**

Credits must have been taken within seven years with a grade of B or better. Official transcript review and approval must occur prior to transfer of credits.

**Credit/Graduation Requirements**

Total credits required for MSN in Nursing is 72.

## Business Administration

Master of Business Administration  
in Nursing Leadership  
2024-2025 Curriculum

BUSAD.NURLD.MBA.ON

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Master of Business Administration (MBA) in Nursing Leadership degree. Additional policies, procedures and requirements may be found in the current Graduate University Catalog.

### Admission Requirement

Students must have an earned bachelor degree from a regionally accredited institution with a minimum cumulative GPA of 3.0.

An evaluation of transcripts will be necessary to determine the required coursework.

### Coursework Grade Requirements

**MBA Course Grade Requirements:** The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. One grade of C+ is permitted but a 3.0 grade point average must be maintained throughout the program. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program.

### Degree Requirements

A minimum of 30 credits is required for the MBA.

### MBA Foundation Requirements

Financial Accounting  
Principles of Economics  
Principles of Marketing  
Principles of Finance  
Statistics  
Management

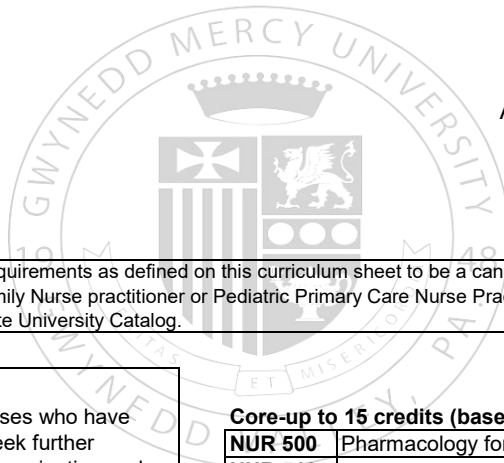
### MAJOR

#### MBA Core Courses - 21 credits

<b>MBA600</b>	Ethical Decision Making and Corporate Social Responsibility	3
<b>MBA610</b>	Strategic Management	3
<b>MBA620</b>	Accounting for Decision Makers	3
<b>MBA630</b>	Marketing Planning	3
<b>MBA640</b>	Managing Business Operations	3
<b>MBA650</b>	Managerial Finance	3
<b>MBA660</b>	Capstone Business Plan	3

#### MBA Nursing Leadership Concentration - 9 credits

<b>NUR 530</b>	Theoretical Foundations of Nursing	3
<b>NUR 535</b>	Leadership & Health Policy	3
<b>NUR 570</b>	Adv Physical Assessment for Adv Nur Roles	3



**Nurse Practitioner**  
 2024-2025 Curriculum  
 Post Master's Certificate  
 Adult-Gerontology Primary Care Nurse Practitioner  
 Family Nurse Practitioner  
 Pediatric Primary Care Nurse Practitioner

NP.AGEPC.PMCER, NP.FAM.PMCEF

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Post Master's Certificate in Adult-Gerontology Primary Care Nurse Practitioner, Family Nurse practitioner or Pediatric Primary Care Nurse Practitioner. Additional policies, procedures and requirements may be found in the current Graduate University Catalog.

**PROGRAM PURPOSE**  
 This program is designed for professional nurses who have earned a Master of Science in Nursing and seek further education to qualify for national certification examination and state certificate as a nurse practitioner in Adult-Gerontology Primary Care, Family, or Pediatric Primary Care.

**Prerequisites**  
 Graduate core from previous Master of Science In Nursing Program.

**Academic Progress**  
 Students must earn at least a "B" in each course in the area of specialization and maintain a "B" average in order to progress in the program.

**Credit Requirements**  
 An evaluation of transcripts will be necessary to determine the required coursework. Based on the gap analysis, the University will inform the student of which courses the student needs to take to complete the certificate.

**Core-up to 15 credits (based on gap analysis)**

<b>NUR 500</b>	Pharmacology for Advanced Nursing	3
<b>NUR 510</b>	Pathophysiology for Advanced Nursing Roles	3
<b>NUR 570</b>	Advanced Assessment for Advanced Nursing Roles	3
<b>NUR 572</b>	Role Transition I	3
<b>NUR 573</b>	Role Transition II	3

**Nurse Practitioner Program-up to 25 credits (based on gap analysis)**

<b>NUR 630</b>	Primary Care I - Introduction	3
<b>NUR 631</b>	Primary Care II - Newborn	3
<b>NUR 632</b>	Primary Care III - Young Child	3
<b>NUR 633</b>	Primary Care IV - Adolescent	3
<b>NUR 634</b>	Primary Care V - Young Adult	3
<b>NUR 635</b>	Primary Care VI - Middle Adult	3
<b>NUR 636</b>	Primary Care VII - Older adult	3
<b>NUR 637</b>	Primary Care VIII - Women's Health	3
<b>NUR 638</b>	Primary Care Practicum	1

**Grade/GPA Requirements**  
 Students must earn at least a "B" in each course to graduate. The minimum major GPA is 3.0 and minimum cumulative GPA is 3.0.

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Master of Science in Occupational Therapy. Additional policies and procedures may be found in the current University Catalog.

**MAJOR****Occupational Therapy-38 credits**

<b>OSC 610</b>	Management and Leadership	2
<b>OSC 611</b>	Fieldwork Level IIA	5
<b>OSC 613</b>	Community and Mental Health across the Lifespan	3
<b>OSC 614</b>	Occupational Therapy Fieldwork I: Community and Mental Health	1
<b>OSC 615</b>	Skills for Occupation-based Practice	4
<b>OSC 616</b>	Transitions to Adulthood	2
<b>OSC 617</b>	Health and Occupational Participation of Adults and Older Adults	3
<b>OSC 618</b>	Occupational Therapy Process: Adults and Older Adults	5
<b>OSC 619</b>	Occupational Therapy Fieldwork I: Adults and Older Adults	1
<b>OSC 620</b>	Occupational Therapy for Adults and Older Adults with Neurological Dysfunction	3
<b>OSC 621</b>	Case-based learning across the lifespan	2
<b>OSC 701</b>	Fieldwork Level IIB	5
<b>OSC 702</b>	Career Success and Meaningful Life	2

**Degree requirement for taking OSC 600 and 700 level courses under the OCT.MS.DUAL track**

A BHS degree in Occupational Science.

**Grade/GPA Requirements**

The minimum passing grade of an OSC course is a "C" or better (a grade of C- is not acceptable).

Earning less than a "C" will require the course to be retaken with a "B" or better earned o

Students must maintain a GPA of 3.0 or greater during each academic term to remain in good standing.

**Deceleration/Dismissal**

Students earning less than a GPA of 3.0 during an academic term will be placed on academic probation.

Students will have two consecutive terms to raise their GPA to 3.0 or greater.

If less than two terms remain while on academic probation, an overall GPA of 3.0 must be attained by the completion of the Program.

A GPA of less than 3.0 after two terms on academic probation, earning less than a "C" in two courses, or failure to earn a "B" or better on a course retake, will result in dismissal from the Program.

**Health and Clearance Requirements**

All students must be in timely compliance with all health and clearance requirements as outlined in the graduate course catalog.

**Technical Standards for OT Practice:** All students must meet these standards with or without reasonable accommodation.**Credit/Graduation Requirements**

Successful completion of all 38 OT graduate credits (including all Level II fieldwork) is required to earn a Master of Science in Occupational Therapy.

All students must complete Level II fieldwork within 24 months following completion of academic preparation.

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Master of Science in Occupational Therapy. Additional policies and procedures may be found in the current University Catalog.

**MAJOR****Occupational Therapy-77 credits**

<b>OSC 501</b>	Foundations of Occupational Science	3
<b>OSC 502</b>	Neuroscience for Occupational Therapy	2
<b>OSC 504</b>	Therapeutic Use of Self	2
<b>OSC 505</b>	Foundations of Occupational Therapy	3
<b>OSC 506</b>	Creativity and Activity Analysis	2
<b>OSC 510</b>	Ethical Foundations in Occupational Therapy Practice	2
<b>OSC 511</b>	Health and Occupational Participation of Children and Youth	3
<b>OSC 512</b>	Occupational Therapy Process: Children and Youth	5
<b>OSC 513</b>	Occupational Therapy Fieldwork I: Children and Youth	1
<b>OSC 514</b>	Research Methods I: Evidence-based Practice	3
<b>OSC 516</b>	Healthcare, Policy, and Advocacy	2
<b>OSC 518</b>	Research Methods II: Applied Research	3
<b>OSC 519</b>	Functional Anatomy and Kinesiology for Occupational Therapy	5
<b>OSC 521</b>	Occupational Therapy & Upper Extremity Rehabilitation	3

**MAJOR-continued**

<b>OSC 610</b>	Management and Leadership
<b>OSC 611</b>	Fieldwork Level IIA
<b>OSC 613</b>	Community and Mental Health across the Lifespan
<b>OSC 614</b>	Occupational Therapy Fieldwork I: Community and Mental Health
<b>OSC 615</b>	Skills for Occupation-based Practice
<b>OSC 616</b>	Transitions to Adulthood
<b>OSC 617</b>	Health and Occupational Participation of Adults and Older Adults
<b>OSC 618</b>	Occupational Therapy Process: Adults and Older Adults
<b>OSC 619</b>	Occupational Therapy Fieldwork I: Adults and Older Adults
<b>OSC 620</b>	OT for Adults and Older Adults with Neurological Dysfunction
<b>OSC 621</b>	Case-based learning across the lifespan
<b>OSC 701</b>	Fieldwork Level IIB
<b>OSC 702</b>	Career Success and Meaningful Life

**Grade/GPA Requirements**

The minimum passing grade of an OSC course is a "C" or better (C- is not acceptable).

Earning less than a "C" will require the course to be retaken with a "B" or better earned on the retake.

Students must maintain a GPA of 3.0 or greater during each academic term to remain in good standing.

**Deceleration/Dismissal**

Students earning less than a GPA of 3.0 during a term will be placed on probation.

Students will have two terms to raise their GPA to 3.0 or greater.

If less than two terms remain while on probation, an overall GPA of 3.0 must be attained by the completion of the Program.

A GPA of less than 3.0 after two terms on probation, earning less than a "C" in two courses, or failure to earn a "B" or better on a course retake, will result in dismissal from the Program.

**Transfer of Credits-** No more than six graduate credits taken at another accredited occupational therapy program prior to matriculation.

Credits must have been taken within five years with a grade of B or better. Official transcript review and approval must occur prior to transfer of credits.

**Technical Standards for OT Practice:** All students must meet these standards with or without reasonable accommodation.**Health and Clearance Requirements**

All students must be in timely compliance with all health and clearance requirements as outlined in the graduate course catalog.

**Credit/Graduation Requirements**

Successful completion of all 77 OT graduate credits (including all Level II fieldwork) is required to earn a Master of Science in Occupational Therapy. All students must complete Level II fieldwork within 24 months following completion of academic preparation.

A student must complete the course and credit requirements as defined on this curriculum sheet to be a candidate for the Master of Science in Speech-Language Pathology. Additional policies, procedures and requirements may be found in the current Graduate University Catalog and/or student teaching handbook.

**Degree Requirement**

A student must already hold a baccalaureate degree from an accredited college or university for this degree.

An evaluation of transcripts will be necessary to determine the required coursework. A total of 6 (six) graduate credits maybe transferred into this master program.

**Credit Requirement**

A minimum of 55 credits is required for this degree with certification.

**Practicum Requirement**

375 Supervised Clinical Clock Hours

**Grade Requirements**

The minimum major and cumulative GPA of 3.0, (B) average is required to remain in good standing. Two grades of C or C+ are permitted over the course of the program but a 3.0 grade point average must be maintained throughout the program. Students who drop below a 3.0 have until the end of the next semester to bring their GPA back to a 3.0 or higher. Students may retake a maximum of 2 courses in which they earned a C or C+. Students may retake an individual course only one time. Students may not earn any grade below a C and remain in the program.

**PA Certification**

Students who successfully complete the MS SLP program will be eligible to earn a PA DOE Educational Specialist certificate in SLP

Curriculum sheets for all education programs at Gwynedd Mercy University are subject to change pending program specific competency changes in certification by the PA Department of Education. New regulations in 22 PA Code Chapter 49 may result in changes for teacher education programs at Gwynedd Mercy University.

**MAJOR**

**Requirements for Speech Language Pathology- 34 credits**

<b>SLP 600</b>	Early Childhood Language Development & Disorders	3
<b>SLP 605</b>	Speech Sound Development & Disorders in Children	3
<b>SLP 610</b>	Aphasia and Related Disorders	3
<b>SLP 615</b>	Evidence-Based Practice in Speech-Language Pathology	1
<b>SLP 620</b>	Seminar 1: Clinical Methods & Practice in Speech-Language Pathology	1
<b>SLP 630</b>	School Age & Adolescent Language & Literacy Development & Disorders	3
<b>SLP 635</b>	Dysphagia	3
<b>SLP 640</b>	Neurogenic Disorders of Speech	3
<b>SLP 645</b>	Complex Communication Needs	3
<b>SLP 650</b>	Seminar II: Counseling in SLP	1
<b>SLP 700</b>	Fluency Disorders	2
<b>SLP 705</b>	Culturally & Linguistically Diverse Populations	1
<b>SLP 710</b>	Seminar III: Contemporary Professional Issues & Inter-Professional Practice	1
<b>SLP 720</b>	Cognitive Communication Disorders in Adults	3
<b>SLP 725</b>	Voice & Resonance Disorders	3

**Required Elective\* - 3 credits**

<b>SLP 730</b>	Medical Speech-Language Pathology	3
<b>SLP 735</b>	Language, Literacy, & Learning Disabilities	3

\* Must Take 1 elective (3 credits) SLP 730 OR 735

**Clinical Practicum - 18 credits**

<b>SLP 625</b>	Clinical Practicum I	3
<b>SLP 655</b>	Clinical Practicum II	3
<b>SLP 715</b>	Clinical Practicum III	3
<b>SLP 740</b>	Advanced Clinical Practicum I	3
<b>SLP 745</b>	Advanced Clinical Practicum II	6