

Catalog Home

Commonwealth University Mansfield
Mansfield, PA 16933

For Graduate Admission contact:

Office of Graduate Admissions

G22 South Hall

Mansfield, PA 16933

Phone: (570) 662-4408

(800) 577-6826

Fax: (570) 662-4121

Any information contained herein is subject to change without notice

Administration and Graduate Leadership

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500 North Hall; (570) 662-4046

Provost and Vice President for Academic Affairs

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Interim Associate Provost & Dean of the College of Natural & Social Sciences

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Mr. Stephen Lee

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Director of Admissions

Ms. Rachel Green

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Director of the Career Center

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Director of Student Financial Aid

Ms. Pamela Kathcart

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Director of Marketing & Communications
Mr. Ryan McNamara
North Hall; (570) 662-4848

Registrar
Ms. Lori Cass
224 South Hall; (570) 662-4873

Director of Student Accounts
Ms. Julie Cimino
222 South Hall; (570) 662-4388

Director of Police Services & Municipal Police Academy
Mr. Jeff Perry
104 Doane Center; (570) 662-4900

Academic Calendar

Click on a link to be taken to the entry below.

- Fall Semester, 2022
- Spring Semester, 2023

Fall Semester, 2022

Classes Begin	M	Aug 22	
Last Day to DROP and ADD Classes	M	Aug 29	
Last Day to Submit:	T	Sep 06	
Credit-By-Exam form			
Application for Graduation for May 2023			
Pass/Fail form			
Labor Day - No Classes	M	Sep 05	
Last Day to Submit Incomplete Grade Changes	F	Sep 16	
Last Day to Complete 'Credit by Exam'	Tu	Sep 20	^ TOP
Mid-Semester Grades Due 4:00 pm	F	Oct 07	
First Session Ends	F	Oct 07	
Second Session Begins	M	Oct 10	
Registration for Spring Semester Begins	M	Oct 17	
Last Day to Withdraw from a Course	F	Dec 02	
Fall Break/Thanksgiving Holiday - No Classes	T-F	Nov 22-25	
Fall Semester Classes End	F	Dec 02	
Final Examination Period	M-Th	Dec 5-8	
Fall Commencement	Sa	Dec 10	
Fall Semester Grades Due 12:00 noon	M	Dec 12	

Spring Semester, 2023

[^ TOP](#)

Classes Begin	M	Jan 23
Last Day to DROP and ADD Classes	M	Jan 30
Last Day to Submit:	Tu	Feb 07
Credit-By-Exam form		
Application for Graduation for December 2023		
Pass/Fail form		
Last Day to Submit Incomplete Grade Changes	F	Feb 17
Last Day to Complete 'Credit by Exam'	Tu	Feb 21
Mid-Semester Grades Due 4:00 pm	F	Mar 10
First Session Ends	F	Mar 10
Spring Break - No Classes	M-F	Mar 13-17
Second Session Begins	M	Mar 20
Registration for Fall Semester Begins	M	Mar 20
Last Day to Withdraw from a Course	F	May 05
Spring Semester Classes End	F	May 05
Final Examination Period	M-Th	May 08-11
Spring Commencement	Sa	May 13
Spring Semester Grades Due 12:00 noon	M	May 15

Mission Statements

Click on a link to be taken to the entry below.

- [Mansfield University Mission Statement](#)
- [Graduate Studies Mission Statement](#)

Mansfield University Mission Statement

[^ TOP](#)

Our Mission

Offering dynamic programs in the arts and humanities, natural and social sciences, and professional studies, Mansfield University of Pennsylvania prepares our students for successful lives and careers. As an inclusive public institution, Mansfield University provides our students with a welcoming environment, individualized attention, and meaningful opportunities to learn and grow within and beyond the classroom. Through the Mansfield experience, our students develop the knowledge, skills, and character necessary to achieve their educational and career goals.

Our Vision

Mansfield University will be the leading higher education institution in the region.

We will strive to:

- Provide students with the richest possible educational experience in a supportive environment.
- Nurture the whole student through an inclusive, diverse, and welcoming community.
- Develop academic programs that meet the needs of regional, state, and global communities.
- Collaborate with other educational institutions to achieve mutual goals and expand student opportunities.

Academic Promise

Mansfield University provides a personal, interdisciplinary, liberal arts education that focuses on the values of our creed, preparing our students for their first and subsequent careers in a rapidly changing world.

We accomplish this by focusing on the four core values that have been our tradition since 1912: Character, Scholarship, Culture, and Service.

CHARACTER

We believe in integrity. We act with honesty and respect toward others. We take responsibility for our actions and reflect on their impact on ourselves and others.

SCHOLARSHIP

We believe in learning. We use rigorous, responsible, and critical inquiry to understand existing knowledge, acquire and share new knowledge, and apply what we learn. Each of us is both student and teacher.

CULTURE

We believe in celebrating humanity. We enrich ourselves and others by sharing and exploring our similarities and differences. We honor the past as we invent the future.

SERVICE

We believe in helping others. We work with others to improve the communities in which we now live and will touch in the future. Knowledge invests us with the power to improve our world and the responsibility to act.

Graduate Studies Mission Statement

[^ TOP](#)

Mansfield University graduate study programs provide personal and professional development opportunities expanding one's knowledge, skills and life-long learning capacities. Programs stimulate engagement in shared learning, evolve critical thinking abilities through practice and reflection, and encourage group and community service.

[^ TOP](#)

Statement Of Diversity

Graduates of Mansfield University are expected to participate in a world that has been enriched by knowledge, insights, and traditions of diverse peoples who live and work together. An academic community that values diversity by words and action provides the best environment in which students can learn the social skills necessary to participate and flourish in our multi-cultural environment.

The Mansfield University Council of Trustees reaffirms the purpose of Mansfield University, as stated by former President Simon B. Elliot in 1912, to

Strive to make education universal; that the rich and the poor, the child of those who have power and place, and of those who tread the lowly paths of life, shall receive alike the blessings of education ... and invite equally and alike, without distinction of sex, or color, or race, or creed, or party, the children of all who may desire to participate in the opportunities here offered. That is the highest purpose for which Mansfield may be praised.

The University

Located in the beautiful mountains of rural, north central Pennsylvania, Mansfield University is a member of the Pennsylvania State System of Higher Education, currently enrolling over 1,600 students. Founded in 1857, Mansfield University is proud of its long tradition of preparing excellent teachers as well as its more recent role as a public liberal arts university focused on leadership development. The university is located within Tioga County, which is noted for its quality of life and numerous recreational opportunities. The region is home to five state and federal parks, seven lakes, the Pine Creek Rail Trail, and the 50-mile long gorge of the Pennsylvania Grand Canyon. The university is an hour south of the Finger Lakes Wine Region of upstate New York.

Admissions

Mansfield University began its first graduate programs in the summer of 1966. Today, Mansfield University offers master's degree programs in Special Education and Nutrition. Mansfield University has a rolling admissions policy. Applications are considered based upon academic credentials and space availability for the entry date requested.

Application Procedures

- Official transcripts from **each undergraduate and graduate institution attended**, regardless of whether or not a degree was earned, must be submitted as part of the application packet. These transcripts must be sealed by the registrar and remain sealed until their arrival at the Graduate Admissions Office. If the course(s) or the degree was completed at Mansfield University, the applicant is not required to submit the transcript.
- One or more letter(s) of recommendation required by graduate programs (see Additional Admissions Requirements for Specific Graduate Programs).
- Copy of current teaching certificate, if applicable.
- \$25.00 application processing fee.

Admission to a graduate program is based on a full review of application materials and recommendation by the faculty of the admitting graduate program, and upon acceptance by the Office of Graduate Admissions.

Application Requirements

To apply for Graduate School contact the Graduate Admissions Office located in G-22 South Hall at (570) 662-4408 or apply online at Graduate Studies Admission. A completed application will include the following:

- Evidence of at least one completed undergraduate degree program from a regionally accredited university or in the case of international students, a nationally recognized institution.
- Minimum cumulative GPA of 3.0 on a 4.0 scale unless an exception is recommended by the graduate program faculty. Such an exception will result in a **provisional** admission. A student in provisional status:
 - Must maintain communication with the program academic advisor via email or phone.
 - May take up to six (6) credits in the graduate degree program and must achieve a cumulative grade point average of 3.0 in those credits to be eligible for continuing enrollment. Please consult with the program academic advisor to determine the courses that will fulfill this requirement. A student who receives an "F" is automatically dismissed from the University. All normal University policies and procedures apply thereafter.
 - Must contact the program academic advisor prior to registration for the following semester. An Academic Hold will be placed on the student's account and can only be released by the program academic advisor prior to scheduling for subsequent coursework.
 - May receive financial aid during the period, subject to the standard method utilized to determine eligibility for all matriculated students.

Additional requirements may be required by specific graduate programs. Please see below.

Additional Admission Requirements for Specific Graduate Programs

- **Special Education, Master of Education**
 1. Two academic or professional letters of recommendation
 2. Copy of current content area teaching certificate
 3. Minimum cumulative GPA of 3.0 on a 4.0 scale in an undergraduate degree earned or calculated on the last 48 semester hours

Clearance Requirements

Clearances are required for the following degree programs:

- **Master of Education, Special Education**

Students must submit copies of their clearances via US mail to: Ms. Beth McClure, 204 Retan Center, Mansfield University, Mansfield, PA 16933. If you have any questions, please call (570) 662-4024. Current Public School Employees may use this form <http://www.mansfield.edu/teacher/initial-clearance-instructions.cfm> to satisfy this requirement.

Non-Degree Students

Students not matriculated into a specific graduate program may take up to nine (9) credits in a "non-degree" status. To continue taking graduate courses, they must complete a regular graduate application and be formally admitted to a graduate program or indicate that they wish to remain non-degree for enrichment purposes.

Checklist for Graduation

Submit an Application for Graduation via WebAdvisor no later than one year prior to your intended graduation date.

Graduate students need to purchase academic attire approximately eight weeks prior to graduation. If it is not convenient for you to come to Mansfield to purchase your attire, please contact the Mountie Spirit Store at (570) 662-4922 (see the Policy Section, Bookstore, Mansfield University).

Graduate Student Advisors

One of the special characteristics of graduate programs at Mansfield University is the importance placed on the advisor-advisee relationship. We regard it as essential that an advisor be assigned when entering a program. There are many opportunities to tailor programs to a graduate student's unique professional goals. The graduate advisor works as a collegial professional mentor with his/her assigned graduate student. Once enrollment is confirmed, it is the graduate student's responsibility to contact the academic department to be assigned an advisor. Degree seeking graduate students will not be allowed to progress beyond nine (9) graduate credits without being assigned an advisor.

Graduate Assistantships

Graduate assistantships may be available each year to full-time and half-time graduate students. Please contact the Graduate Admissions Office for information regarding possible in-state tuition waivers and stipends. Graduate assistantships provide the graduate student with opportunities for professional, collegial, and academic growth. To this purpose, graduate assistants are assigned to work in an academic or professional area on campus. Awards are assigned on a competitive process. Graduate students should apply for an assistantship by March 15 to be considered for the following academic year (see the website graduate-studies.mansfield.edu/graduate-assistantship/index.cfm for additional information and/or an application).

Financial Information

Mansfield University offers quality graduate education at competitive rates. Please contact the Student Accounts Office for information on tuition and fees, (570) 662-4888, 224 South Hall, or visit the web at <http://esd.mansfield.edu/tuition-and-fees/index.cfm>. Independent Study and Individualized Instruction are not considered online courses and are subject to the miscellaneous fee schedule.

Financial Aid Opportunities

Mansfield University participates in federal and state financial aid programs. To be considered for financial aid the following must be completed:

1. File for financial aid immediately upon confirmed admission to Mansfield University. To apply for aid, complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov.
2. Identify Mansfield University (003324) as a school choice on the FAFSA. If the graduate student does not do this, the University will not receive the student's FAFSA and will be unable to process any aid.

Unsubsidized Federal Direct Loans are the primary source of available aid. Graduate students may apply for Federal Direct Loans by completing the FAFSA. Graduate Entrance Counseling and the Master Promissory Note (required for federal direct loans) is completed at <https://studentloans.gov>.

Alternative loan financing is also available by going to www.elmselect.com. To obtain more information about financial aid and student loan forgiveness programs please visit www.studentaid.ed.gov. For additional information regarding financial aid, please call the Financial Aid Office at (570) 662-4129.

Academic Progress

The Higher Education Act of 1965, as amended by Congress, mandates that institutions of higher education establish minimum standards of "satisfactory academic progress" (SAP) for students receiving federal financial aid. These standards apply to all Federal Title IV aid programs including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, TEACH Grant, Federal Perkins Loan, Federal Direct Loans, Federal Direct PLUS Loans and Federal Work-Study. The Satisfactory Academic Progress (SAP) standards apply to all students seeking federal Title IV financial aid, regardless of whether a student has received Title IV financial aid in the past. To retain financial aid eligibility a graduate student must maintain satisfactory academic progress (SAP).

Process of Determining Satisfactory Academic Progress (SAP):

Each student will be measured for satisfactory academic progress at the end of each semester/term. This evaluation will determine if the student has sufficient progress to be eligible for future Title IV funding. Students who have not met the minimum SAP requirements will be notified of their eligibility for future financial aid.

Satisfactory Academic Progress Measurement

Qualitative Measure (cumulative Mansfield University GPA):

- Graduate students must achieve at least a 3.0 **cumulative** GPA.

Quantitative Measure

Completion Rate/Pace: Pace is calculated by dividing cumulative hours the student successfully completed by cumulative hours the student has attempted. This calculation includes all attempted credits, both at Mansfield University and those accepted in transfer. Courses for which a student receives academic credit, withdraws, receives incomplete or repeat grades and/or fails are counted in the calculation of the completion rate/pace.

- Graduate students must successfully complete 67% of the total cumulative attempted credits.
- Graduate students may receive aid for all credits attempted up to 150% of the specified number of credits required by their specific degree programs.

Students who change majors are responsible for completing the degree requirements within the timeframe specified above.

Readmitted Students: If a student is readmitted to the University, satisfactory academic progress will be based on the student's previous attendance at MU and credits accepted in transfer. Students who have not met the minimum requirements will be notified of their ineligibility for federal financial aid and informed of the options to regain eligibility.

Special Grades and Their Use in Satisfactory Academic Progress Determination:

- I - Incomplete - Student will receive no credit for an "I" grade, although the "I" is counted as attempted credit(s). If, however, the incomplete grade is resolved and a passing grade is received, the credits will be counted.
- W - Withdrawal - No credit received; however counted as attempted credit.
- AU - Audit - No credits received.
- P/F - This refers to the pass/fail option. P means the student receives credit(s) but GPA is not affected. A grade of F will impact the GPA.

Repeat of Course: The last grade earned is always used in calculating the GPA. If the student failed the course the first time but passes it the second time, the appropriate number of credits will be received after the second attempt. If, however, the student passed the course the first time, repeats it in an attempt to improve the GPA but receives a failing grade, the appropriate number of credits will be deducted from the cumulative credits earned total. Maximum hours earned for any course cannot exceed the number of credits listed for that course in the catalog.

Regaining Eligibility: If a student fails to meet the satisfactory academic progress standards, but meets the standards later at some point, the student can once again be eligible to receive federal Title IV support. In such cases, financial aid eligibility will begin with the academic semester after which the student re-establishes progress.

Students taking coursework at another institution to regain SAP eligibility should be aware that:

1. A *Request to Transfer Credits form* must be completed (available from Academic Forms page at <http://esd.mansfield.edu/forms-and-policies/index.cfm>) prior to taking any courses elsewhere if the credits are to be transferred back to MU. The transfer credit evaluator must accept the transfer credits for those credits to be counted toward satisfactory academic progress.
2. Only "credits" transfer back to Mansfield University; "grades" do not. If the student's deficiency is in GPA, direct equivalency courses at another institution must be taken to increase the overall MU GPA.

Appeal Process: Students whose financial aid eligibility has been terminated may "appeal" that status if they have experienced extenuating circumstances that affected their abilities to meet the academic progress standards. In general, extenuating circumstances can include, but are not limited to, illness, injury, death of relative or friend, difficulties with accommodations for students with disabilities, and adversity due to unforeseen events. Students interested in appealing their termination of financial aid eligibility may submit the Academic Progress Appeal Form. Each student must also address in the appeal why the student failed to attain SAP, what has changed that will allow the student to maintain SAP in the next evaluation period, and the student must submit an academic plan for success. The student will be notified via email and/or in writing of the decision.

Financial Aid Warning: Mansfield University evaluates academic progress at the end of each payment period (semester). Students on a "Financial Aid Warning" status may continue to receive Title IV aid for **one** payment period despite a determination that the student was not meeting SAP. A warning status is granted automatically and may be assigned without an appeal or other action by the student. Students are notified via their Mansfield University email account.

Financial Aid Probation: This status can only be granted after the student has appealed and has had eligibility reinstated based upon the appeal. A student on "financial aid probation" may receive Title IV funds for **one** payment period only. After the completion of the payment period, the student must meet SAP.

Other Fees

Deferred Payment Fee

Students may defer payment up to one-half of the balance due until approximately seven weeks after the first day of the semester. The balance due is defined as the total fees for the current semester, less approved financial aid. Balances not paid in full on the initial due date automatically incur a \$50 deferred payment fee.

Late Payment Charge

A Late Payment fee will be assessed if a student's account balance (net of approved financial aid) is not paid in full by the deferred payment period (approximately seven weeks from the start of the semester). The amount of the Late Payment fee is proportional to the account balance as described in the following table. The late fee will be assessed once per month on accounts with balances.

Account Balance Due (ABD)		Late Payment Fee
	ABD <= \$100	\$ 0
\$100	ABD <= \$1000	\$10
\$1,000	ABD <= \$2500	\$25
\$2,500	ABD <= \$5000	\$50
\$5,000	ABD	\$75

Returned Check Fee

A \$25 fee is charged for each check or e-check returned by the bank for non-sufficient funds (NSF). A \$5 fee is charged for each e-check (electronic check) returned by the bank for invalid account information.

Parking Decal Fee

The fee for a valid parking permit from September through August is as follows:

Commuter Student	\$25
Resident Student	\$50

Parking permit applications are located at the website <https://parking.mansfield.edu/login.php>

Withdrawal from the University

The following information is subject to change without notice (visit the website <http://esd.mansfield.edu/withdrawal-from-the-university.cfm> for details):

Tuition, housing, community building fee, health fee, activity fee and fitness center fee are adjusted for all students according to the refund schedule. The technology fee is non-refundable.

Dining adjustments are pro-rated on a weekly basis.

First day through drop period	100%
Through Second Week	80%
Through Third Week	60%
Through Fourth Week	50%
Through Fifth Week	40%
Sixth Week	No Refund

If a student receives financial aid funds from the Federal Title IV Aid Programs and the student withdraws from the university prior to completing 60% of the semester, a portion of the federal funds may need to be returned. Please contact the Office of Financial Aid at 570-662-4129 or financial.aid@mansfield.edu for more information on this policy.

Financial Obligation

Failure to meet financial obligation by the due dates may result in future registrations being blocked and transcripts withheld. The minimum amount required to confirm registration is the total charge, LESS financial aid, DIVIDED by two, PLUS any beginning balance. Payment of the minimum amount due will allow the student to defer the remaining balance due for approximately seven weeks. Failure to make payment in full by the payment due date will automatically result in the student account incurring a deferred payment fee of \$50. For additional information contact Student Accounts at (570) 662-4888, 224 South Hall.

Nelnet Campus Commerce Payment Plans (Formerly Tuition Management Services)

Nelnet Campus Commerce partners with Mansfield University to offer a monthly payment plan for your tuition balance. The payment option is available for a small enrollment fee and includes personal account service and counseling automated account information 24 hours a day and access to your account through their web page <http://mansfield.afford.com>

*****Note:** Nelnet payment plans are not available for the summer option.

Delinquent Accounts

A student is not permitted to register for course work, receive a diploma, or obtain official transcripts until all overdue accounts have been paid. Students requesting transcripts are encouraged to pay any outstanding balance by credit or debit card, money order or cashier's check to avoid a 10 business day clearing period on personal checks.

Policies and Information

Academic Dismissal Policy

A graduate student who receives a grade of F in a course is automatically dismissed from the University. A student whose cumulative GPA (grade point average) is below 3.0 at the end of any semester is placed on academic probation until the GPA rises to a minimum of 3.0. Failure to achieve the minimum GPA within one academic year will result in dismissal from the University. If there is an extraordinary reason for which the student believes he/she should be reinstated, the student may appeal to the Office of the Deans.

Probationary status does not mean that a student is dismissed from the University. It means that the student is not currently meeting the standards required for graduation and that corrective action is required. A student on probation will receive a letter from the University about the probationary status.

Academic Integrity

Students are expected to do their own academic work. Dishonesty in academic work, including cheating, academic misconduct, fabrication, or plagiarism, is unacceptable. Faculty are expected to instruct students of the University Policies pertaining to academic integrity. Faculty also are responsible for assessing and reporting all charges of academic dishonesty to the Office of the Deans. The link labeled *Academic Integrity Policy* (see <http://mansfield.edu/academic-affairs/resources-for-faculty/forms-and-procedures>) outlines the procedures faculty will use to initiate disciplinary action in cases of academic dishonesty.

Faculty are responsible for informing students of course evaluation criteria, for adherence to the stated criteria, and for determining grades in a fair and equitable manner. If a student alleges that a faculty member has discharged professional duties in an improper, arbitrary, discriminatory, or otherwise unjustified manner, complaints are considered by the procedures outlined in the link labeled *Due Process/Appeals* (see <http://www.mansfield.edu/academic-affairs/student-resources/index.cfm>).

Academic Standing

Good academic standing at the graduate level is defined as a minimum 3.0 cumulative GPA.

Accreditation

Mansfield University is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000) The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

ACT 48

ACT 48 of 1999 requires persons holding Pennsylvania professional educator certification to complete continuing education requirements every five years in order to maintain active certificates. Pennsylvania certified teachers wishing to use credit coursework at Mansfield University to meet the ACT 48

requirement should log on to the *Edulink* website at: <https://ssl.mansfield.edu/forms/perms.cfm> and submit their

ACT 48 courses through the Professional Education Record Management System (PERMS). ACT 48 submission is the responsibility of each applicant. Teachers are responsible for selecting courses pertaining to their areas of certification or teaching assignments.

Add or Drop a Course

A graduate student may ADD and DROP a course during the first seven business days of a semester using WebAdvisor. If the course is full or creates a conflict with the graduate student's schedule, they may use an Add card available at the Registrar's Office, 224 South Hall. The class instructor must sign all add cards. For online courses, please contact the instructor to initiate the approval process. The instructor should confirm this approval by forwarding an email to the Registrar's Office.

Application for Graduation

No later than one year prior to the intended date of graduation, the graduate student should complete an Application for Graduation online via WebAdvisor.

Audit

If a graduate student is interested in auditing a course (participating in a class, but receiving no grade or credit for it), then a completed registration form and audit card for the course work is required. These forms are available online at Academic Forms (matriculating students). Cost of auditing is \$50 per course. Permission from the instructor must be received to audit any course. Please note that applied courses in Art, Music, and Nursing (online, laboratory or studio) courses may not be audited. Exceptions to this policy may be petitioned to the Office of the Deans. Audited courses do not count toward graduate requirements.

Career Center

The Career Center is an integral part of the university and focuses on the relationship between self, education, and careers. It subscribes to the concept that career development is an ongoing, lifelong process, which incorporates self-assessment and career readiness. Students are encouraged to be engaged participants in their own career journey and to develop a relationship with the Career Center starting their first semester on campus.

Both students and alumni are supported with a wide range of services, including career exploration and development, career interest inventories, resume and cover letter writing and critique, job search techniques, practice interview sessions (in-person and virtual), on-campus recruitment interviews and other various professional development opportunities. A career library of websites, printed, and software-based information covering career options, professional associations, employment trends, internships, job listings, and graduate/professional schools is maintained through the Career Center. Job and internship opportunities are posted electronically through **Handshake**. Students and alumni can access this free service at career.mansfield.edu. Students are encouraged to engage in Career Center services and programs early in their academic career.

The Career Center is located on the Ground Floor of Alumni Hall and may be reached at (570) 662-4133 or careers@mansfield.edu. Appointments are suggested and available in-person, by phone, email, or virtually (via Zoom). For more resources, information about the Career Center and a calendar of events, please visit career.mansfield.edu.

Continuing Enrollment Course Procedure

A graduate student not registering for credit bearing course(s), who wishes to remain active in a program, may enroll at no cost in ED-5600 Continuous Enrollment. A maximum of two consecutive semesters of enrollment in ED 5600 is permitted.

Graduate students will be eligible to enroll in the continuous enrollment course during the registration and add/drop periods. Graduate students who fail to enroll will be classified as No Shows or Abandons and will become inactive in the student system. Students in an inactive status must reapply for admission using the online application and if readmitted will be admitted under the current graduate catalog year.

Cost

Tuition and fees are set after the catalog is printed. The most current information can be found on the website at <http://esd.mansfield.edu/tuition-and-fees/index.cfm>

Counseling Center

The University Counseling Center encourages all students of the campus community to access counseling services. All services provided by the University Counseling Center are no additional cost to the student and respect the applicable confidentiality laws and ethical guidelines of the APA (American Psychological Association), and ACA (American Counseling Association). We offer individual, couples, and family counseling to students and provide workshops for organizations, as well as other services as needed. For additional information or to schedule an appointment visit our website <http://www.mansfield.edu/counseling-center/>, call 570-662-4695.

Course Load/Time Limit

A normal academic course load (full-time student) is defined as nine (9) or more credit hours a semester. A maximum of nine (9) or more may be taken during the summer. Students who wish to schedule more than the maximum must submit a petition to the Office of the Deans. The Special Education degree program must be completed within a maximum of seven years. The Master of Science degree program in Nutrition has a five-year time limitation.

Culminating Requirements

Each degree requires a culminating experience at the end of the master's degree process (e.g., Capstone Course, Exhibition, Departmental Paper, Thesis, or Orals). The nature of the final requirement should be discussed with the program advisor early in the graduate program.

Degree Requirements

To graduate from Mansfield University with a master's degree, a graduate student should meet the following requirements:

1. Earn the total number of credits determined by the program (30-36 credits).
2. Earn a minimum 3.0 cumulative grade point average (GPA).
3. Complete ALL course work with a C - grade or better.
4. Satisfactorily complete any capstone course, creative project, research or thesis, or comprehensive exam required as a culminating project.
5. Submit an Application for Graduation via WebAdvisor no later than one year prior to intended graduation date.
6. Complete any additional requirements necessary because of deficiencies identified in entry, or because the student has chosen to add one or more teaching certifications to the master's degree.

Due Process/Appeals

Procedures can be found at the following link: <http://www.mansfield.edu/academic-affairs/student-resources/index.cfm>.

Email Accounts

All registered graduate students will receive a Mansfield University email account. Graduate students must use this account when corresponding with University faculty and staff.

Graduate Academic Year Definition

Mansfield University's academic year is a period that contains 30 weeks of instructional time during which a full-time student is expected to complete at least 18 credit hours. The academic year is further described as a Scheduled Academic Year (SAY) that starts at the beginning of fall semester and ends on the last day of the spring semester. The summer sessions are designated as "trailer" terms which follow the SAY. On an individual basis, a student's academic year can be changed to a Borrower-Based Academic Year (BBAY) when determining financial aid eligibility. A BBAY is not a fixed period of calendar time; instead the beginning and ending dates depend on the student's enrollment and progress. The BBAY does not end until the student has completed the number of weeks and the number of hours in the academic year.

Grading System

A written syllabus, which includes the criteria for academic evaluation, is provided by instructors prior to the end of the first week of class. Mansfield University uses a 4-point grading scale, as shown below, to evaluate academic performance.

<u>Grades</u>	<u>Quality Points</u>
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
F*	0.0

The following designations may be used in addition to the grades shown above:

AU	Audit
I	Incomplete
S	Satisfactory (D- grade or better)
U	Unsatisfactory
W	Withdrawal from a course after the drop period

The cumulative grade point average (GPA) is determined by dividing the total number of quality points earned by the total number of credit hours of work attempted. The cumulative GPA is the index by which a student's academic standing is judged.

Graduate Courses - What is a Graduate Course?

The following criteria capture features of Mansfield University's graduate courses. These criteria are reflected by course syllabi and course requirements.

1. Course content is offered at advanced levels of depth and understanding.
2. Course topics are supported by a significant body of professional literature and, except in emerging areas of inquiry, include a significant theoretical and research base for course content.
3. Reading and reflection support graduate learning. Therefore, graduate courses include time for graduate students to read course-related materials and to reflect on what they are learning.
4. Graduate students develop professional and scholarly beliefs and opinions that can be articulated and substantiated with support from professional and scientific literature.
5. Courses provide significant opportunities for graduate students to interact with the course instructor and with other graduate students enrolled in the course. In distance education situations, face-to-face interactions between instructor and students are encouraged to the degree that they are possible.
6. Graduate courses reflect diversity as related to culture, ethnic groups, gender, age and value systems.
7. Graduate courses offered in cross-listed arrangements with undergraduate courses have syllabi and course proposal forms that clearly identify graduate: a) assignments, b) evaluation methods, and c) experiences.

Human Subject Research Policy

Research projects undertaken by Mansfield University students, staff, or faculty members must be approved prior to involvement of human subjects and the initiation of research project. The review process is intended for the protection of the human subjects and shall be the sole focus of the review.

The Mansfield University Institutional Review Board (IRB) is the final authority in determining approvals of human subjects' research. To request a review of research, contact the department chairperson or IRB Chair for a copy of the guidelines, application form, and a sample Informed Consent form. Submit two copies of the Request for Review of Research form and one copy of the Informed Consent form to the IRB Chairperson for Board review.

Copies of the IRB guidelines and forms are also available at the university web site: <https://www.mansfield.edu/grants-development/institutional-review-board.cfm> or by contacting Dr. Francis Craig, Chairperson of the IRB, South Hall, at 570-662-4774 or email: fcraig@mansfield.edu. Persons undertaking human subjects research should plan to submit their applications at least 4 weeks prior to the proposed research project start date.

Hybrid Courses

A hybrid course is a blend of face-to-face instruction with online learning. In a hybrid course, a significant part of the course learning is online and subsequently the amount of classroom time is reduced. A course which is largely classroom based may include a combination of online or web-based components and requirements in addition to the classroom experience.

Identification Cards (One Card)

A university identification card that contains a photo (also known as "One Card") is issued to students, faculty, and staff. All on campus graduate students must have a MU One Card. A One Card is available at the CCSI office (College Community Services, Inc.), inside the Mountie Spirit Store. Regular office hours are Monday - Friday from 8 a.m. - 4 p.m. Extended hours are available during the first week of classes but vary each semester, therefore please contact the CCSI office at (570) 662-4929 for specific information.

The One Card enables the user to check out library materials and receive discounts on many cultural and entertainment productions. In addition, the card may be used for public printers and copy machines at various locations on campus, athletic events, and various campus activities. The student One Card must be carried at all times and shown to authorized personnel upon request. The One Card also serves as a meal card and can be used as a cash debit card with Mountie Money and Flex accounts. The cost of the One Card is \$5 for new students. Replacement cards are \$15.

Graduate students taking only online courses and wishing to access the North Hall Library resources and materials remotely, will need their student ID number as well as an 18-digit library barcode number. This 18-digit number can be found on the My Accounts page. It can also be found by going to <http://lib.mansfield.edu/distance/idhelp>. However, to physically sign out materials from the library, a student ID card is required. Online graduate students may receive an actual One Card by submitting a picture (equivalent to a passport/driver's license photo) and a front/back copy of an official government ID (i.e., driver's license, military ID), along with \$5.00 payable to CCSI (College Community Services, Inc.) and sent to the CCSI Office, Mansfield University Alumni Hall or email onecard@mansfield.edu.

Incomplete (I)

A grade of I is used to denote unfinished course work because of serious mitigating circumstances beyond the student's control. It is a privilege granted because of circumstances, not a right to be expected by the student.

The I grade is submitted by professors at their discretion on the grade report form at the end of the semester. The professor and the student will identify the specific requirements to be satisfied in order to convert the I to a letter grade. The student is responsible for the removal of an I grade by the end of the fourth week of the subsequent semester except in cases where serious circumstances prevail and a request for an extension is made by the faculty member to the Registrar's Office. If the incomplete grade is not cleared within the allotted time period, a final grade of "F" is recorded.

Independent Study

Independent study is available in each curricular field on a restricted basis. The appropriate curricular prefix precedes the course number 5597, and the credit hours vary from one to three. Independent study may be repeated for more than three credit hours total, but each independent study project may be for no more than three credit hours. Independent study is an activity initiated by the graduate student to increase already advanced knowledge in a particular academic discipline. The subject is examined in an intensive manner with guidance by a faculty member who has special expertise in that field.

To request approval for an independent study, prepare a contract available online at Academic Forms which then must be completed and approved by the faculty director, department chairperson and Academic Dean. A request for independent study must be completed prior to the start of the semester or summer session for which the independent study is sought. Independent studies will be approved only where there is sufficient evidence that the study will advance the student's scholarly or professional development.

All requests for independent study should be accompanied by an appropriate and scholarly proposal that has been carefully reviewed by the student and the faculty director who will supervise the independent study. The proposal should include a plan of activities to be undertaken, student learning outcomes, the "products" to be expected from the study (for example, a paper, a performance, a research report, or presentation to a departmental symposium), a timetable for the study and an estimate of the amount of effort that will be applied to the study so that the appropriate amount of credit can be assessed. Only in rare instances will more than two independent study proposals be approved as part of a graduate student's curriculum.

Individualized Instruction

Individualized instruction is available on a restricted basis. Ordinarily permission to take a course by individualized instruction is reserved for graduate students who are close to graduation and who have not been able to meet a degree requirement either because the course has not been available or because of some other mitigating circumstance. A graduate student's decision to move from the Mansfield area or a conflict with another obligation, such as a job, would not normally be sufficient to justify an individualized instruction. A call to military service or a serious extended illness, on the other hand, may be viewed as a sufficient mitigating circumstance. An individualized instruction would not normally be approved if there is evidence that a graduate student delayed taking a course or dropped a course earlier in his/her academic career and did not make a clear attempt to complete it as part of a regular schedule.

A request for a course by individualized instruction available online at Academic Forms must be completed and approved by the faculty director, department chairperson, and the Academic Dean. A request for individualized instruction must be completed prior to the start of the term for which the individualized instruction is sought. Requests for individualized instruction should be accompanied by a detailed justification and explanation of the mitigating circumstances that require the course to be taken in this manner, a current course syllabus that outlines the material to be covered, a timetable for the instruction, and the means of assessment that will be applied to determine the grade assigned.

The Mountie Spirit Store

The Mountie Spirit Store is a non-profit organization operated by College Community Services, Inc governed by the students. The store carries MU clothing, school supplies, mugs, graduation attire, MU decals and more. The Mountie Spirit is located on the second floor of Alumni Hall Student Center and open from 8 a.m. to 4 p.m. Monday-Friday or online at mansfieldspirit.com. Textbooks are no longer sold on campus. Books can be purchased online at mansfield.textbooks.com.

International Studies

Many opportunities are available for international students at Mansfield University. International students accepted to Mansfield University are automatically considered for scholarships based on their academic achievement

International Requirements for Admission

Applicants are required to send official certified copies of all academic records by postal mail to the Office of Admissions. Academic records should be sent directly from the academic institution attended and be contained in a sealed envelope.

Transfer applicants should also request that original language transcripts, accompanied by certified English translations, be sent directly to the Admissions Office by an official from each college or university previously attended. These records should also be sent to a certified credential evaluation service (www.WES.org or www.AACRAO.org) with a request that the evaluation results be mailed directly to the Admissions Office.

Applicants from countries where English is not the official language are required to submit official results of the Test of English as a Foreign Language (TOEFL) Examination, the International Language Testing System (IELTS) exam, or the Scholastic Aptitude Test (SAT). Applicants from countries where English is the official language must submit the Scholastic Aptitude Test (SAT). A TOEFL score of 65 on the internet-based exam, 525 on the printed exam, or 5.5 on the IELTS exam indicate sufficient English proficiency. English as a Second Language (ESL) classes may be available for applicants who are not fully proficient in English.

International Admissions Process

Applicants are strongly encouraged to submit applications and all required documentation at least three (3) months prior to the desired start date. This allows adequate time for processing the application and academic documents. All applications/forms are available at <http://admissions.mansfield.edu/more/international-students/>.

Applicants must submit the following documentation as part of the admissions process:

1. General Application (online)
2. \$25.00 Application Fee
3. Official Transcripts
4. Official results of either the TOEFL, IELTS, or SAT
5. Financial Aid Certification Form (online)
6. W-8BEN Form (online)
7. Financial Documentation (print & mail)
8. A copy of current passport which must be valid for at least six months after entry into the United States on a student visa.
9. Personal Essay

Library

Mansfield University provides information resources both virtually (see the Library Website) and in the historic and elegant 19th century setting of North Hall. The quality resources provide students access to information from around the world. Most resources are accessible regardless of physical location.

The Library is located on the first four floors of North Hall and has several special features to promote the efficient use of information in both printed and electronic forms. The Library has been designed to highlight traditional subject strengths, such as those for music and education, and also to provide immediate access to electronic information via extensive computer networking. If students need help using the resources housed in the Library, there are service points, with the most comprehensive being the Service Desk on the second floor, South wing. The personnel who staff this area can help with traditional reference questions on how to use printed and electronic resources and will also provide advice on equipment problems. Other services include the printed reserve collection, laptops and other multimedia materials, other reserves, and the Microfilms/Periodicals Desk in the North wing of the 1st floor. Printed brochures are available throughout the Library providing answers to commonly asked questions about library resources and services.

A wide range of resources and services are available to support teaching, learning, and research for on-campus students, and for distance education. Detailed information about the library's collections, policies, fines / fees, and services is available through the Library Website at <http://lib.mansfield.edu/> and more specifically <http://mansfield.libguides.com/distance> for our online population.

A Mansfield University ID card is necessary each time materials are checked out, including library-use-only reserve items. ID cards and circulation privileges are not transferable and are intended for use only by the person in whose name the card was issued. A lost or stolen ID card should be reported immediately at the Service Desk.

General circulating materials such as books, curriculum guides, government documents, pictures, and textbooks circulate for an established period for students. Other item loan types include:

Laptop Computers; Equipment; Media Materials; Reserve Materials; Electronic Reserves so you may access the materials from outside the library and from off campus. Please check with your instructor or the Service Desk personnel to determine if the materials you need are available electronically.

Most items may be renewed in person (please no telephone calls) unless reserved for another patron. Renewals may be made without having the materials present if the patron has a Mansfield University ID card. Patrons also can renew library materials online. (See the Library home page for information on how to renew online.)

All materials should be returned to the Circulation Desk. When the Library is closed, books may be deposited in the book return located on the east wall, right of the front entrance. Please do not place media materials in the book return as these materials are easily damaged.

Fines and Fees are subject to change - please see Library Website at <http://lib.mansfield.edu/home> All patrons are responsible for replacement fees for lost or non-returned items.

The Library uses an electronic security system that detects any materials that are not checked out. Individuals who attempt to leave the Library with materials that have not been checked out from the Library are automatically referred to the University Police.

Please refer to the Library Website at <http://lib.mansfield.edu/home> for a more detailed list of Library Operations and Policies/Guidelines as changes occur.

Tobacco products may not be used in the Library. Food and beverages may not be consumed in the Library except in the Visual News section of the Library.

Non-Discrimination Policy

It is the policy of Mansfield University to ensure a work, educational and residential environment free of discrimination on the basis of race, color, religion, sex, disability, ancestry, national origin, age, sexual orientation, gender identity/expression, genetic background, or veteran's status. In accordance with state and federal laws, Mansfield University prohibits and will not tolerate unlawful discrimination. The University also prohibits retaliation against any party for participating in a discrimination investigation. Mansfield University's Non-Discrimination Policy may be reviewed at the following website:

<https://esd.mansfield.edu/forms-and-policies/undergraduate-academic-policies/harassment-and-non-discrimination-policy.cfm>

Online Courses/Programs

Mansfield University offers the convenience and flexibility of taking online courses/programs at the undergraduate and graduate level. To learn more about online courses, visit <http://online.mansfield.edu>.

Some individual online courses may require synchronous discussion boards and synchronous assignments. Times for such online activities will be clearly identified in the semester scheduled. This information can be found under the Course Section information in **WebAdvisor**.

Students registered for an online course should visit the website <http://online.mansfield.edu> for critical information, resources available, and directions relative to responsibilities in taking a course online at Mansfield University.

Prospective Students

Due to recent federal regulation, all universities offering distance education in states other than their own must receive authorization from those states to do so. If a student is considering an online academic program that will lead to a professional license in a particular, it is highly recommended that guidance be sought from the appropriate licensing agency in the home state before beginning a program at Mansfield University. For more information, visit online.mansfield.edu

Online @ Mansfield University Complaint Process

The Higher Education Opportunity Act of 2008 requires colleges and universities to provide students with information necessary to make informed decisions concerning their educational experiences. One important item relates to student complaints. Mansfield University strives to serve its students fairly and equitably. If, however, a student has a complaint, the following process is in place to assist the student with complaint resolution.

Mansfield University encourages all students regardless of their residency, to FIRST initiate an attempt for resolution by following Mansfield University's Academic Standards: Due Process/Complaints. If an issue cannot be resolved by this internal process, a complaint may be filed with the Pennsylvania of Higher Education. Students located outside Pennsylvania may also choose to file a complaint with the appropriate agency in his/her state of residence. A list of the appropriate agencies is maintained by the State Higher Education Executive Officers (SHEEO).

Petition

- *Program Variance*
Under special circumstances, curriculum requirements may be modified. A department chairperson may substitute or waive course requirements by informing the Registrar's Office in writing of the requested program change. Graduate students may petition the Academic Dean for other program variances.
- *Waiver of University Policies or Regulations*
For exceptions of University policy, students may petition the Office of the Academic Dean. Graduate students should contact the program advisor for assistance in preparation of a petition. Petitions are available online at <https://esd.mansfield.edu/forms-and-policies/index.cfm>.

Repeating a Course Policy

Students are limited to a total of two course repeats with a limit of one repeat for any specific course. The most recent grade (regardless of whether it is higher or lower) will be the grade used for the GPA calculation. Previous grades for repeated courses will appear on the transcript. If a student intends to repeat a course, they must complete the repeat a course form available online at <https://esd.mansfield.edu/forms-and-policies/index.cfm>.

Residency

A graduate student, is classified as a Pennsylvania resident for tuition purposes if she/he has a Pennsylvania domicile. Domicile is the place where the graduate student intends to and does permanently reside. Because the determination of whether a graduate student intends to reside indefinitely in Pennsylvania is subjective, documentary evidence, statements from disinterested persons, and the presumptions set forth below are considered:

1. Continuous residence in Pennsylvania for a period of 12 months prior to registration as a graduate student at an institution of higher education in Pennsylvania creates a presumption of domicile. A graduate student is presumed not to be domiciled if she/he has resided for a shorter period before attending an institution of higher education, but the graduate student may rebut this presumption by clear and convincing evidence.

2. Graduate students who are not United States citizens and have non-immigrant visas or lack a visa are presumed not to be domiciled in Pennsylvania, but may rebut this presumption by clear and convincing evidence.
3. It is presumed a minor will have the same domicile of the parent(s) or guardian(s). The age of majority for establishing a domicile for tuition purposes is 22 years. However, a minor may prove financial emancipation and thereby demonstrate Pennsylvania domicile through clear and convincing evidence.
4. A United States government employee or a member of the armed forces who was domiciled in Pennsylvania immediately preceding entry into government service and who has continuously maintained Pennsylvania as the declared legal residence shall be presumed to have a Pennsylvania domicile. Nonresidents stationed in Pennsylvania for military service shall be deemed Pennsylvania residents.
5. A graduate student receiving a scholarship, loan or grant, dependent upon maintaining domicile in a state other than Pennsylvania, is presumed to be domiciled in the state from which financial aid is received.

A graduate student may challenge her/his residence classification by submitting a written appeal to the Registrar's Office. If the graduate student is not satisfied, the decision may be appealed in writing to the Office of the Chancellor, State System of Higher Education, within 30 days. The decision of the Chancellor is considered final. The effective date of any reclassification, resulting from the student's challenge, is determined by the Residency Committee based on when the petition was filed. A graduate student who changes domicile from Pennsylvania to another state must promptly give written notice to the university.

For additional information on determining residency status and procedures, visit <http://esd.mansfield.edu/residency.cfm>.

Summer School

The Summer School program is designed to meet the needs of a variety of students. A wide range of educational opportunities include credit courses for undergraduate, non-degree and graduate students as well as workshops, Act 48, travel abroad credit and non-credit courses, and seminars in the liberal arts, teacher education, and other fields of study. Summer courses include a vast array of online courses as well as traditional in-classroom experiences. Graduate students can visit the website at <http://mansfield.edu/summer/> to view online and on campus courses.

Continuing university students, including new students, who wish to accelerate their program of study will find both general education and other courses in a variety of academic disciplines. Students from other colleges and universities may take courses through Mansfield University. Students are advised to first ensure that the home institution will transfer credits earned.

Teachers and graduate students will find courses in the summer program to serve a variety of needs. Students may enroll to complete requirements for permanent certification, take refresher courses in a field of specialization, earn certification in a new field, or take academic coursework to meet ACT 48 requirements.

The policy regarding the number of credits for which a student may register during the summer sessions at Mansfield University is as follows: Students may not take more than six credits during either session (SU or SF), or more than 12 credits across the summer without the approval of the Academic Dean. The Registrar's Office will monitor the number of credits registered to enforce this policy. The student will be contacted to rearrange the summer schedule.

Teacher Certification Programs

The Teacher Education Unit is responsible for all teacher certification programs at Mansfield University. The Unit seeks to prepare teachers who have the knowledge, skills, and dispositions to meet the demands of public education in the twenty-first century. All certification programs are approved by the Pennsylvania Department of Education (PDE). Programs within the Unit are nationally recognized by many different professional organizations. The mission of the Education Unit at Mansfield University is to prepare educators who will make reflective decisions based on accepted theory, research, and practice as they serve our region, the Commonwealth of Pennsylvania, and the nation.

Graduate Degree Programs in Education at Mansfield University

- M.Ed. in Special Education - Special Education Certification (PK-8)
 - This certification availability will end on December 31, 2021.
- M.Ed. in Special Education - Special Education Certification (PK-12)
 - This certification availability will begin on January 1, 2022.

Clearances

All required Pennsylvania teacher education clearances must be attained before registering for classes. Graduate students who are employed by a school district and anticipate completing fieldwork in that district may substitute a letter of clearance verification from their superintendent or principal in lieu of individual clearances. If a student's clearance history changes throughout the course of study, he/she is required to immediately share that information with the Field Experiences Office (Act 24). Students cannot register for courses until they satisfactorily complete the following clearance checks and are willing to allow the Field Experiences Office to communicate their personal clearance information with participating school districts (for the purpose of field experiences). See the Field Experiences Office webpage for detailed information on the following clearance requirements:

- TB Tine Test (Tuberculosis)

- Child Abuse Clearance (ACT 151)
- Criminal Background Clearance (Act 34)
- PA FBI Fingerprint Clearance (Act 114)
- Professional liability insurance coverage of one million dollars (\$1,000,000)
- Arrest/Conviction Report and Certification Form (Act 24)
- Child Abuse Recognition and Reporting Training under PA (Act 126)
- Statements of Understanding, Confidentiality and Professionalism & Clearance Adherence from required MU handbooks.

Teacher Education Council policy (1997) prohibits candidates with a clearance offense from entering an education program without approval following the TEC process. Detailed information concerning this process is also available in the *Early Field Experience Handbook*.

Instructional II Certificate

Instructional II provisional certificates (Chapter 49.83) are issued to applicants who complete a Pennsylvania Department of Education-approved induction program, complete three to six years of satisfactory teaching on an Instructional I Certificate in approved public or non-public schools, and complete 24 semester credit hours of collegiate study or in-service programs approved by the department, as well as any other requirements identified by the Pennsylvania Department of Education. More detailed information concerning instructional certificates is available on PDE's webpage or from the Bureau of Teacher Certification, Department of Education, 333 Market Street, Box 911, Harrisburg PA 17126.

Students who would like the Mansfield University Certification Officer to recommend them for teacher certification must complete the following requirements:

- Pass the appropriate PDE required content exam;
- Complete the appropriate education degree with a GPA of 3.0 or higher; and
- Apply for Pennsylvania teacher certification through PDE's online TIMS system.

ACT 48: Continuing Education

ACT 48 of 1999 requires persons holding Pennsylvania professional educator certification to complete continuing education requirements every five years in order to maintain active certificates. Pennsylvania certified teachers wishing to use credit course work at Mansfield University to meet the ACT 48

requirement should log on to the *Edulink* website at: <https://ssl.mansfield.edu/forms/perms.cfm> and submit their

ACT 48 courses through the Professional Education Record Management System (PERMS). ACT 48 submission is the responsibility of each applicant. Teachers are responsible for selecting courses pertaining to their areas of certification or teaching assignments.

Required Field Experiences

Pennsylvania Department of Education's (PDE) Chapter 49 has established competencies for graduate fieldwork. As some candidates will have previous experiences with children and in classrooms, the field experiences are designed to meet the specific and unique needs of graduate candidates. Overall, the expectations are consistent with expectations for undergraduate candidates and provide for a field experience structure that includes sequential and developmental learning stages. Candidates must demonstrate evidence of meeting the field experience competencies identified by PDE. Course professors and University supervisors will provide official validation for each student. This documentation is important in verifying successful completion of Chapter 49 field experience competencies required for teacher certification. Course completion will be hindered without successful mastery of field experience competencies.

Transcript Requests

Official transcripts of courses taken at Mansfield University are prepared by the Registrar's Office and issued according to the following policies:

1. Students' records are confidential. Transcripts, therefore, are issued only at the written request of the student. Requests by telephone are not accepted.
2. Transcripts can be requested at Parchment.com:<https://esd.mansfield.edu/transcript-request.cfm>.
3. No transcript is issued to or for a student who is indebted to the university until the debt has been paid in full.
4. Official transcripts of credit(s) earned at other institutions that have been presented for admission and evaluation become part of the graduate student's permanent record in the Registrar's Office and cannot be reissued or copied for distribution.
5. Official transcripts issued directly to the graduate student will only be released in a signed, sealed, embossed envelope. The envelope will bear the statement, "If opened, the transcript should be considered unofficial and the integrity of the document is not guaranteed by Mansfield University."
6. Unofficial transcripts (student copy) contain the same information as an official, but do not bear the authorized signature or seal of the university.
7. There is an \$8.41 transcript fee.

Transferring Credits

Mansfield University may accept a maximum of six (6) credit hours in transfer from a regionally accredited college/university if the courses:

1. would have been counted toward a graduate degree from the sponsoring institution.
2. are appropriate at Mansfield University as determined by the department offering the degree program and the grades are B or better (if the

previous school awarded a "P" grade, and this is verified as equal to a B or better, then it will be accepted).

3. were taken within a seven year (five years for the Nutrition program) time period prior to admission.

4. are included on an official graduate transcript received by Mansfield University.

A graduate student should contact the program advisor to determine whether or not the transfer credit will meet program requirements.

A "Request to Transfer Graduate Credit(s)" form can be obtained online at <http://admissions.mansfield.edu/transfer-students/index.cfm>.

The University Calendar

The regular academic calendar consists of a fall semester that ends in mid-December and a spring semester that ends in early May. Mansfield University also offers two summer sessions from May to August.

Withdrawal from a Course

After the drop period, a student may withdraw from a course until 4 p.m. the last day of classes (not including final's week) as designated on the Academic Calendar. A course withdrawal form must be completed, which can be obtained at the Registrar's office at 224 South Hall. It must be signed by the course instructor. If fewer than 60 credits have been earned, the student must also have the withdrawal card signed by the advisor. Completed forms are returned to 224 South Hall.

A "W" will be recorded in the permanent record and will not be calculated in the quality point average (QPA). A student who withdraws from all courses is automatically withdrawn from the University.

There is **no tuition or fee adjustment** for course withdrawals; therefore, full payment is due to the University.

Programs

Graduate

Special Education, Master of Education

The Department offers the degree program Master of Education (M.Ed.), Special Education with two concentrations, Certification and Non-Certification. The M.Ed. is chosen by those pursuing a master's degree with a special education emphasis. The minimum number of credit hours required for this degree is 33 (or 36 if the thesis option is completed).

Teaching requires knowledgeable, creative, and committed professionals who make informed decisions on behalf of their students. Through studies in education, M.Ed. graduate students become more knowledgeable, skilled and confident teacher leaders. They also learn to collaborate with colleagues, to be lifelong learners, and to lead by example. Courses and research experiences in the graduate program are designed to prepare reflective teacher leaders. This program is also designed to develop knowledge in research, curriculum, supervision, and adaptive strategies meeting the needs of all learners.

The certification concentration is designed for educators who are certified at the initial level in another education field. The graduates of this concentration are prepared to meet the PreK-8 special education certification requirements in Pennsylvania (*see PDE information below). Students in the non-certification concentration will not be prepared for certification in Pennsylvania. The non-certification concentration, for candidates from education and related fields not seeking special education certification, provides the opportunity to develop an understanding of special education programs and services for individuals with exceptional learning needs.

Mission

The mission of the Special Education Degree Program of study (M.Ed.) is to provide candidates with a specialization in special education.

The M.Ed. in Special Education supports the mission of Mansfield University, the Teacher Education Unit, and the Department.

Vision

Graduates with an M.Ed., Special Education degree will be identified as leaders in their schools, districts, and professional organizations as a result of their lifelong dedication to enhance special education services.

Values

Graduate program faculty in the Master of Education, Special Education Degree Program are committed to providing the following:

- Curricula of rigor and relevance through a model of continuous reflection, assessment, and collaboration

- Standards of professional growth and performance that challenge faculty to maintain the highest quality of teaching and that challenge students to a life of scholarship, leadership, and continuous professional growth
- Support of student learning through equitable, caring, and stimulating professional relationships
- Development of students' leadership skills to ensure that their respective schools follow best practice in using evidence-based instruction

Student Learning Outcomes for the Master of Education, Special Education Degree Program

After completion of the M.Ed. degree, students will be able to:

- Use their knowledge to enhance elementary and middle school classroom instruction, design effective assessments, and improve student learning for all children in a variety of settings.
- Develop and nurture collaborations with professional communities and participate in professional organizations to continue growth and enhance professional effectiveness in ever-broadening educational and community settings.
- Draw on knowledge of and collaborations with local communities to ensure an equitable, safe, effective learning environment for all children and to interact with students and families in culturally responsive ways.
- Communicate professional and curricular decisions confidently and effectively, both orally and in writing, to students, parents, administrators, school board officials, and other important stakeholders.

** The following certificate holders may enroll in a Special Education PreK-8 program: N-3; K-6; Pre K-4; 4-8; K-12; and Reading Specialist (PDE Email update June 19, 2015)*

The following two concentrations are available in the M.Ed., Special Education Degree Program:

Special Education Certification Concentration

Coordinator: Dr. Nanci Werner-Burke

Retan Center 207B; (570) 662-4577, nwernerb@mansfield.edu

In this online master's level PreK-8 special education certification concentration, candidates will be prepared to meet the demands for providing special education support in the Pennsylvania public schools. The concentration will provide an intensive and in-depth focus on special education in inclusive and support classrooms. The preparatory course work, based on PDE guidelines, will include knowledge, skills, and field experience in (a) special education foundations; (b) understanding and preventing over-representation of diverse students in special education; (c) prevention and early intervention; (d) development of academic and functional performance needs of students with disabilities; (e) individual learning differences; (f) development of diverse learners in a standards-aligned system focusing upon cognitive, physical, social, behavioral, and language domains; (g) instructional strategies; (h) learning environments and social interactions; (i) least restrictive environment-school wide delivery; (j) communication; (k) literacy development and instruction; (l) instructional planning; (m) instructional strategies for students in inclusive, support, and self-contained settings; (n) assessment; (o) professional and ethical practice; (p) collaboration; and (q) secondary transition. The research, training, and evaluation activities will be geared to the student's grade level certifications.

This concentration will require an early childhood or middle level teacher certification prior to admission into the M.Ed. Special Education Certification Concentration. Coursework equivalents will be accepted from accredited universities and community colleges. The thirty-six credit graduate concentration will include a three (3) credit research course, nine (9) credits of inclusive education courses, three (3) credits of linguistic diversity, twelve (12) credits of special education foundation courses, three (3) credits of related educational topics and a 3-credit course of clinical experience. The clinical practicum course will be taken towards the end of the program as a culminating experience and will consist of a total of 90 hours of field experience. In addition, students will have experience in varied special education service delivery placements. Graduate courses will promote advanced study, action-research, and service and leadership opportunities. Developing professional dispositions and appropriate pedagogical uses of technology will be integrated throughout the concentration.

Candidates must complete departmental requirements of a comprehensive written examination. This should be completed near the end of the program.

Mission

The mission of the Special Education Graduate (M.Ed.) Concentration is to provide candidates with a specialization in special education. The PreK-8 certification concentration is designed for educators who are certified at the Initial level in another education field; these candidates are prepared to meet the special education certification requirements. The M.Ed. in Special Education supports the missions of Mansfield University, the Teacher Education Unit, and the Education and Special Education Department.

Values

Graduate faculty in the M.Ed. Concentration in Special Education with certification are committed to the following:

- Offering opportunities for integration of knowledge
- Permitting greater depth of learning
- Heightening receptivity to new ideas, viewpoints, and beliefs
- Improving research skills and enhance skills of critical analysis
- Building skills in leadership process
- Expanding abilities to work independently
- Encouraging application of acquired knowledge and skills in classroom instruction
- Refining capability to initiate, define, and synthesize viewpoints and concepts
- Developing methods of dealing with change
- Promoting a vision of schools as places of equal access, excellent instruction, and supportive environments for all children

Student Learning Outcomes, Special Education Certification Concentration*

1. Evidence-based Theories
 - Candidates will demonstrate knowledge of evidence-based principles and theories in Special Education (foundations, laws and policy, historical influences, diversity issues, prevention, and early intervention).
2. Knowledge of Students with Disabilities
 - Candidates will demonstrate knowledge of cognition and development of students with disabilities.
3. Assessment
 - Candidates will demonstrate knowledge and skills in identifying, administering, interpreting, and planning instruction based on assessment components, guided by the legal policies and ethical principles of measurement and assessment.
4. Positive Environment
 - Candidates will demonstrate knowledge and skills to create an environment which fosters an appreciation of diversity, a sense of safety and emotional well-being, and positive social interactions.
5. Professionalism
 - Candidates will demonstrate knowledge, skills, and attitudes in professional and ethical practices including the dispositions necessary for effective teaching: maintaining an equitable and safe classroom environment; demonstrating ethical behavior in all practices; exercising responsible judgments in dealings with students, colleagues, and parents; and planning, teaching, and assessing students with a high degree of competence.
6. Family and Community
 - Candidates will demonstrate knowledge and skills in effective collaboration with families, other educators, related service providers, and personnel from community agencies in culturally responsive ways.
7. Differentiation
 - Candidates will demonstrate knowledge and skills in specially designed instruction in academic and non-academic areas for all service settings through the use of differentiated instruction.

* These outcomes are based on standards issued by the Council for Exceptional Children, <http://www.cec.sped.org/>, 2900 Crystal Drive, Suite 1000, Arlington, VA 22202-3557, Phone: 888-232-773, TTY: 866-915-5000.

Special Education (M.Ed.) Certification Courses

Research

- ED 5500 - Methods and Materials of Research

Special Education Core

- SPE 5501 - Educating Children with Exceptional Learning Needs
- SPE 5530 - Diverse Cultural and Linguistic Learners
- SPE 5543 - Assessment and Behavior Management
- SPE 5544 - Instruction for High Incidence Disabilities

(These courses may be waived for students who have completed them or their transfer-equivalents at the undergraduate level.)

A minimum of 33 credits is required for the degree. If any of these courses are waived, the student must replace them with Education, Elementary Education, or Special Education Electives, in order to reach the minimum-required 33 credits.

Special Education Foundations

- SPE 5508 - Instruction for Low Incidence Disabilities
- SPE 5511 - Communication and Communication Disorders
- SPE 5541 - Behavior Adaptation
- SPE 5550 - Advanced Curriculum Development in Special Education

Education Topics

- ELE 5523 - Foundations of Reading Instruction

Field Experience

- SPE 5570 - Clinical Practicum

Total Credit Hours: 33

Special Education Non-Certification Concentration

Coordinator: Dr. Nanci Werner-Burke

Retan Center 207B, (570) 662-4577, nwernerb@mansfield.edu

The special education non-certification concentration provides professionals an understanding of the foundations and theory of the field of special education. This concentration is designed for those interested in the field of special education but not pursuing teacher certification.

Candidates must complete departmental requirements of a comprehensive written examination. This should be completed near the end of the program.

Mission

The mission of the Special Education Graduate program (M.Ed.) of study is to provide candidates with a specialization in special education. The non-certification concentration for candidates from education and related fields not seeking special education certification provides the opportunity to develop knowledge of special education programs and services for individuals with exceptional learning needs. The M.Ed. in Special Education supports the missions of Mansfield University, the Teacher Education Unit, and the Education and Special Education Department.

Values

Graduate faculty in the M.Ed. program with a concentration in Special Education non-certification are committed to the following:

- Offering opportunities for integration of knowledge
- Permitting greater depth of learning
- Heightening receptivity to new ideas, viewpoints, and beliefs
- Improving research skills and enhance skills of critical analysis
- Building skills in leadership process
- Expanding abilities to work independently
- Encouraging application of acquired knowledge and skills
- Refining capability to initiate, define, and synthesize viewpoints and concepts
- Developing methods of dealing with change

Student Learning Outcomes, Special Education Non-Certification*

1. Evidence-based Theories
 - Candidates will demonstrate knowledge of evidence based principles and theories in Special Education (foundations, laws and policy, historical influences, diversity issues, prevention, and early intervention).
2. Knowledge of Students with Disabilities
 - Candidates will demonstrate knowledge of cognition and development of students with disabilities.
3. Assessment
 - Candidates will demonstrate knowledge and skills in identifying, administering, interpreting, and planning instruction based on assessment components, guided by the legal policies and ethical principles of measurement and assessment.
4. Positive Environment
 - Candidates will demonstrate knowledge and skills to create an environment which fosters an appreciation of diversity, a sense of safety and emotional well-being, and positive social interactions.
5. Professionalism
 - Candidates will demonstrate knowledge and skills in professional and ethical practices.
6. Family and Community
 - Candidates will demonstrate knowledge and skills in effective collaboration with families, other educators, related service providers, and personnel from community agencies in culturally responsive ways.

* The outcomes are based on standards issued by the Council for Exceptional Children, <http://www.cec.sped.org/>; 2900 Crystal Drive, Suite 1000, Arlington, VA 22202-3557, Phone: 888-232-7733, TTY: 866-915-5000.

Special Education Non-Certification Concentration Courses

Research

- ED 5500 - Methods and Materials of Research

Special Education Foundations

- ED 5540 - School Law
- SPE 5501 - Educating Children with Exceptional Learning Needs
- SPE 5530 - Diverse Cultural and Linguistic Learners
- SPE 5541 - Behavior Adaptation
- SPE 5544 - Instruction for High Incidence Disabilities

Special Education Topics - In consultation with advisor, select 15 credits from the following:

- SPE 5503 - Psycho-Educational Diagnostics
- SPE 5511 - Communication and Communication Disorders
- SPE 5554 - Law and Individuals with Disabilities
- SPE 5560 - Problems in Special Education
- SPE 5580 - Special Education Workshops
- SPE 5581 - Special Education Workshops

Total Credit Hours: 33

Graduate Faculty

For graduate faculty contact information visit the website at www.mansfield.edu/campus-search/faculty-directory/ and click on the "Faculty and Staff" icon, or call Mansfield University's automated directory at (570) 662-4000.

Graduate Faculty

Adam F. Brennan (1995), Professor, Music.

B.A., Western Illinois University, 1986; M.A., Ibid., 1989; D.M.A., University of Oklahoma, 2000.

Peggy Dettwiler (1990), Professor, Music

B.S., University of Wisconsin-Platteville, 1970; B.M., University of Wisconsin-Madison, 1982; M.M., Ibid., 1980; M.M., University of Texas-San Antonio, 1985; D.M.A., Eastman School of Music, 1991.

Mary Feeney (2013), Assistant Professor, Health Sciences

B.S., Mansfield University, 2001; M.S., Marywood University, 2009; Ph.D., Marywood University, 2013.

Karen Guenther (1998), Professor, History.

B.A., Stephen F. Austin State University, 1980; M.A., The Pennsylvania State University, 1983; Ph.D., University of Houston, 1994.

Jamie Klesh (2005), Associate Professor, Health Sciences

B.S. Mansfield University, 1993; M.S. Binghamton University 1998; Ph.D., Binghamton University, 2007.

Nanci Werner-Burke (2001), Professor, Education and Special Education

B.S.E., Clarion University of Pennsylvania, 1990; M.Ed., Ibid., 1991; Ph.D., Indiana University of Pennsylvania, 2000.

Associate Graduate Faculty

Jeffrey A. Bosworth (2003), Associate Professor, Political Science

B.A., St. Andrews Presbyterian College, 1990; A.M. 1993, Ph.D. University of Illinois-Urbana, 2000.

Rebecca Dodson-Webster (2005), Associate Professor, Music.

B.M. Grove City College, 1987; M.F.A. Carnegie Mellon University, 1989; D.M.A. University of Wisconsin, 1997.

Andrew Gaskievicz (1999), Associate Professor, History.

B.A. 1988, M.A. 1990, Western Washington University; Ph.D., SUNY-Stony Brook, 1999.

Shawndra Holderby (2003), Associate Professor, History

B.A., Ball State University, 1988; M.A., Ohio University, 1992; Ph.D., University of Nebraska at Lincoln, 2001.

Susan G. Laib (1989), Associate Professor, Music

B.M., Eastman School of Music, 1980; M.M., University of Colorado, 1982; D.M.A., Florida State University, 1997.

Christine Moulton (2004), Associate Professor, Music.

B.M. Boston Conservatory of Music, 1984; M.M. Manhattan School of Music, 1998.

Rebecca Parks (2016), Assistant Professor, Education and Special Education

BS.ECC Early Childhood Education SUNY Fredonia, Fredonia, NY (1995). MS Reading and Literacy Education, Elmira College, Elmira, NY (2001). Ph.D. Curriculum and Instruction, Capella University, Minneapolis, MN (2014).

Todd Ranney (2009), Assistant Professor, Music

B.M. Drake University, 1982; M.M. The Cleveland Institute of Music & Case Western Reserve University, 1988.

Nathan Rinnert (2003), Professor, Music

B.A. The University of Kansas, 1990; M.A. Auburn University, 1995.

Alissa Rose (2009), Professor, Music

B.A. Oberlin College, 1997; B.M. Oberlin Conservatory of Music, 1997; M.M. Rice University, 2000; D.M.A. University of Michigan, 2008.

Andrew Walters (2008), Professor, Music

B.M., Millikin University, 1989; M.M., Northern Illinois University, 1991; D.M.A. University of Illinois, 2002.

Michele Whitecraft (2013), Assistant Professor, Education & Special Education

B.S. Lock Haven University, 1986; M.Ed. Bloomsburg University, 1998; Ph.D. Cornell University, 2013.

Colleges & Departments

Mansfield University

Art, Communication, English, and World Languages

Behavioral and Social Sciences

Business Administration, Mathematics, Computer Science, and Information Systems

History, Education, Philosophy, Political Science, and Sociology

Graduate

Special Education, Master of Education

The Department offers the degree program Master of Education (M.Ed.), Special Education with two concentrations, Certification and Non-Certification. The M.Ed. is chosen by those pursuing a master's degree with a special education emphasis. The minimum number of credit hours required for this degree is 33 (or 36 if the thesis option is completed).

Teaching requires knowledgeable, creative, and committed professionals who make informed decisions on behalf of their students. Through studies in education, M.Ed. graduate students become more knowledgeable, skilled and confident teacher leaders. They also learn to collaborate with colleagues, to be lifelong learners, and to lead by example. Courses and research experiences in the graduate program are designed to prepare reflective teacher leaders. This program is also designed to develop knowledge in research, curriculum, supervision, and adaptive strategies meeting the needs of all learners.

The certification concentration is designed for educators who are certified at the initial level in another education field. The graduates of this concentration are prepared to meet the PreK-8 special education certification requirements in Pennsylvania (*see PDE information below). Students in the non-certification concentration will not be prepared for certification in Pennsylvania. The non-certification concentration, for candidates from education and

related fields not seeking special education certification, provides the opportunity to develop an understanding of special education programs and services for individuals with exceptional learning needs.

Mission

The mission of the Special Education Degree Program of study (M.Ed.) is to provide candidates with a specialization in special education.

The M.Ed. in Special Education supports the mission of Mansfield University, the Teacher Education Unit, and the Department.

Vision

Graduates with an M.Ed., Special Education degree will be identified as leaders in their schools, districts, and professional organizations as a result of their lifelong dedication to enhance special education services.

Values

Graduate program faculty in the Master of Education, Special Education Degree Program are committed to providing the following:

- Curricula of rigor and relevance through a model of continuous reflection, assessment, and collaboration
- Standards of professional growth and performance that challenge faculty to maintain the highest quality of teaching and that challenge students to a life of scholarship, leadership, and continuous professional growth
- Support of student learning through equitable, caring, and stimulating professional relationships
- Development of students' leadership skills to ensure that their respective schools follow best practice in using evidence-based instruction

Student Learning Outcomes for the Master of Education, Special Education Degree Program

After completion of the M.Ed. degree, students will be able to:

- Use their knowledge to enhance elementary and middle school classroom instruction, design effective assessments, and improve student learning for all children in a variety of settings.
- Develop and nurture collaborations with professional communities and participate in professional organizations to continue growth and enhance professional effectiveness in ever-broadening educational and community settings.
- Draw on knowledge of and collaborations with local communities to ensure an equitable, safe, effective learning environment for all children and to interact with students and families in culturally responsive ways.
- Communicate professional and curricular decisions confidently and effectively, both orally and in writing, to students, parents, administrators, school board officials, and other important stakeholders.

** The following certificate holders may enroll in a Special Education PreK-8 program: N-3; K-6; Pre K-4; 4-8; K-12; and Reading Specialist (PDE Email update June 19, 2015)*

The following two concentrations are available in the M.Ed., Special Education Degree Program:

Special Education Certification Concentration

Coordinator: Dr. Nanci Werner-Burke

Retan Center 207B; (570) 662-4577, nwernerb@mansfield.edu

In this online master's level PreK-8 special education certification concentration, candidates will be prepared to meet the demands for providing special education support in the Pennsylvania public schools. The concentration will provide an intensive and in-depth focus on special education in inclusive and support classrooms. The preparatory course work, based on PDE guidelines, will include knowledge, skills, and field experience in (a) special education foundations; (b) understanding and preventing over-representation of diverse students in special education; (c) prevention and early intervention; (d) development of academic and functional performance needs of students with disabilities; (e) individual learning differences; (f) development of diverse learners in a standards-aligned system focusing upon cognitive, physical, social, behavioral, and language domains; (g) instructional strategies; (h) learning environments and social interactions; (i) least restrictive environment-school wide delivery; (j) communication; (k) literacy development and instruction; (l) instructional planning; (m) instructional strategies for students in inclusive, support, and self-contained settings; (n) assessment; (o) professional and ethical practice; (p) collaboration; and (q) secondary transition. The research, training, and evaluation activities will be geared to the student's grade level certifications.

This concentration will require an early childhood or middle level teacher certification prior to admission into the M.Ed. Special Education Certification Concentration. Coursework equivalents will be accepted from accredited universities and community colleges. The thirty-six credit graduate concentration will include a three (3) credit research course, nine (9) credits of inclusive education courses, three (3) credits of linguistic diversity, twelve (12) credits of

special education foundation courses, three (3) credits of related educational topics and a 3-credit course of clinical experience. The clinical practicum course will be taken towards the end of the program as a culminating experience and will consist of a total of 90 hours of field experience. In addition, students will have experience in varied special education service delivery placements. Graduate courses will promote advanced study, action-research, and service and leadership opportunities. Developing professional dispositions and appropriate pedagogical uses of technology will be integrated throughout the concentration.

Candidates must complete departmental requirements of a comprehensive written examination. This should be completed near the end of the program.

Mission

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Values

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Special Education (M.Ed.) Certification Courses

Research

- ED 5500 - Methods and Materials of Research

Special Education Core

- SPE 5501 - Educating Children with Exceptional Learning Needs
- SPE 5530 - Diverse Cultural and Linguistic Learners
- SPE 5543 - Assessment and Behavior Management
- SPE 5544 - Instruction for High Incidence Disabilities

(These courses may be waived for students who have completed them or their transfer-equivalents at the undergraduate level.)

A minimum of 33 credits is required for the degree. If any of these courses are waived, the student must replace them with Education, Elementary Education, or Special Education Electives, in order to reach the minimum-required 33 credits.

Special Education Foundations

- SPE 5508 - Instruction for Low Incidence Disabilities
- SPE 5511 - Communication and Communication Disorders
- SPE 5541 - Behavior Adaptation
- SPE 5550 - Advanced Curriculum Development in Special Education

Education Topics

- ELE 5523 - Foundations of Reading Instruction

Field Experience

- SPE 5570 - Clinical Practicum

Total Credit Hours: 33

Special Education Non-Certification Concentration

Coordinator: Dr. Nanci Werner-Burke

Retan Center 207B, (570) 662-4577, nwernerb@mansfield.edu

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Student Learning Outcomes, Special Education Non-Certification*

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Special Education Non-Certification Concentration Courses

Research

- ED 5500 - Methods and Materials of Research

Special Education Foundations

- ED 5540 - School Law
- SPE 5501 - Educating Children with Exceptional Learning Needs
- SPE 5530 - Diverse Cultural and Linguistic Learners
- SPE 5541 - Behavior Adaptation
- SPE 5544 - Instruction for High Incidence Disabilities

Special Education Topics - In consultation with advisor, select 15 credits from the following:

- SPE 5503 - Psycho-Educational Diagnostics
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- SPE 5560 - Problems in Special Education
- SPE 5580 - Special Education Workshops
- SPE 5581 - Special Education Workshops

Total Credit Hours: 33