

2012-2013

Graduate Academic Catalog

Bloom



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Academic Calendar

FALL SEMESTER:

August 2012:

Sat. 11	Graduate Student Orientation (EDD, MSE, MSN, MOL, PLG) (8:30 am -12)
Sat. 11	Graduate Student Orientation (MAT) (1:00-4:30 p.m.)
Sat. 11	MASTER in ORGANIZATIONAL LEADERSHIP CLASSES BEGIN
Tues. 14	New Full Time Faculty Orientation 10:30 a.m. – 4:30 p.m.
Sun. 12	MLL students move into Residence Halls
Wed. 15-Thur. 16	Faculty In-service
Thurs. 16	Adjunct Faculty In-Service, 5:30 – 8:30 p.m.
Fri. 17	Program Planning and Division Meetings (TBD)
Sat. 18	MASTER OF ARTS IN TEACHING CLASSES BEGIN
Mon. 20 - Tue. 21	Advising/Registration for Students
Wed. 22	<u>DAY and EVENING CLASSES BEGIN</u>
Fri. 24 – Sun. 26	<u>WEEKEND CLASSES BEGIN #1</u>
Sat. 25	BUSINESS LEADERSHIP AND MANAGEMENT CLASSES BEGIN
Mon. 27	Faculty Committee Meetings, 12:45 p.m.
Wed. 29	Last Day to Drop/Add/Late Registration for Day/Evening

September 2012:

Sat. 1	Labor Day Weekend – no classes
Mon. 3	LABOR DAY HOLIDAY, COLLEGE CLOSED
Fri. 7– Sun. 9	Weekend College #2
Mon. 10	<i>Opening Convocation: Dedication of the 2012-13 Academic Year – 1:00 p.m.</i>
Wed. 12	CSM Founder’s Day
Wed. 12 – Wed. 19	Early Warning Alerts – deadline for entry is 9/19
Fri 14 – Sun. 16	Alumnae Reunion Weekend
Mon. 17	Academic Division Meetings, 12:45 p.m.
Fri. 21	Celebration of Mercy Day
Fri. 21 – Sun 23	Weekend College #3
Mon. 24	Faculty Assembly, Meeting Room, 12:45 p.m.

October 2012:

Mon. 1	Faculty Committee Meetings, 12:45 p.m.
Fri. 5 – Sun. 7	Weekend College #4 (Mid-Term)
Thur. 4– Wed. 10	Mid-Term Week
Mon. 8	Academic Division Meetings, 12:45 p.m.
Fri. 12	Weekend Mid-Term Grades Due in Self Service by 5:00 p.m.
Thur. 11 – Fri. 12	FALL BREAK – NO CLASSES
Mon. 15	Faculty Forum (if needed)
Fri. 19	Day/Evening Mid-Term Grades Due in Self Service by 5:00 p.m.
Fri. 19 – Sun. 21	Weekend College #5
Mon. 22	Faculty Assembly, Meeting Room, 12:45 p.m.
Mon. 22 – Fri. Nov. 2	Focused Registration for Spring and Summer 2013
Mon. 29	Faculty Committee Meetings, 12:45 p.m.

November 2012:

Fri. 2 – Sun 4	Weekend College #6
Mon. 5	Academic Division Meetings, 12:45 p.m.
Mon. 12	Faculty Assembly, Meeting Room, 12:45 p.m.
Fri. 16	5:00 p.m. – Last Day to Withdraw from Weekend AND DAY/EVE classes

Fri. 16 – Sun. 18	Weekend College #7
Mon. 19	Thanksgiving Luncheon
Wed. 21 – Sun. 25	THANKSGIVING VACATION FOR STUDENTS
Thu. 22– Fri. 23	THANKSGIVING HOLIDAY, COLLEGE CLOSED
Sat. 24	Thanksgiving Holiday - NO CLASSES
Mon. 26	Faculty Committee Meetings, 12:45 p.m.

December 2012:

Fri. 30 – Sun. 2	Weekend College #8 (Finals)
Mon. 3	Academic Division Meetings, 12:45 p.m.
Fri. 7	Weekend Grades Due in Self Service by 5:00 p.m.
Mon. 10	Faculty Assembly, Meeting Room, 12:45 p.m.
Tue. 11 – Fri. 14	FINAL EXAMS
Fri. 14	Master's Hooding Ceremony 7:00 p.m.
Sat. 15	Graduate Grades Due by 12:00 p.m.
Sat. 15	BACCALAUREATE, Our Lady of Mercy Chapel, 5:00 p.m.
	GRADUATION, Lied Fitness Center, 7:00 p.m.
	<i>(times subject to change)</i>
Mon. 17	CHRISTMAS VACATION FOR STUDENTS BEGINS
Tues. 18	Day/Evening Grades Due in Self Service by 5:00 p.m.
Sat. 22- Tues. Jan 1	CHRISTMAS BREAK, COLLEGE CLOSED

SPRING SEMESTER:

January 2013:

Wed. 2	College Offices Open
Fri. 11 – Sun. 13	WEEKEND CLASSES BEGIN
Mon. 14	Faculty In-service
Mon. 14 – Tues. 15	Advising/Registration for New Students
Wed. 16	<u>DAY and EVENING CLASSES BEGIN</u>
Mon. 21	Faculty Committee Meetings, 12:45 p.m.
Wed. 23	Last Day for Late Day/Evening Registration Drop/Add
Fri. 25 – Sun. 27	Weekend College #2
Mon. 28	Academic Division Meetings, 12:45 p.m.

February 2013:

Mon. 4	Faculty Assembly, Meeting room, 12:45 p.m.
Wed. 6 – Wed. 13	Early Warning Alerts – deadline for entry is 2/13
Fri. 8 – Sun. 10	Weekend College #3
Mon. 11	Faculty Committee Meetings, 12:45 p.m.
Mon. 18	Academic Division Meetings, 12:45 p.m.
Fri. 22 – Sun. 24	Weekend College #4 (Mid-Terms)
Mon. 25	Faculty Assembly, Meeting room, 12:45 p.m.

March 2013:

Mon. 4 - 8	Mid-Term Week
Mon. 4	Faculty Committee Meetings, 12:45 p.m.
Fri. 8	Weekend Mid Term Grades due in Self Service by 5:00 p.m.
Fri. 8 – Sun 10	Weekend College #5
Mon. 11 – Fri. 15	SPRING BREAK
Mon. 18 – Fri. 29	Focused Registration for Fall 2013
Mon. 18	Faculty Forum (if needed)
Fri. 22 – Sun. 24	Weekend College #6
Fri. 22	Day/Evening Mid-Term Grades Due in Self Service by 5:00 p.m.
Mon. 25	Academic Division Meetings, 12:45 p.m.
Thu. 28	College closes at 5:00 p.m. for Easter Break—no night classes

Fri. 29– Mon. 1 Easter Break - NO CLASSES
Fri. 29 GOOD FRIDAY, COLLEGE CLOSED

April 2013:

Fri. 5– Sun. 6 Weekend College #7
Mon. 8 Faculty Assembly, 12:45 p.m.
Thur. 11 Spirit of Service Day
Fri. 12 5:00 p.m. Last Day to Withdraw from DAY/EVE and Weekend Classes
Mon. 15 Academic Committee Meetings, 12:45 p.m.

Mon. 22 Faculty Appreciation Luncheon, Meeting Room 12:00 p.m.
Fri. 19– Sun 20 Weekend College #8 (Finals)
Fri. 26 Weekend Final Grades due in Self Service by 5:00 p.m.
Mon. 29 Faculty Division Meetings, 12:45 p.m.

May 2013:

Wed. 1 Student Scholars' Day (No Classes)
Mon. 6 Recognition Day
Mon. 13 Faculty Assembly, 12:45 p.m.
Tues 14 – Fri 17 Final Exam Week
Sat. 18 Graduate Grades Due by 12:00 p.m.
Sat. 18 BACCALAUREATE, Our Lady of Mercy Chapel, 5:00 p.m.
HONORS CONVOCATION, Our Lady of Mercy Chapel, 7:30 p.m.
CERTIFICATE CEREMONY, Gross Auditorium, 7:30 p.m.
MASTERS HOODING CEREMONY, Lied Fitness Center, 7:30 p.m.
(times subject to change)

Sun. 19 GRADUATION, Century Link Center, 10:30 a.m.
(times subject to change)

Fri. 24 Day/Evening Grades Due in Self Service by 5:00 p.m.

SUMMER SESSIONS:

May 2013:

Fri. 10 – Sun. 12 WEEKEND COLLEGE BEGINS (SUMMER)
Mon. 20 PRACTICAL NURSING PROGRAM BEGINS
Mon. 20 SUMMER SESSION BEGINS (5/20 – 8/5)
Fri. 24 Last day to Drop, Add, or Register for Three-Week session
Sat. 25 Memorial Day Weekend - NO CLASSES
Mon. 27 MEMORIAL DAY HOLIDAY, COLLEGE CLOSED
Tues. 28 Three-Week Summer Session Begins (May 28– June 14)

June, 2013:

Fri. 31 – Sun. 2 Weekend College #2
Wed. 5 Last day to withdraw "W" from 3-week session
Fri. 14 Three-Week Summer Session Ends
Fri. 14 Last Day to Drop, Add, or Register for Six-Week session
Fri. 14 – Sun. 16 Weekend College #3
Mon. 17 Six-Week Summer Session Begins (June 17 to July 26)
Fri. 28 THREE-WEEK SESSION Grades due in Self Service by 5:00 p.m.
Fri. 28 - Sun. 30 Weekend College #4 (Mid-Terms)

July, 2013:

Thu. 4 INDEPENDENCE DAY HOLIDAY, COLLEGE CLOSED
Fri. 12 Last day to withdraw "W" from Six-Week session
Fri. 12– Sun. 14 Weekend College #5

Fri. 26
Fri. 26
Fri. 26– Sun. 28

Six-Week Summer Session Ends
Last day to withdraw “W” from Weekend classes
Weekend College #6

August, 2013:

Fri. 3
Fri. 3– Sun. 5
Fri. 10

SIX-WEEK SESSIONS Grades Due in Self Service by 5:00 p.m.
Weekend College #7 (Finals)
Weekend Grades Due in Self Service by 5:00 p.m.

The College

In keeping with the Catholic principles upon which the College was founded and is operated, College of Saint Mary does not unlawfully discriminate on the basis of race, color, religion, disability, age, marital status, or national origin. Although a college for women on the undergraduate level, College of Saint Mary is in compliance with applicable Federal and State laws prohibiting sex discrimination. College of Saint Mary is an equal opportunity employer.

College of Saint Mary has made modifications to its buildings and grounds in order to provide all of its students, faculty, staff, and visitors with equal access to its programs, events and facilities. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, the College has taken measures to assure that students with disabilities have access to its academic programs and to provide them with the auxiliary aids necessary to help them reach their degree objectives.

For additional information, assistance in accommodating individual needs, or for the lodging of any complaints or grievances concerning these Federal regulations, contact the Achievement Center Director, (402) 399-2366.

Mission

Committed to the works, values and aspirations of the Sisters of Mercy, College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership.

This mission inspires us to:

- Academic excellence, scholarship, and lifelong learning
- Regard for the dignity of each person
- Attention to the development of mind, body, and spirit
- Compassionate service to others

Declaration of Open Discourse

In the spirit of intellectual inquiry, College of Saint Mary is committed to the exchange of diverse ideas and viewpoints. In this environment, honest discourse is valued; demeaning remarks are not tolerated.

Each member of the campus community is encouraged to:

- Recognize the basis of her or his own assumptions and perspectives,
- Acknowledge the assumptions and perspectives of others,
- Promote understanding and respectful dissent

Leadership Qualities

CSM has identified six key leadership skills and qualities that students should develop.

Becoming "self-aware and confident" includes developing self-knowledge, understanding one's own strengths and weaknesses, and embracing those strengths and weaknesses in order to live authentic and balanced personal and professional lives.

Becoming "values-driven" means developing a high level of integrity and honesty, and operating from a set of core values that honors the dignity of each individual.

Becoming a "good effective communicator" means being able to communicate effectively, both verbally and nonverbally, at all levels (including interpersonal and group contexts) to build professional networking and presentation skills.

Becoming "other-oriented" includes developing an understanding of, and respect for, diverse populations and learning the value individuals can offer to achieve a common goal while respecting differences.

Becoming "action-oriented" includes being assertive, taking initiative, asking for both wants and needs, taking the lead in tasks, and being willing to take risks when appropriate.

Becoming a "strategic thinker" starts with acquiring a solid base of expertise, learning to be methodical and organized in gathering and processing new information, as well as developing the skills to facilitate group problem-solving and decision-making processes.

Becoming a "visionary" means being able to see long-range opportunities for themselves, their peers, and the groups, organizations, and communities in which they are involved.

History

Catherine McAuley founded the Sisters of Mercy in Dublin, Ireland in 1831, to respond to the desperate poverty of Ireland's Catholics under the British penal laws. Catherine used her inheritance to open Baggot Street House, where she and like-minded women instructed children and taught young women the skills they needed to become independent. They visited the sick in hospitals and in their homes and became known in Dublin as "The Walking Nuns." The community was formally recognized by Rome in 1841, shortly before Catherine died.

Frances Warde, one of the first women to profess her vows as a Sister of Mercy, came to the United States in 1843 in response to requests from the bishops to minister to Irish immigrants. In 1864, Frances sent seven of her Sisters from New Hampshire to Omaha, a small town on the banks of the Missouri River. The Sisters immediately set about opening a school, visiting the sick and imprisoned, and caring for orphans.

As the Mercy community of Omaha grew, the Sisters continued to dream of the day they could educate their own Sisters to carry on the work of Catherine McAuley. They wanted a college where they could provide an education to women desiring to become teachers and health care providers. Catherine had said, "No work of charity is more productive of the good of society than the careful instruction of women."

In 1923, College of Saint Mary opened its doors at 15th and Castelar Streets as a junior college. In 1955, the College moved to its present campus and became a four-year college. The first baccalaureate degrees were granted in 1956. Master's programs began in 2005 and doctoral programs were added in 2007.

Today, College of Saint Mary is operated by an independent board of directors inclusive of the Sisters of Mercy. The founding beliefs established by the Sisters of Mercy still guide CSM and were reaffirmed in 2004 by the formal affiliation of CSM with the Conference for Mercy Higher Education (CMHE). CMHE is comprised of the eighteen colleges/universities in the U.S. founded by the Sisters of Mercy.

Omaha Campus

Situated at 72nd Street and Mercy Road, just minutes north of Interstate 80 and 15 minutes southwest of downtown Omaha, College of Saint Mary's campus has been called a "park within the city." The campus is completely wireless and accessible.

Walsh Hall, named after Sr. Constance Walsh, RSM, the first dean of College of Saint Mary, houses the administrative offices, classrooms, Our Lady of Mercy Chapel, Hillmer Art Gallery and faculty offices. Computer laboratories and nursing and occupational therapy labs are also located on the ground floor.

Walsh Hall is connected to Mercy Hall by a skywalk. Mercy Hall houses the dining room, Institutional Advancement offices, the Campus Store, and meeting rooms.

The Math and Science Hall provides classrooms, laboratories (including a cadaver lab), and offices for science and mathematics faculty. The adjacent Daniel and Louise Gross Conference Center seats 250.

The Hixson-Lied Commons, named after Christina Hixson, the sole trustee of The Lied Foundation Trust, houses the library, a one-stop shop Achievement Center for advising and tutoring and a coffee shop.

Also situated on campus are four residence halls. Lozier Tower, Gallagher, McAuley and a newly constructed hall for single student mothers and their children. Each residence Hall provides spacious rooms with wireless and network capability, lounges, and workrooms.

The Lied Fitness Center includes a gymnasium, an elevated walking track, a weight and exercise room, a training room, tennis courts, a classroom/aerobics room and a six-lane, 25-yard swimming pool. The Center is used for physical education classes, intercollegiate and intramural sports and leisure and fitness activities for students, faculty and staff. Nearby Heritage Park includes softball and soccer fields.

The Connie Spellman Early Childhood Education Center, on the south side of the campus, provides early childhood development opportunities for 120 children from infancy through kindergarten. The Center provides a laboratory for CSM's early childhood education major and for students studying child development in psychology, nursing, and education.

Degrees Offered

Doctor of Education

- Emphasis in Health Professions Education
- Emphasis in Educational Leadership

Master of Arts in Teaching

Master in Occupational Therapy

- Five year combined undergraduate/masters program
- Masters Degree for students holding a Bachelor of Science in Occupational Therapy

Master in Organizational Leadership

Master of Science in Education

Master of Science in Nursing

Post Baccalaureate Certificate in Paralegal Studies (holds Bachelor degree in some field)

In accordance with Title IX of the Education Act Amendments of 1972, College of Saint Mary admits women and men into all post-baccalaureate programs, including graduate programs. All students, regardless of gender, are given the same levels of support, guidance and education that have distinguished CSM's all-women's undergraduate programs.

Academic Support Services

Computer Labs

Computer labs, located on the second floor of the east wing of Walsh Hall, are open to all students when the labs are not reserved for class time. Professional staff and student workers provide assistance to students should they have any questions. There are three instructional labs as well as a general use lab. The Computer lab hours can be found on the University website at www.csm.edu.

Online Learning Management System

ANGEL Online Learning is utilized for all courses. ANGEL allows our instructors to take a creative and student-focused approach to their instruction through the use of threaded discussions, online rubrics, and electronic grading. Students requiring assistance with ANGEL are encouraged to visit my.csm.edu or Email PCHELP@csm.edu.

myCSM Portal

myCSM offers all community members a personalized web interface for viewing announcements and events as well as personal document storage and collaboration spaces. Students requiring assistance with myCSM are encouraged to visit my.csm.edu or Email PCHELP@csm.edu.

Tegrity Lecture Capture System

Tegrity lecture capture web service allows instructors to automatically capture, store, and index classes for later review by students online, or on iPods and mobile devices. Students requiring assistance with Tegrity are encouraged to visit my.csm.edu or Email PCHELP@csm.edu.

Wireless

The CSM campus wireless network service provides laptop and mobile device users with fast and convenient access to the Internet, CSM email and other web-based services, including myCSM. The wireless network is available in all classrooms and public spaces including the plaza and many other outdoor areas. Students requiring assistance with the wireless network are encouraged to visit my.csm.edu or Email PCHELP@csm.edu.

Library

The College of Saint Mary Library provides instruction, reference service, a collection of print and electronic resources, and experienced staff to assist members of the CSM community in their study, research, and teaching. Conveniently located in the Hixson-Lied Commons, the Library is open seven days a week while classes are in session, with adjusted hours during midterm and final exams and holiday breaks.

The Library offers five study rooms which can be reserved for group or private study. Resources also include scanners, a copier, a printer, and twenty workstations loaded with the Microsoft Office Suite. Wireless internet access is available throughout the building. Laptop computers, digital video cameras, voice recorders, and other types of electronic equipment are available for checkout.

The collection includes a variety of print and electronic resources: books, journals, and databases covering all subjects taught at CSM. Databases and electronic journals are

accessible to members of the CSM community both on and off site. The Library shares its online catalog with eight other private colleges and universities in eastern Nebraska. CSM students and faculty may borrow materials from these libraries on presentation of a CSM ID card.

Librarians are available to provide specialized reference and instruction to both individuals and classes. Reference questions can be submitted either in person, by e-mail, telephone, and via the Ask a Librarian link on the Library web page. Interlibrary loan services are available to all registered users at no extra charge.

Admissions

1. Applicants desiring admission to College of Saint Mary graduate programs apply through Enrollment Services and must meet the CSM graduate admissions detailed below. To apply on-line go to: <http://www.csm.edu>.
2. An application is complete when the applicant submits the following required items:
 - A. Completed College of Saint Mary Graduate Program application form
 - B. Official transcripts of all previous academic work (with certified translations, for non-English transcripts) from which undergraduate grade point averages can be computed
 - C. Proof of English competency for international students for whom English is not the first language. Applicants must demonstrate English competency by accomplishing **at least one** of the following:
 - Test of English as a Foreign Language (TOEFL):
 - a paper score of 550 or above or
 - a computer score of 213 or above or
 - an Internet based score of 80 or above
 - Test of Written English (TWE): a score of 4 or above; or
 - ESL Language Center: completion of Level 9
 - D. Resume
 - E. Submission of program specific requirements as follows:
 - Master of Science in Nursing (MSN)
 - Current, unencumbered Registered Nursing license in Nebraska or compact state
 - Scholarly writing that demonstrates the ability to do graduate level work
 - Evidence of earned BSN
 - Cumulative GPA of 3.0 or greater
 - Two professional references—one from a registered nurse
 - Master in Organizational Leadership (MOL)
 - Bachelor's degree
 - Essay
 - A minimum of 3 years of management experience (preferred)
 - Master of Science in Education (MSE)
 - Cumulative GPA of 3.0 or greater
 - Official transcripts for accredited bachelors degree in Education
 - Verification of teaching certificate (current or lapsed)*
 - Copy of passing PPST scores if not licensed in Nebraska
 - Technology competency test or equivalent course work
 - Two professional references familiar with the applicant's educational experiences with students
 - Master of Arts in Teaching (MAT)
 - Bachelors' Degree in subject area that can be taught at the secondary or middle school level
 - Minimum GPA of 2.75
 - Legal Clearance (Background check)
 - Technology competency test or equivalent course work
 - Minimum passing scores on Praxis Series Assessment must be completed prior to admission to program. If not completed, the student will be

conditionally admitted and given one semester to take courses while completing the tests.

- Two letters of reference from those familiar with your work.
- Understanding of motivation and skills necessary for independent study.
- Post-Baccalaureate Master in Occupational Therapy (PBMOT)
 - Bachelors degree in occupational therapy
 - Current, unencumbered license in occupational therapy
 - Three professional references
 - Personal statement of 100 words or less outlining reasons for seeking degree
- Doctor of Education with an emphasis in Health Professions Education
 - Current, unencumbered license in a health-related profession in Nebraska or compact state, if applicable
 - Scholarly writing that demonstrates the ability to do graduate level work
 - Masters degree (either the Bachelors or Masters degree must be in a health related field)
 - Cumulative GPA of 3.0 or greater
 - Technology competency test or equivalent course work
 - Three letters of recommendation by qualified persons acquainted with applicant's scholarly and professional work, achievements, and potential for leadership
 - Information/interview meeting with Ed.D. faculty member (before apply)
- Doctor of Education with an emphasis in Educational Leadership
 - Current Teaching certificate** or appropriate qualifying* prerequisites
 - Scholarly writing that demonstrates the ability to do graduate level work
 - Evidence of earned master's degree in Education or a related field
 - Cumulative GPA of 3.0 or greater
 - Technology competency test or equivalent course work
 - Three letters of recommendation by qualified persons acquainted with applicant's scholarly and professional work, achievements, and potential for leadership
 - Information/interview meeting with Ed.D. faculty member (before apply)

Application materials for the graduate programs are processed by Enrollment Services and then submitted to the Program Director for review.

F. \$30 non-refundable application fee.

3. Application materials for the graduate programs are processed by Enrollment Services and then submitted to the Program Director for review.
4. If an applicant has deficiencies in meeting the admission requirements for a graduate program, she/he may petition the Graduate Admission Committee for provisional admission to the program. In addition, the Program Director will submit to the Graduate Admission Committee the application materials for those applicants who do not clearly meet admission standards. Based upon a recommendation from the Graduate Admission Committee the Vice President for Academic Affairs may approve provisional

admission of applicants who do not meet admission criteria or prerequisite requirements. Prerequisites must be completed for full admission.

5. Graduate Program Admissions Committee will review any applications which do not meet admissions criteria.
6. The applicant is notified of acceptance or non acceptance in writing by Enrollment Services.
7. The advisor will be responsible for authorizing a student for registration.

* Applicants who have completed the requirements for certification with a bachelor's degree at graduation may be eligible for admission.

**In accordance with Rule 21 of Nebraska Law 92. Please see Program Director for details.

Additional Program Requirements

Once a student is admitted to a Graduate Program, she/he must complete requirements designated by each program:

Master of Science in Nursing:

1. CPR Requirement while enrolled in any practicum/internship/preceptorship course.
2. Clinical Agency Requirements while enrolled in any practicum/internship/preceptorship course.
3. Health Record Requirements while enrolled in any practicum/internship/preceptorship course.
4. The above requirements may include a background check, a drug screen, evidence of health records including immunizations and health screening, and the physical and mental ability to engage in practicum/internship/preceptorship experiences safely.
5. All costs associated with accruing the evidence described in #4 above are the responsibility of the student.

Post Baccalaureate Master in Occupational Therapy:

1. CPR Requirement while enrolled in any practicum/internship/preceptorship course.
2. Clinical Agency Requirements while enrolled in any practicum/internship/preceptorship course.
3. Health Record Requirements while enrolled in any practicum/internship/preceptorship course.
4. The above requirements may include a background check, a drug screen, evidence of health records including immunizations and health screening, and the physical and mental ability to engage in practicum/internship/preceptorship experiences safely.
5. All costs associated with accruing the evidence described in #4 above are the responsibility of the student.

Master in Organizational Leadership

1. Students who have not earned a bachelor's degree in business leadership or business administration may be required to complete a six-hour survey course (MOL 599) prior to

the beginning of the master's degree program. This decision is made at the discretion of the program director upon evaluation of official transcripts.

Master of Science in Education

1. Completion of Legal Clearance self report.
2. Adherence to the Standards of Conduct and Ethics for Holders of Public School Certificates, published by the State of Nebraska Department of Education is a basic requirement for all student teachers.

Master of Arts in Teaching

1. Passing scores on the Pre-Professional Skills Test (PPST) prior to registration for second term of classes.
2. Complete two formal background checks, one prior to beginning practicum and the second 90 days prior to student teaching.

Doctor of Education with an emphasis in Health Professions Education

1. CPR requirement while enrolled in any practicum, internship or preceptorship course.
2. Clinical agency requirements while enrolled in any practicum, internship or preceptorship course.
3. Health record requirements while enrolled in any practicum, internship or preceptorship course.
4. The above requirements may include an investigative consumer report, a drug screen, evidence of health records including immunizations and health screening, and the physical and mental ability to engage in practicum/internship/preceptorship experiences safely.
5. All costs associated with accruing the evidence described in #4 above are the responsibility of the student.

Doctor of Education with an emphasis in Educational Leadership

Students who do not have a degree in education and who have not been certified to teach will be required to complete 12 credit hours of teacher education courses prior to the beginning of the EdD program. This decision is made at the discretion of the program director upon evaluation of official transcripts.

International Students

College of Saint Mary welcomes and is authorized under federal law to enroll nonimmigrant students from outside the United States. All students on an F1 visa must be enrolled as full-time students. Persons who are not United States citizens are required to submit the following:

- International student application form.
- Non-refundable application fee.
- Complete certified copies of records from all secondary schools, colleges and universities attended. These records must be evaluated and translated into English by a credential evaluation service such as World Education Services (<http://www.wes.org>).
- Certificate of Financial Responsibility (to be sent directly to the College from the applicant's bank).
- Proof of English proficiency: the applicant must meet one of the following language

requirements:

- Test of English as a Foreign Language (TOEFL): a paper score of 550 or above or a computer score of 213 or above or an Internet score of 80 or above; or
 - a score of 4 or above on the Test of Written English (TWE); or
 - completion of Level 9 at an ESL Language Center.
- After receiving the I-20, international students must pay the Student and Exchange Visitor Information System (SEVIS) a \$100 fee (Form I-901). This must be submitted before going to the U.S. Embassy or consulate for a visa interview.

NOTE: International students are urged to apply for admission six months to a year before they plan to attend CSM.

Readmission

When a student is dismissed from a graduate program at CSM, the program director will provide a rationale for dismissal to the Graduate Policies Committee; the rationale and the Committee's recommendation will be placed in the student's permanent file.

The student who has been dismissed from any graduate program and wishes to be readmitted will be considered for readmission by the Program Director and the Graduate Admission Committee according to the following:

- the recommendation made by the Graduate Student Policies Committee at the time the student was dismissed;
- the amount of time elapsed between dismissal and the to anticipated date of readmission; and
- whether the program is a cohort program of study.

Second Master's Degree

A student may pursue a second Master's Degree at College of Saint Mary. The degree must be significantly different from the initial degree. A maximum of 12 credits from the initial degree will be accepted toward the CSM degree, upon approval by the program director.

Transfer Policies

Advanced standing may be granted to the student who qualifies for transfer from an accredited graduate program. The number of transferable credit hours is limited by the residency requirement. The residency requirement is that 2/3 of the master's degree or doctoral degree must be completed at CSM. However, all of the credits for the Master in Organizational Leadership must be completed at CSM.

The student who wishes to transfer with advanced standing must fulfill the following requirements before being considered for admission: fulfill admission requirements; present a minimum overall grade point average of 3.0 (no grade of C+ or lower will be accepted); provide favorable reference(s) from the graduate program from which she/he is transferring; and submit all application materials in advance of admission date.

Credit allowance for graduate courses is considered on an individual basis. The program of study will be developed based on accepted transfer college credits. The following materials may be requested: course syllabi; results of standardized tests; college catalog; and a sample of previous course work. *Credit for prior learning may be accepted but is subject to*

review for eligibility and is limited to 10% of the overall credit hours.

Transfer Procedure:

1. Enrollment Services shall:
 - A. Secure application materials and submit them to the Program Director.
 - B. Send a letter to the applicant stating the admission decision after review by the Program Director.
 - C. Inform the applicant of her/his advisor's name and refer her/him to the advisor for registration.
2. The Program Director shall:
 - A. Review applicant materials for: satisfactory completion of required courses; academic standing and GPA; course deficiencies, if any; course content and competencies; and letters of recommendation.
 - B. Arrange for an interview with the applicant as deemed necessary.
 - C. Make recommendations to the Graduate Admission Committee regarding the applicant's eligibility should a prospective student not meet the minimum admissions criteria.
 - D. Meet with the student to develop and discuss a preliminary plan of study. (A copy is given to the student and the original is placed in the student's folder.)
3. The Registrar shall finalize the transcript for transferable credit of courses.
4. The Office of Academic Affairs shall approve doctoral plans of study.

Tuition Deposit Requirement:

Every new student (including readmits) is required to submit a \$150 tuition deposit as an advanced payment on tuition charges. The tuition deposit must be paid prior to registration for classes.

Tuition Deposit Refunds:

- Applicants who pay a tuition deposit for the Summer or Fall semester may request a refund through **May 1** and for the Spring semester through **November 1**.
- Applicants must request a refund in writing prior to the deadline in order to get a full refund.
- Requests made after the May 1st or November 1st deadline will not be considered.

Financial Aid

Students who receive outside scholarships, vocational rehabilitation, veteran benefits, or any other outside assistance should inform the Financial Aid Office as early as possible, as these funds will be considered in the awarding process. In no case may a student's total aid award exceed the total cost of attendance.

Students must apply and be accepted for admission to a degree or certificate program at College of Saint Mary to be considered for financial aid. Students who are interested in applying for financial aid must complete a **Free Application for Federal Student Aid (FAFSA)** each year so that financial need may be reviewed annually. Include our **school code 002540** on your FAFSA so that the information will be sent to our financial aid department.

Types of Financial Assistance

Federal Stafford Loans are long-term, low-interest loans that students may borrow to help pay for educational expenses. A student must be enrolled in at least six credit hours per semester to qualify for a Stafford loan. These loans are not credit based and must be repaid. There are two types of Stafford loans:

- **Unsubsidized Stafford** loans are not need based. Interest accrues on these loans immediately and students are encouraged to make the interest payments while in school.

Federal Graduate PLUS loans are fixed-rate, low-interest loans for which graduate students may qualify to help pay for educational expenses. These credit-based loans are not based on financial need. Interest accrues while the student is in school, but repayment is deferred until six months after the student drops below half-time enrollment.

Alternative Loans are credit-based loans that students may apply for from private lenders. Loan terms are set by the individual lenders and a cosigner may be required. Repayment may be deferred while the student is in school, but interest accrues. Loan amount borrowed is limited to the student's cost of attendance minus other financial aid received.

Veterans' Benefits: College of Saint Mary is approved for the training of veterans and their dependents. For more detailed information about this program, visit www.gibill.va.gov. Any student who is eligible for financial assistance from the Department of Veterans Affairs should contact the Registrar's Office.

Renewal of Aid

Students should renew their FAFSA online each year after January 1 at www.fafsa.gov. Priority will be given to those who submit their paperwork by March 15. CSM's school code is 002540. Financial aid awards are based on the anticipated hours of enrollment indicated by the student at the time she/he files the FAFSA. After the first week of classes each semester, enrollment status is verified and adjustments are made accordingly.

Satisfactory Academic Progress Requirements

To maintain eligibility for all types of financial aid, satisfactory progress toward completion of a degree must be maintained on qualitative and pace standards while students attend College of Saint Mary. Satisfactory Academic Progress (SAP) review is completed annually at the end of spring term and/or at the end of summer term, if the student receives financial aid for summer enrollment. SAP requirements for financial aid recipients are defined below.

Qualitative standard

Degree-seeking students must maintain a cumulative grade point average (GPA) of at least 2.0 after completing the second year.

Repeated coursework is allowed, according to the CSM Academic Catalog, for C, D, and F grades. The highest CSM grade earned will be used by the Registrar's Office to calculate cumulative GPA.

Pace standards

Degree or certificate-seeking students must successfully complete at least 67% of the cumulative credit hours attempted at the end of each SAP review period.

- To earn hours at CSM, one must receive a grade of A, B, C, D, P, or SA. All other grades do not earn hours.
- Classes from which a student withdraws after the drop/add period count as attempted but not earned hours. Withdrawing from classes after the drop/add period will negatively affect students' ability to satisfy the hours earned standard.
- Accepted transfer credits count as both attempted and earned hours.
- For repeated coursework taken at CSM, both the repeated and the original attempt count as attempted credit hours, while only successfully completed courses will count as completed.

Students may not exceed 150% of the program requirements measured in credit hours attempted. For example:

- Students working toward a Bachelor degree requiring 128 credit hours may not exceed 192 attempted credit hours.
- Students working toward an Associate Degree requiring 64 credit hours may not exceed 96 attempted credit hours.
- Certificate programs will be monitored according to the hours required for the certificate.

Financial Aid Ineligibility

Students not maintaining satisfactory progress according to Qualitative and/or Pace Standards at the time of SAP review are no longer eligible to receive any federal, state, or institutional financial aid. While ineligible, a student will need to make other payment arrangements for any CSM credits.

Financial Aid Appeals & Financial Aid Probation

Students who are ineligible may appeal to request a Financial Aid Probation semester or term. Financial Aid Appeals include, a written request detailing the extenuating circumstances which led to failure to meet SAP, documentation of these circumstances, a graduation plan, and an explanation of what has changed to allow the student to meet SAP

in the future. The request for Financial Aid Probation will be reviewed and a written response will be provided to the student. Extenuating circumstances may include, but are not limited to, serious illness or injury, death in the immediate family, or other special circumstances beyond the student's control. For students on Financial Aid Probation, SAP will be evaluated at the end of each semester or term according to the terms of their Financial Aid Probation. Failure to meet SAP requirements set forth by their Financial Aid Probation will result in financial aid ineligibility.

Financial Aid Reinstatement

Students who are ineligible or have been granted a Financial Aid Probation term may reestablish eligibility by taking CSM classes which bring the cumulative GPA back to 2.0 or above and successfully complete 67% of credit hours attempted. A student may request in writing that financial aid eligibility be reinstated. If financial aid ineligibility is due to reaching the maximum time frame of 150%, financial aid eligibility cannot be reinstated without an approved appeal. Reinstatement establishes eligibility for federal and state financial aid. Institutional aid will be reinstated at the minimum academic scholarship amount.

Mid-Year Grade Review

The Financial Aid Office reviews academic records at the end of each semester or term that a student receives financial aid. Students with a cumulative GPA below 2.0 and/or have not completed 67% of the cumulative credit hours attempted at CSM will be notified that they are in danger of becoming ineligible for financial aid at the subsequent SAP review. Academic records are not reviewed mid-year relating to the maximum time frame of 150% of the program requirements.

Students who have questions about the satisfactory academic progress policy for financial aid recipients or any of the procedures may contact Financial Aid at 399-2362 or finaid@csm.edu.

Disbursement of Aid

Upon the return of a signed award letter to the CSM Express Center, the financial aid awards for each semester are deducted from assessed tuition and fee charges. Loans, grants and scholarships are credited to the student's account after the first week of classes. Federal guidelines require all first-time borrowers of Stafford Loans at CSM to complete entrance counseling before their loans can be applied to their student accounts.

Students who receive wages under the Federal work-study program may pick up their checks at the Express Center on the last working day of each month.

Student Appeals

The Financial Aid Appeal Committee renders decisions on student appeals and/or grievances that pertain to financial aid awards and/or institutional aid awards. Students who wish to appeal an award decision are asked to complete the Professional Judgment Form to describe the basis for the appeal and return it to the Financial Aid Office. All appeals will then be directed to the committee for review and final decision.

Financial Aid Rights and Responsibilities

Students benefiting from financial aid in the pursuit of education have the privilege of certain rights and assume specific responsibilities relating to their aid.

Rights: Applicants for financial aid have the right to know the following:

1. The financial aid programs available at College of Saint Mary and the eligibility requirements for federal, state, and institutional awards
2. Deadlines for submitting applications for each of the financial aid programs
3. How eligibility and financial need are determined
4. How and when funds are disbursed
5. Resources considered in the calculation of need
6. Consequences of withdrawing from a class(es) either officially or unofficially
7. The federal Return of Title IV Funds policy
8. The interest rate for federal student loans, the total amount to be repaid, the length of time to repay the loan, and when the repayment begins
9. How College of Saint Mary determines satisfactory academic progress and the consequences of not meeting the requirements
10. Availability of federal student aid for study abroad programs

Responsibilities: Students have the responsibility to do the following:

1. Complete the FAFSA each year after January 1 and after filing previous year's taxes
2. Sign and return the award letter in a timely manner to the Express Center
3. Provide correct information (misreporting on the FAFSA and the Stafford and PLUS Loan Master Promissory Notes is a violation of Federal law)
4. Read and understand all forms that are being signed
5. Keep copies of all the forms for their own records
6. Accept the responsibility for all agreements that are signed
7. Perform the work that is agreed upon when accepting a work-study position
8. Be aware of, and comply with, deadlines for application and reapplication for aid
9. Be aware of the federal Return of Title IV Funds policy
10. Be aware of Financial Aid Satisfactory Academic Progress requirements and maintain those requirements

College of Saint Mary Return of Title IV Funds

Federal regulations require that an institution's refund policy be available to all students. The following information is provided by College of Saint Mary in compliance with the Higher Education Amendments of 1998 amending the Higher Education Act of 1965, Federal regulation 34CFR 668.22, signed into law on October 7, 1998, and the Higher Education Reconciliation Act of 2005 enacted into law February 8, 2006.

Students who receive Title IV financial aid (Federal Pell grant, Federal Supplemental Educational Opportunity Grant (FSEOG), TEACH Grant, Federal Perkins Loan and/or William D. Ford Federal Direct Loans) are subject to federal refund calculations if the student completely withdraws from College of Saint Mary or ceases attendance in all classes during the enrollment period. Federal Work Study is not subject to Federal refund calculations.

The withdrawal date is considered to be the date of official withdrawal. If the student does not officially withdraw, the withdrawal date is considered to be the midpoint of the payment period unless documentation exists in the financial aid office that the student attended through a later date. If this is the case, the last date of attendance will be used for the refund calculation.

The refund amount is determined using Return of Title IV Funds on the Web, located on the FAA Access Web site. This is a Department of Education Website, which helps the Financial Office calculate and manage the Return of Title IV funds. Institutional data is collected from the institution and student information is entered on the website which calculates the Return of Title IV funds according to Ed's Student Assistant General Provisions. The following is the calculation process performed by Return of Title IV funds on the Web.

1. Determine institutional charges (institutional charges include tuition and fees; it includes room and board only if the student is living on campus)
2. Determine the amount of Title IV financial aid received and subject to return
3. Calculate the percent of payment period completed by dividing the number of days attended by the total number of days in the payment period
4. If the percentage calculated in step three is less than or equal to 60%, that percentage is the percentage of Title IV aid earned. If the percentage calculated in step three is greater than 60%, the percentage of earned Title IV aid is 100%
5. The percent of unearned Title IV aid is calculated by subtracting the percentage of earned Title IV aid from 100%. The amount of unearned Title IV aid is calculated by multiplying the amount of Title IV aid received and subject to return (step two) by the percentage of unearned Title IV aid
6. The amount of Title IV aid to be returned by College of Saint Mary is calculated by multiplying the total institutional costs (step one) by the percentage of unearned Title IV aid (step five). This calculation results in the dollar amount of unearned percentage applied to costs.

7. The lesser of the unearned aid amount (step five) or the dollar amount of the unearned percentage of institutional costs (step six) equals the amount the institution returns to the Title IV programs. Any refund amount is applied in the following order: Direct Unsubsidized Stafford Loan, Direct Subsidized Stafford Loan, Federal Perkins Loan, Direct PLUS Loan (Graduate Student), Direct PLUS Loan (Parent), Federal Pell Grant, Federal SEOG, and TEACH Grant.
8. The amount of aid a student must return (if any) is calculated by subtracting the amount the institution returns (step seven) from the unearned aid amount (step five). The student is still responsible for repaying any loan amounts not returned by the institution. Any amount a student must return to a loan program is repaid according to the terms of the loan. In addition, a student may be required to repay a portion of the Federal Pell Grant, Federal SEOG, and the TEACH Grant. The amount returned to the Federal Pell Grant, Federal SEOG or the TEACH Grant funds are reduced by half of the initial repayment amount.

The College of Saint Mary refund policy is a separate policy which pertains to refunds of tuition after withdrawal and applies to CSM students not receiving Title IV aid as well.

Tuition and Fees

All students are required to make financial arrangements for tuition, fees and room and board prior to attending the first class of each semester. These arrangements, referred to as "SFA", must be made in the Express Center or using the on-line SFA process. At the time of student financial arrangements, each student will be required to sign a promissory note acknowledging that she is responsible for all charges including tuition, fees, books, and room and board, plus any collection agency fees in the event that her student account becomes delinquent and is turned over to a collection agency. Students will be administratively withdrawn from classes if satisfactory payment arrangements are not made.

Graduate Programs Tuition and Fees 2012-2013 Academic Year Tuition

Master of Science in Education – <i>per credit hour</i>	\$ 425
Master of Science in Nursing – <i>per credit hour</i>	425
Master of Arts in Teaching – <i>per credit hour</i>	570
Masters in Organizational Leadership – <i>per semester</i>	9,685
Masters in Occupational Therapy – <i>per semester</i>	12,415
Post Baccalaureate Masters in Occupational Therapy – <i>per credit hour</i>	825
Doctor of Education – <i>per credit hour</i>	640
Post Baccalaureate Certificate in Paralegal Studies – <i>per credit hour</i>	425

Financial Fees

Deferral for Corporate Reimbursement – <i>per semester/module</i>	\$ 40
Late Payment Fee – <i>per month</i>	60
Late Semester Financial Arrangements Fee – <i>per semester</i>	100
Return/Reissue Check Fee – <u>per check</u>	60

Special Fees (nonrefundable)

Application for Admission Fee	\$ 30
Matriculation Fee – <i>new and readmit student fee</i>	55
Graduation Fee – <i>degree seeking only (applies to all graduates, regardless of participation in ceremony)</i>	145
Technology fee – <i>per credit hour</i>	16
Transcript fee	6

Alternatives for College Credit

Credit for exam or challenge exam – <i>per credit hour</i>	\$ 120
Portfolio Assessment – <i>per credit hour</i>	120
Post-Baccalaureate Masters in OT Per Credit fee for Escrow Credits	10

Academic Program Fees

Occupational Therapy – <i>per semester (degree seeking only)</i>	\$ 85
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Payment Options

Methods of Payment: The following methods of payment are accepted by the College of Saint Mary: Cash or Check in Person or Mail, Automated Withdrawal from Checking/Savings Account (ACH) or Credit/Debit Card (MasterCard, Discover, and American Express Accepted). These payment plans are done through ecashier at www.csm.edu/sfa. Note: A convenience fee of 2.75% is charged for all credit/debit card transactions.

Payment in Full: Payment in full can be done in person in the Express Center at anytime. You may also pay your balance in full by visiting www.csm.edu/SFA.

Payment Plan

You may sign up for the following payment plan options by going online at www.csm.edu/SFA.

<u>Plan Type</u>	<u>Fall</u>		<u>Spring</u>		<u>Summer</u>	
	<u>Enroll By</u>	<u>Pmt Months</u>	<u>Enroll By</u>	<u>Pmt Months</u>	<u>Enroll By</u>	<u>Pmt Months</u>
6 month	05/21/12	Jun - Nov	11/21/12	Dec - May	N/A	N/A
5 month	06/21/12	Jul - Nov	12/20/12	Jan - May	04/22/13	May-Aug
4 month	07/24/12	Aug - Nov	01/22/13	Feb - May	05/21/13	June-Aug
3 month	08/22/12	Sep - Nov	02/19/13	Mar - May	06/20/13	July-Aug
3 month	9/24/12	Oct - Dec				

Your payment is withdrawn on the 5th day of the month. A setup fee of \$40 is charged when the plan is initiated and processed immediately. You may also make an optional down payment when you set up your plan. Please note, if your amount due changes after you have signed up for a plan, your remaining payments will be adjusted accordingly. . It is your responsibility to review your agreement balance online through mypaymentplan.com or contact the Express Center to confirm any changes.

If your employer reimburses your tuition cost after your course ends, you can defer the amount due until the conclusion of the semester. You can sign up for this option at www.csm.edu/SFA. You will also need to fill out the form available to use this option.

Your payment will be withdrawn on February 5th for the Fall Semester, July 5th for the Spring Semester, or September 5th for the Summer Sessions. A setup Fee of \$40 is charged when plan is initiated and processed immediately.

College of Saint Mary Refund Policy

Students who want to withdraw from one or several courses or the entire semester, must complete the **WITHDRAWAL CHECKLIST**. The student must complete the withdrawal checklist with all required signatures and submit the completed form to the Express Center. Students who fail to submit a withdrawal checklist as required *will not receive a refund*.

The date of withdrawal will in every case be considered the date on which the written statement of withdrawal is initiated. The date the process is initiated, as stated on the withdrawal checklist, will become the basis for a possible refund of tuition and general fees (special fees and matriculation fees are non-refundable after the first week of classes).

Students who withdraw from all classes and are receiving federal financial aid will have their federal financial aid adjusted in accordance with Federal Return to Title IV Funds regulations. See the Express Center or Financial Aid Office for more information.

Refunds are calculated as follows:

Regular Full Time & Masters in Occupational Therapy (12-18 CREDITS)

Dropping below 12 credit hours but is still enrolled

Before the end of the 1 st week of classes	100%	Financial Aid adjusted based on credits enrolled
After the 1 st week of classes	0%	Financial Aid is not adjusted

Courses Scheduled for Full Semester

(Including Regular Full Time and MOT withdrawal from all classes)

Before the end of the 1 st week of classes	100%
During the 2 nd week of classes	75%
During the 3 rd week of classes	50%
After the 3 rd week of classes	0%

Courses Scheduled for Less than Full Semester

Before the 1 st class meeting of each course or within 48 hours after end of first class meeting (except 1 day courses)	100%
Thereafter, no refund	0%

Weekend College

Before and through the 1 st class meeting	100%
Before and through the 2 nd class meeting	50%
After the 3 rd class meeting	0%

Summer Sessions

(For BLM & MAT, refunds are calculated based on the Less than Full Semester Schedule above)

Before the first class meeting	100%
When class has met for 6 or less instructional hours	75%
When class has met for 7-9 instructional hours	50%
When the class has met for more than 9 instructional hours	0%

Campus Store Vouchers

Students whose financial aid exceeds the total amount of their tuition and fees may apply for a Campus Store Voucher, or apply the balance to their campus card if done on-line, for an amount no greater than the anticipated credit balance which will be created by the application of their financial aid. Vouchers may be obtained in the Express Center once you have completed your SFA and may be used in the Campus Store through the expiration date indicated on the voucher. Any funds left on a student's campus card bookstore account when student refunds are issued will be taken off, and a check will be issued.

Payments of Excess Financial Aid

If a credit balance is created on a student's account by the application of any type of financial assistance, a refund check will be issued to the student. Students picking up their checks in person must present picture identification. Please allow up to ten working days from the time a credit balance is created for a refund check to be issued. Checks that are

not picked up on the day the Express Center receives them, will be mailed out the following evening. Please make sure we have your accurate address.

Past Due Student Accounts

The definition of a past due student account is any account which has not received a payment within five (5) days of the required due date. The College will place a financial hold on the student's account. The hold will remain until the past due payment plus the late payment fee is paid in full. Financial hold status will preclude the student from receiving any grades or transcripts and will not permit the student to register for additional courses until such time that the amount in arrears is paid in full. Each month the College will send each such student an itemized statement of the balance due.

Delinquent Student Accounts

If a balance remains following the conclusion of the current semester, the account is considered delinquent and the College will transfer the student account to delinquent status. Attempts will be made to collect the amount due or make appropriate payment arrangements. Payment arrangements will require a new promissory note to be signed and all payments to be made by automatic monthly bank debit. If a student has not made payment arrangements after the above delinquency procedures, the College will notify the student that the account is being placed with a collection agency and reported to the credit bureau.

Holds on Student Accounts

Financial Services and/or the Financial Aid office will place a hold on a student's account for the following reasons:

- Past due or delinquent account
- Semester Financial Arrangements (SFA) not completed
- Fines or fees (library, parking, athletic equipment, etc.)
- Insufficient checks
- Default on student loan (Stafford, Perkins, Nursing, etc.)
- Immunization records not received
- Incomplete student loan counseling (entrance or exit counseling)
- Incomplete financial aid paperwork (i.e., master promissory note, award letter, etc.)

The hold may result in the student not being able to view grades, register, obtain transcripts or diplomas, or participate in graduation.

Student Life & Development

The Student Development team provides a variety of opportunities for CSM students to become involved in campus life which attends "to the development of mind, body and spirit." Students are encouraged to participate in the many co-curricular programs and activities that enhance learning, including leadership development. The Graduate Studies Policy Handbook contains the guidelines for student living. All students enrolled at College of Saint Mary are expected to become acquainted with its contents and observe the policies contained within it.

CSM Achievement Center

The Center provides centralized services to help students improve individual academic performance through advising, tutoring, career services, ADA accommodations, and innovative academic support programs. The Center provides a "one-stop shop" within an environment that encourages students to attain their full academic potential. In addition, a group study area and three computers are available for student use.

Services include:

- Individual and small group tutoring
- Specialized academic support workshops and academic skill building
- Writing assistance
- Special accommodations for students with disabilities who self identify (ADA)
- Career exploration and advising
- Job preparation assistance and resume review
- On-line academic preparation resources

Counseling

CSM partners with Alegent Occupational Health Services (OHS) to provide short-term counseling to all full-time students and their family members free of charge. The Counseling Assistance Program (CAP) is a confidential, 24-hour access service with locations throughout the Omaha metropolitan area, including one near the CSM campus. Students who want to discuss issues that are interfering with academic or personal goals may call CAP (402-398-5566) to set up an appointment. Anxiety, high stress, concern for a friend or depression are among the many reasons students take advantage of this confidential, free service.

Health Care

All students should be covered by a comprehensive health insurance plan. International students are required to have health insurance. Further information about obtaining health insurance can be found in the Insurance section of this catalog.

Lied Fitness Center

Leisure and fitness activities and intramural sports opportunities are offered at the Lied Fitness Center. The swimming pool, gymnasium, walking track, cardio room and weight room and training room are available to all CSM students when not in use for classes or other scheduled activities. All those using the center must have a valid ID and swipe in at the door. Towels and sports equipment is issued at the front desk. CSM students with valid IDs may use the Center at no charge; some classes and special activities, or use of the Center by guests of CSM students require payment of a nominal fee.

Campus Ministry/Faith Opportunities

Firmly rooted in the Mercy tradition, Campus Ministry seeks to develop a faith community motivated by the corporal and spiritual works of Mercy. Within the context of Catholic higher education, Campus Ministry provides opportunities to encounter God active in our world and emphasizes compassion, service, respect for the dignity of all persons, and an awareness of our global realities. Campus Ministry offers both Catholic and ecumenical opportunities for prayer and liturgical celebrations, provides a pastoral presence on campus, facilitates social justice, community service, and outreach activities, and provides retreat opportunities and programs on Mercy spirituality. Campus Ministry welcomes persons of all religious traditions.

Code of Conduct

A student enrolled at College of Saint Mary assumes an obligation to conduct herself/himself in a manner compatible with the College's function as an educational institution. Misconduct, for which students are subject to discipline ranging from verbal reprimand to expulsion and referral for prosecution, includes but is not limited to, the following:

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities including its public service functions or other authorized activities on College premises;
2. Abuse of any person on College-owned or College-controlled property, or a College sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person, including self;
3. Intentionally harassing any person in such a way as to interfere with that person's emotional, or academic pursuits; creating a hostile, abusive, coercive or intimidating environment; and/or slander or defaming another's character;
4. Intentionally and substantially interfering with others' freedom of expression;
5. Disorderly conduct or lewd, indecent, or obscene conduct or expressions on College-owned or controlled property or at College-sponsored or supervised functions;
6. Conduct which adversely affects the student's suitability as a member of the academic community;
7. Dishonesty, such as cheating, plagiarism or knowingly furnishing false academic information (see also Policy for Academic Honesty);
8. Unauthorized access, destruction of, or interference with computer programs, computer databases, computer files, or computerized information stored in College computer systems;
9. Forgery, alteration or misuse of College documents, records, or identification;
10. Theft or unauthorized possession of, or damage to, property of the College or of a member of the College community or campus visitor;

11. Unauthorized entry or use of College facilities or unauthorized possession of College keys, access cards, and codes;
12. Use, possession, or distribution of marijuana, narcotics or dangerous drugs; use, possession, verbal or written threat of weapons or explosives of any kind;
13. Violation of rules governing residence in College-owned or controlled property;
14. Violation of College policies or of campus regulations including, but not limited to the provisions of the student handbook, other College publications and residence hall rules and regulations;
15. Failure to comply with directions of College officials acting in the performance of their duties;
16. Hazing, which is a broad term encompassing any action or activity which does not contribute to the positive development of a person, or which inflicts or intends to cause mental or bodily harm or anxieties, or which may demean, degrade, or disgrace any person;_
17. Illegal or unauthorized possession of firearms, explosives, or other weapons, on University premises;
18. Violation of any federal, state or local law;
19. Manipulation of the Disciplinary Review Process, including but not limited to:
 - a. Failure to comply with the notice from a University official to appear for a meeting or a hearing as part of the Disciplinary Review Process.
 - b. Falsification, distortion, or misrepresentation of any information during the Disciplinary Review Process.
 - c. Disruption or interference with the orderly conduct of a disciplinary Review proceeding.
 - d. Attempting to discourage an individual's proper participation in, our use of, the Disciplinary Review System
 - e. Attempting to influence the impartiality of a member of the review, prior to, and/or during the course of the Disciplinary Review proceeding
 - f. Harassment (verbal, physical, or written) and/or intimidation to any student or professional prior to, during and/or after the Disciplinary Review proceeding
 - g. Failure to comply with the sanction(s) imposed under the Disciplinary Review System.

A student of College of Saint Mary must abide by this code of conduct, as well as the following sets of policies and agreements: student handbook, academic catalog, residence hall contract, community agreement, and Federal, state and local laws. Any student engaging in any manner of conduct prohibited under these guidelines shall be subject to one or more of the following sanctions, as well as others that may be deemed appropriate at the College's discretion: warning, fines, financial restitution, community service, mandatory counseling or participation in an appropriate treatment program or testing

service, research and/or reflection, reprimand, disciplinary probation, disciplinary removal from College residence halls, disciplinary suspension, disciplinary expulsion, referral for prosecution, or any other appropriate sanction.

Parents may be notified if it is anticipated that a student infraction may result in disciplinary probation, removal, suspension and/or expulsion, if the student is: (1) age 18 or younger, and/or (2) financially dependent on her parent(s) (as defined by the Federal government for income tax purposes), or (3) when the student is in violation of law or policy governing the use of alcohol or drugs, if the student is under 21.

When a student is suspected of being involved in an infraction, she will be expected to participate in its resolution. The nature of the infraction and the student's situation will help determine whether the opportunity for discussion of responsibility will occur in an administrative hearing or mediation with a staff member designated by the Vice President for Student Development.

Disciplinary Review

Students at the university are regarded as adults and citizens of the community as a whole. The main premise of the process is that we expect students to take responsibility for their behavior. The disciplinary process is fundamentally a learning process for the students. For the staff who work with students in question, the process provide the challenge and support necessary for students to learn from the experience. Typically, the Assistant Dean of Students will review disciplinary cases.

Appeal Process

A student has the right to appeal a judicial decision; to do so; she must prepare and hand deliver a written appeal to the Vice President for Student Development within five working days. Pending the response to the appeal, the student's status as a student will remain unaltered except in cases where there are reasons relating to the emotional or physical welfare of the student or of others, or reasons involving the safety of persons or property.

The student may appeal **only** on the following grounds:

1. Procedural due process;
2. Absence of sufficient evidence to support the decision;
3. Submission of new evidence.

Note that concern as to the severity of the sanction is not considered an acceptable reason to appeal.

Appeal letters must be complete enough so that a personal appearance will not be necessary. **A letter which merely lists the grounds of appeal, without description of the merits or concern for the individual case at hand is not sufficient. A meeting will be held with the student to share the appeal decision within ten days, unless unusual circumstances are present.**

The standards and procedures set forth in this document are those the University normally applies to disciplinary matters. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus and community. This includes the right to suspend, expel, or request the withdrawal of a student at any time, with or without specific charge or hearing, subject only to the student's right to request review of the decision.

Drug-Free Campus Policy

College of Saint Mary standards of conduct prohibit the unlawful possession, use or distribution of illicit drugs and/or alcohol by students on College property or as part of any of the College's activities. "Illicit drug use" means the use of illegal drugs and the abuse of other drugs or alcohol. State and Federal laws, and any applicable city ordinances, pertaining to the possession and use of illicit drugs and alcoholic beverages shall be observed by all College students. By way of illustration, this means that it is a violation of College policy for students to unlawfully purchase, manufacture, possess, consume, use, sell or otherwise distribute such items on campus or during College activities.

Student violations of the standards stated in the above paragraph shall result in disciplinary sanctions, as set forth in the CSM Code of Conduct included here and in the student handbook.

Policy for a Tobacco-Free Campus College of Saint Mary

Smoking is prohibited in all campus buildings and anywhere on campus property.

- For the purposes of this policy, smoking is defined as burning any type of tobacco product including, but not limited to, cigarettes, cigars, and pipes. Smokeless tobacco is also prohibited.
- Tobacco advertisements are prohibited in college publications or any publications endorsed by CSM to be distributed on campus.

The Campus Wellness Coordinator provides smoking cessation resources and support.

General Student Information

I.D. Card

All students must have a College of Saint Mary identification card. Campus Security personnel as well as other persons in authority may request to see I.D. cards at any time. If an I.D. Card is lost, the student should contact the Campus Information Center immediately for a replacement at a nominal cost. Upon withdrawal from the College, the I.D. Card is to be returned to the Campus Information Center.

Meals

The College dining room is open 7 days a week and offers a full board plan for resident students. Non-resident students may also purchase a meal plan or put money on their ID card in the Express Center. Hours of operation are posted in the dining room and published on myCSM. Christina's Place, located in the Hixson Lied Commons sells hot and cold beverages along with breakfast and lunch items.

Notary Public

For the convenience of the students and the entire College of Saint Mary community, notary publics are available during office hours in the Registrar and Student Development Offices, Walsh Hall.

Parking

All cars must be registered and have a College of Saint Mary sticker placed in the proper position in the vehicle. Fines for violations must be paid in the Express Center. Stickers, maps and parking regulations are available from the Information Center.

Solicitations

The on-campus sale or solicitation of anything (including distribution of samples) is prohibited without prior authorization in writing from the Facilities Coordinator.

Graduate Studies Policies

A handbook describing policies and information of interest to graduate students is available on-line at <https://my.csm.edu/communities/graduate/default.aspx>. All graduate students are expected to read and abide by the Graduate Studies Policies.

Immunization Requirements

College of Saint Mary requires that all students entering our college for the first time be immunized against measles, mumps, and rubella and must show proof of MMR 1 and MMR 2. As these are preventable and contagious diseases, CSM wants to prevent the possibility of an epidemic. All students must submit accurate immunization records that show evidence of immunity to measles, mumps, and rubella. Submission of this record is mandatory, and failure to comply will result in future registrations being cancelled or restricted.

College of Saint Mary also reserves the right to deny access to campus facilities, including residence halls, if documentation of compliance has not been provided. Further, in accordance with public health recommendations, non-immune students may be excluded from the CSM campus in the event of an outbreak of any of these diseases. According to the recommendations of the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control (CDC), a student may demonstrate immunity to measles, mumps, and rubella in one of the following ways:

- Students born before January 1, 1957 are considered immune to Measles, Mumps, and Rubella.
- Documentation of a positive antibody titer proving immunity to Measles (rubeola), Mumps, and Rubella (German measles) is acceptable.
- Documentation of two doses of (MMR) vaccine, separated by at least one month on or after the first birthday and after January 1, 1968, must be provided.

In addition to the above immunization measles requirement for all students, certain academic programs may also require a physical examination and additional immunizations prior to acceptance into the program. Students should review any specific program requirements prior to beginning their course work at College of Saint Mary. All international students and athletes are also required to submit a medical form. Athletes return completed forms to the Athletic department and international students return forms to Student Development.

Academic Policies

(All students will be given a copy of Graduate Studies Policies containing additional information.)

Academic Responsibility

The Vice President for Academic Affairs is the official representative of the College in matters pertaining to the scholastic life of the student body. Regulations made by her/him in addition to, in abrogation of, or in interpretation of the following regulations have the same force as the regulations themselves.

In case of a discrepancy between the College catalog and other publications or academic information provided by any faculty or staff member other than the Vice President for Academic Affairs, the catalog takes precedence.

The College reserves the right to terminate or modify program requirements, content and sequence of courses, and program offerings. Students withdrawing from the College completely for a period of one calendar year or more are bound by the catalog in effect when they re-enter, unless the student is away for one year on Official Leave of Absence.

It is the responsibility of each student to be acquainted with all requirements for her degree program and to assume responsibility for meeting those requirements. In case of ambiguity, discrepancy, or disagreement, the regulations and requirements stated in this catalog and any subsequent modifications or interpretations by the Vice President for Academic Affairs will prevail.

Academic Appeals

Academic Appeal exists to provide the student with a means to appeal a specific academic decision that the student considers unwarranted, unjust or capricious. A student who wishes to make an appeal related to an academic matter must begin the process no later than one month after the end of the semester in which the decision was made.

It is the responsibility of the instructor to inform students of course requirements, evaluate students fairly on the basis of the academic performance, encourage free and open discussion, inquiry and expression in the classroom, and identify methods of evaluation/grading that will be used for the course. It is the responsibility of the student to inquire as to course requirements when in doubt, maintain the standards of academic performance established by the professor, and to follow the appeal process if academic rights have been violated.

The process for an Academic Appeal is as follows:

- 1) Discuss the matter of appeal with the instructor.
- 2) Discuss the matter of appeal with the Program Director of the course.
- 3) Discuss the matter of appeal with the Vice President of Academic Affairs (VPAA).
- 4) If the matter of appeal is then not resolved, submit a written appeal (forms are available in the Academic Affairs Office, Walsh 118) to the Graduate Student Policies Committee.

The Graduate Study Policies Committee will make a recommendation to the VPAA and the VPAA will make the final decision.

It is the responsibility of the Graduate Student Policies Committee to evaluate each case confidentially and fairly and to develop a course of action that will resolve the matter. The Graduate Student Policies Committee will notify the offending party and schedule a hearing in which both parties have an opportunity to state their side of the case. The committee may ask either or both parties to return for additional questions if necessary. The committee will make a decision within two weeks from the time of the hearing.

Academic Dishonesty

Academic dishonesty is a serious offense. It is a form of theft and will be treated as such. In keeping with its mission, College of Saint Mary seeks to prepare its students to be knowledgeable, forthright and honest. It expects academic honesty from all its members. Academic honesty includes adherence to guidelines established by the instructor in a given course and prohibits, among other things, plagiarism, cheating, tampering with the work of other students or knowingly furnishing false information.

Plagiarism is the representation of another person's words or ideas as if they were one's own. Examples of plagiarism include submitting a paper in one's own name that was written by someone else, and including in a paper sentences or ideas taken from a source without giving credit to that source. Cheating is giving or receiving information or using materials in exams, assignments, and project which it is not allowed. Examples of cheating include copying from another person during an exam, and submitting a laboratory or practicum report based on data not obtained by the student in the manner indicated by the instructor. Collusion is working together with another person in the preparation of work that the instructor expects to be accomplished by the student alone.

In keeping with the values of College of Saint Mary and its philosophy of graduate education, a student is responsible for all required theory, practicum/internship/preceptorship experiences and assignments. Any misrepresentation of coursework, practicum/internship/preceptorship expectations or any other assignments will be considered by the Graduate Student Policies Committee for disciplinary action. Such misrepresentation may be cause for dismissal (Refer to Policy 2.1).

Academic Evaluation

The scale for the percentage method of grading in the Graduate Programs is as follows:

A: 93-100

B: 85-92

C: 77-84 (+ or – grades may be used by some programs)

(If the percentage system is used, faculty may not raise or lower the percentage for a grade equivalent. Each faculty may select his or her own method of grading providing she/he can document the validity and reliability of the method based on education theory and evaluation literature.)

A grade of Incomplete may be used in circumstances when, for serious and unforeseen reasons beyond the student's control, she/he is unable to complete the work of the course.

A student needing an extension of time beyond the semester will file with the instructor a written application for a grade of "I" (Incomplete) giving reasons for the request. The form is available in the Express Center. The student must have achieved a passing grade at the time of application and must have completed the majority of assigned work for the course. The student must apply at least two weeks before the end of the semester. If extenuating circumstances prevent applying within two weeks, document this on the application and consideration will be given to waive the two-week deadline. Some courses do not allow for the grade of Incomplete.

If the instructor grants permission, the instructor and student meet to determine:

1. The means to be used to complete the work.
2. The time limit set for completion, not to exceed six weeks from the time the course concludes.
3. Copies of the completed application will be filed with the Registrar's Office, instructor, student advisor and the student.

If a further extension of time is needed, the student will file, before the deadline, a written application for extension with the instructor, who will in turn seek the permission of the Vice President for Academic Affairs or designee. The Vice President for Academic Affairs or designee will notify the Registrar's Office of the extension of time, if granted. All Incomplete grades must be removed by the end of the semester following the term in which the Incomplete was received.

If the Incomplete grade is not removed within the specified time, the Incomplete becomes a failing grade of "F".

The Incomplete Research (IR) grade is used for research-in-progress, which may not be complete within one semester. Incomplete Research (IR) grades which are not removed will become an "F".

In addition, if a student receives an incomplete grade in a course where theory and practicum/internship/preceptorship components must be taken concurrently, both grades will be recorded as incomplete until successful completion of the requirements. For some programs that have a cohort model, incomplete grades are not allowed.

The final course grade for all courses shall consist of a letter grade, except for EDL/HCE 999, Dissertation, which will receive a P/F grade. The course objectives derived from the program outcomes of the curriculum for the program are the criteria for evaluating student achievement in both the theory and practicum/internship/preceptorship courses.

Americans with Disabilities Act (ADA)

If you have a certifiable learning or physical disability and require special accommodations, please call and make an appointment with the Achievement Center ADA office at 402-399-2366 or email ada@csm.edu. *Considerable lead-time is required for accommodations, so it is important that your request is received in the Achievement Center ADA office as early in the semester as possible.* **Please note that your request will be handled confidentially.**

The College will make reasonable accommodations for an otherwise qualified disabled student in compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. Students are responsible for self-identifying and requesting accommodations.

Faculty are not required to make disability accommodations unless official documentation is provided to them by the ADA officer.

Attendance

It is the student's responsibility to attend all scheduled classes as well as all practicum, internship, and preceptorship experiences. If the student notifies the faculty member of an absence prior to the course meeting, make-up opportunities may be provided but are not guaranteed. Failure to achieve course outcomes due to absence(s) will result in failure of the course.

University-Authorized Absence for University-Sponsored Activities: In addition to a documented and bona fide medical emergency or the death of an immediate family member, absences from class are authorized for students who, as individuals or members of athletic teams or other organized groups, represent the university in university-sponsored activities.

The following groups are included: (1) participants in university-sponsored curricular and co-curricular activities led by faculty and/or staff; and (2) student engagement sponsored by the institution and approved by the Vice President for Academic Affairs (e. g. research presentations, and performances at national conferences or events). Though such absence for university-sponsored activities is authorized by the university, faculty and staff leading such activities should make every effort to ensure minimal disruption of student class attendance.

The student is responsible at a minimum for notification to the faculty in the first week of the semester or as soon as possible, preferably in the first class, of any absences that will occur as well as notification the week before the absence, including departure times. A student who anticipates missing class for an excused absence is required to discuss this issue with the instructor during the first week of class or as soon as possible to determine the possible solutions or consequences. Courses in some programs with special accreditation or licensure requirements should not be taken in a semester where a student anticipates a high number of absences. The student will need to work with her or his advisor to take classes appropriate for the requirements in the curricular and co-curricular activities. If the student provides adequate notification as outlined above, faculty are expected to honor a valid university excuse for a university-authorized absence and to provide reasonable make-up work in accordance with the policy of the faculty without penalty. Class experiences that are impossible to make up should be discussed during the first week of classes when there is sufficient time for a student to drop the course. The Academic Programs can determine acceptable parameters for "reasonable make-up work" for their faculty.

The Vice President for Academic Affairs will make the final decision in the event of questions or the need for an exception to the above policy.

Audits

Students who audit courses are not held responsible for the work and receive no grade or credit and may attend once approved fees have been paid. A course that is audited may not be changed to a credit course after the late registration period.

Credit for Prior Learning

Students may have the opportunity to gain credit for college-level learning obtained outside the college setting. Learning is considered college-level if it is generally applicable, includes both a theoretical and a practical understanding of the material and if it meets the following criteria:

1. The student can demonstrate that what was learned is equivalent to the achievement levels expected of college work.
2. The maximum number of credits to be gained through alternate means is limited to 10 percent of completed study program.
3. Credits by alternate means are not considered among the credits to be taken in residence (except for credit by portfolio).
4. All requirements for credit granted by alternate means must be completed prior to the beginning of the final semester before graduation.
5. After completion of challenge, acceptable grades of "P" (pass), "S" (satisfactory) or a letter grade of C or above will be recorded on the transcript as transfer credit. Credit by portfolio will be recorded as College of Saint Mary credit.

Methods by which college-level learning can be demonstrated include challenge examinations and credit by portfolio assessment. Individuals must be enrolled as students at College of Saint Mary to take advantage of these options.

Credit by Challenge Examination

Students may earn credit without formal enrollment in courses, subject to availability of this option in specific departments. Courses must be approved by the program director and the Vice President for Academic Affairs.

Departments may require laboratory projects, written reports, evidence of satisfactory skilled performance, etc., in lieu of, or in addition to, examination performance.

Procedure: To apply for credit by examination for a course, a student registered at College of Saint Mary must obtain an Alternatives for College Credit Form from the Express Center, obtain written approval from her academic advisor and the program director, pay the required fee, and obtain the approval of the Vice President for Academic Affairs. Upon receipt of an approved request, the chairperson of the department offering the course will be responsible for the following:

1. Establishing the procedure and standards for granting course credit by examinations without enrollment in the course.
2. Providing for the administration of the examination, usually through the Achievement Center.
3. Notifying the Registrar of the appropriate grade when a student has earned course credit by examination (Alternatives for College Credit Form to be used).

A student may not receive credit by examination for a course that is a prerequisite for a course already taken or for an equivalent college course already taken. Students should plan to take credit by examination early in their college careers, preferably during the first year of matriculation at the College.

Credit through Portfolio Development and Assessment Steps for developing a portfolio is as follows:

1. The student reviews her/his prior learning and notes which experiences are comparable to college level learning. This might encompass such experiences as employment, education (non-credit courses or seminars), volunteer work, recreation and hobbies, civic and political activities, publications travel, awards, organizational involvement, music or theater work, or languages. In documenting these activities or experiences, the student must demonstrate what knowledge or competencies were attained from these learning opportunities and these must be comparable to college level learning. The specific competencies gained must be fully documented.
2. The student meets with the advisor and the Portfolio Program Coordinator to review.
3. If these experiences appear to have involved college learning, then a portfolio for these experiences may be prepared.
4. All portfolios will be bound in a manner described by the Portfolio Program Coordinator and consistent with the academic discipline for which the portfolio is prepared. The portfolio may be a written paper, or other substantive project or product that demonstrates college-level learning as assessed by a faculty review and consistent with the rigor appropriate to that discipline. Any form of portfolio should demonstrate academic excellence with respect to its development, presentation, and delivery.
5. A portfolio will generally consist of the following minimum requirements:
 - a. A title page which shall list the course(s) being petitioned together with the name, address, and telephone numbers (work and home) of the student;
 - b. A table of contents;
 - c. Resume;
 - d. Statement of learning goals;
 - e. Degree plan or program(s) of study;
 - f. Portfolio proposal;
 - g. Divider for each course petitioned. Each section to include:
 - i. Petition for credit;
 - ii. Expanded course description;
 - iii. Essay describing competencies and skills achieved;
 - iv. Supporting documentation (In the event of projects or products that cannot be reduced to writing in an 8 ½ x 11 inch format, photographs, drawings, source codes, or other evidence may be submitted at the discretion and direction of the faculty reviewer to fulfill this requirement.);
 - v. Reviewer's evaluation and grading.
6. Portfolio credit must be requested before the end of the first week of classes each semester in order to be included in credits for financial aid. The Request for Portfolio Credit form is available in the Express Center. The program director of the discipline involved will appoint a faculty member to evaluate the portfolio. If more

than one discipline is involved, additional faculty members may be appointed.

7. The portfolio is presented to the Portfolio Program Coordinator and reviewed by the faculty member(s) involved. The final grade will be entered by the faculty member assigned to the portfolio during final grade entry each semester.

The portfolio will be kept on file with the documentation for 30 days after the grade has been posted. When credit is accepted, a letter or pass/fail grade will be given as stipulated in the course petition.

Restrictions: Students may not receive credit through Portfolio Development and Assessment for:

1. A course that is a prerequisite for a course already taken
2. An equivalent college course already taken
3. Certain restricted courses (please see the Portfolio Coordinator for restricted courses). Students must be degree seeking or seeking certification or recertification and be currently enrolled at College of Saint Mary. A time limit of one traditional semester for completion of the portfolio is allowed. The college policy for incomplete grades may be applied if requested. Students have the opportunity to develop portfolios throughout their academic careers at College of Saint Mary, but credits awarded may not exceed 10% of the total hours required for their degree. Any credits petitioned and not granted upon first petition may be petitioned again but there must be a six-month waiting period. Credit may not be petitioned more than twice.

Note: Credits obtained by these alternative methods are accepted at College of Saint Mary. Official documentation must be provided in order to obtain these credits. Policies at other educational institutions may vary.

Credit established through Prior Learning and Portfolio Program Development and Assessment is accomplished through College of Saint Mary initiated outcomes and evaluated by College of Saint Mary faculty, and therefore, will record those credits as being earned from College of Saint Mary.

Failing/repeating Courses

The academic expectation is that all graduate students will earn superior grades.

A student is required to achieve a minimum grade point average of "B" (GPA 3.0) in all graduate courses to be allowed to progress to the next semester of coursework. Students in the Master of Organizational Leadership and Master of Arts in Teaching programs may earn only one "C" during the program of study.

Whenever a student receives a "C" or lower in a graduate course, the Office of Academic Affairs will be notified. The Graduate Student Policies Committee makes a recommendation concerning the student's progression in the program. This recommendation is sent to the Vice President for Academic Affairs or designee for a final decision. A letter stating the final decision is sent to the student by the Vice President for Academic Affairs or designee.

A student may appeal a theory or practicum/internship/preceptorship grade following the

procedures available from the Vice President for Academic Affairs or designee and must begin the process no later than one month after the end of the semester in which the decision was made. This policy applies to all graduate students, including those with ADA accommodations.

Family Educational Rights and Privacy Act

College of Saint Mary is in compliance with the Family Educational Rights and Privacy (FERPA). Any student at College of Saint Mary may personally inspect, review, and at the student’s expense, have a copy made of any records (except another school’s transcript) kept regarding her college career. Where more than one student is involved in a record, the student may have the information concerning only her transmitted orally.

Listed below are the records presently kept by the College. A student wishing to examine any record should make a request of the appropriate administrator. Requests have to be in writing. The record will be made available within 45 days.

Student Record	Administrator
Academic record	Registrar
Department record	Advisor or Program Director*
Financial record	Bursar**
Health record	Alegent Occupational Health
Financial Aid record	Financial Aid Director**
Graduation requirements checklist	Academic Advisor
Individual Plan of Study	Registrar
Approval of Research Proposal	Registrar
Approval of Comprehensive Evaluation	Registrar

* Where a student has declared a major, the student should file a request with the Program Director; otherwise, with the advisor.

** Students may not examine any item revealing financial information about their parents.

The Registrar's academic file for a student contains the latest transcript, academic action letters, test results, credit by exam, change of grade/major/curriculum, academic plan, name change, transfer credit evaluation, any documentation related FERPA hearings, and any relevant correspondence. These records are scanned and stored permanently off site. The information in the advisor file is usually a duplicate of this file or personal correspondence and does not need to be retained after the student graduates or leaves.

Directory information is information not generally considered harmful or an invasion of privacy if disclosed. This information includes, but it is not limited to: name, address, telephone listing, field of study, weight & height of athletes, most recent previous school attended, date and place of birth, participation in officially recognized activities and sports, and dates of attendance, degrees, academic awards, and honors. Directory information may be disclosed without prior written consent unless the student has notified the College not to release this information. Written notice must be made to the Registrar’s Office within 10 days following the beginning of each semester. Any student choosing to have this information withheld should note that her name will not be released for Dean’s List or other honors, nor will it be included in the commencement program.

In order to protect the right to privacy, the College will not make any records not designated as directory information available, without the student's written consent, to anyone other than College of Saint Mary officials with a legitimate educational interest, officials of other schools to which the student has applied, certain governmental officials, parents who establish student's dependency status, and certain persons in connection with an application for financial aid.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

If a student concludes that her record contains inaccurate, misleading, or otherwise inappropriate data, the student may request an informal meeting with the appropriate administrator to see if, through discussion, a satisfactory agreement can be reached concerning correction, explanation, or deletion of material.

If a satisfactory agreement cannot be reached informally, the student may file with the Vice President for Academic Affairs a written request for a hearing before the Academic Appeals Board of the College. Any member of the board having a direct interest in the case may not participate. The board's decision will be rendered in writing within a reasonable period of time and is final.

The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by College of Saint Mary to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave SW
Washington, DC 20202-8520

Students may request a copy of any such records (except transcripts) in College of Saint Mary's possession at a cost of 10 cents per page. Anything in a student's record that the student does not understand will be explained. The records are reviewed and materials expunged periodically.

Grade Appeal Procedure

The student shall:

- A. Discuss the grade with the instructor and/or course leader for clarification as to how the course work was evaluated.
- B. Discuss the situation with the academic advisor. If the student still has concerns about the evaluation, the student shall make an appointment with the Program Director.
- C. Obtain a copy of the grade appeal procedure from the Office of Academic Affairs.

The Graduate Student Policies Committee will review graduate student appeals and make recommendations to the Vice President for Academic Affairs or designee. The Graduate Student Policies Committee Chairperson shall:

- 1) Review the written appeal submitted by the student.
- 2) Schedule the Graduate Student Policies Committee meeting.
- 3) Provide the written appeal to the academic advisor, the instructor, and Program Director.
- 4) Invite the student, instructor, and academic advisor to the meeting for input of data and to answer questions the committee might have.
- 5) Preside over the meeting:
 - a) Chair of Graduate Student Policies Committee calls group to order.
 - b) The student presents his/her appeal and circumstances. Time limited to 5 minutes. Graduate Student Policies Committee members may question facts. Time is limited to 5 minutes. The student is dismissed from the meeting.
 - c) The instructor is invited to join the meeting and presents his/her rationale for grading decision(s). Time limited to 5 minutes. Graduate Student Policies Committee members may question facts. Time limited to 5 minutes. The instructor is dismissed from the meeting.
 - d) The instructor and/or the student may be asked to return to the meeting for additional questions.

The Committee makes its recommendation in writing with a brief rationale. No discussion of the appeal occurs outside the meeting itself. Inform the Vice President for Academic Affairs or designee in writing of the committee's recommendation.

The Vice President for Academic Affairs or designee will make the final decision.

Graduate Program Requirements

Once a student is admitted to the Graduate Program, the student must complete requirements designated by each program in order to be granted a degree.

Insurance for National and International Travel

All CSM students are required to have health insurance for CSM sponsored domestic and international travel. It is possible to purchase affordable health insurance for short periods of international and national travel. This will be required of uninsured students who desire

to participate in *international* travel and for those students whose domestic health insurance policy does not cover international travel. For national travel, students will provide proof of health insurance that covers them while traveling and would indicate that they possess health insurance, or (if they do not possess insurance) will indicate that they are responsible for their health care costs (if any) incurred during the trip.

Short-term international and national medical insurance coverage can be obtained through the following websites:

(for coverage outside of the United States)

www.globalunderwriters.com

<http://www.culturalinsurance.com/>

http://www.hthtravelinsurance.com/students_plans.cfm

(for coverage within the United States)

www.temporaryinsurance.com

<http://www.medhealthinsurance.com/temporary.htm>

Leave of Absence (LOA)

This program is a planned interruption in a student's formal educational program. It is designed for full-time or part-time students in good academic standing. Students are not required to register or maintain active status while on a leave of absence. The leave does not apply toward degree time limits. If approved, a student may go on leave for a minimum of one complete semester, and no more than two semesters or one calendar year. Leaves will not be granted retroactively. Permission for a leave of absence requires the approval of the advisor, the Program Director and the Vice President for Academic Affairs although the final decision for approving a LOA lies with the major or program in which the student is enrolled at the time of the application. Students should check with their major advisor or the Program Director BEFORE applying for the LOA to ascertain if their program allows students to apply for a LOA. If courses are to be taken at another institution during the leave of absence, the student must consult the Vice President for Academic Affairs to secure permission for transient study, and provide the Registrar's office with transcripts upon her return. Students who take a leave of absence will be subject to the guidelines and requirements of the academic catalog under the year in which they were first admitted to the college.

To qualify, a student must satisfy the following criteria:

- Be registered during the Fall/Spring semester immediately prior to the beginning of the leave;
- Have a cumulative GPA of at least 2.0—both at the time of application for leave and following the posting of grades for the semester immediately preceding the term of the requested leave of absence;
- Have her College of Saint Mary account paid in full, both at the time of leave application and following the posting of grades for the semester immediately preceding the term of the requested leave of absence;
- Apply for LOA at any time, but no later than two weeks after the beginning of the next regular term; and
- Have no pending disciplinary action.

The complete guidelines and forms are available from the Express Center or on-line at: http://www.csm.edu/Campus_Services/Registrars_Office/Forms/

Non-degree seeking students

Graduate level classes may be taken by a non-degree seeking student provided the prospective student has completed the applicable degree(s) and has successfully completed any prerequisite coursework. The following steps will be taken:

1. Student will contact the Registrar's Office to register.
2. Student will complete an information sheet with basic contact and demographic information, provide transcripts (unofficial copies are acceptable) to verify degree and prerequisite coursework, and fill out a registration form.
3. Registrar's Office will contact program director for approval.
4. Registrar's Office will register student and mail grade report.
5. Student may request transcript via college process.

Policy for Repeating Courses

A student may remove a C, D or F grade from the GPA by repeating the course. The course to be repeated must be repeated at College of Saint Mary. The credit and GPA for the highest grade earned will be used to recalculate the cumulative GPA. Semester hours and GPA from the lowest grade earned will be removed from the cumulative average. The original course entry will remain on the permanent record.

Progression and Graduation

All graduate students are required to maintain a grade point average of 3.0. If a student in the Ed.D, MSE, or MSN programs does not earn at least a B- in a graduate course, the student may be referred to the Graduate Student Policies Committee by the Program Director. Students in the MOT program must earn at least a B in all graduate courses. (Refer to the academic probation policy, above.) Students in the MOT program will follow the policies and procedures as outlined in the Occupational Therapy Student Manual. If a student in the MOL or MAT programs earns more than one C or earns a grade lower than a C in a graduate course, the Office of Academic Affairs will be notified. A letter notifying the student of removal from the program will be sent to the student by the Vice President for Academic Affairs or her designee.

Progression in the doctoral program requires that students successfully pass a comprehensive examination. The comprehensive evaluation should be completed prior to completion of the Research Proposal course.

The Doctoral Committee comprised of graduate faculty will determine the satisfactory completion of the comprehensive examination. The expectations of the comprehensive evaluation include the following items:

- A. The chair of the Doctoral Committee prepares the exam with input from faculty within the program of study. The examination may take a variety of formats: take-home, on campus, a combination of the two formats above, or other formats approved by the Doctoral Committee.
- B. The exam should assess the extent to which the student meets the core competencies of the program of study.

- C. The format is a synthesis of course work and is not limited to the content of a single course but rather covers the entire program of study and integrates concepts from a variety of topics.

A student who fails the comprehensive exam may repeat the examination one time if approved by the Doctoral Committee.

Program Completion Time-Frame

Completion of the program of study within six years is expected for the Master's degrees. There is a two year maximum for the Master in Organizational Leadership program. Completion of the program of study within eight years is expected for the doctorate degree. It is required that doctoral students remain continuously enrolled during dissertation work. Any extensions to this time frame may result in repeating coursework as recommended by the Graduate Student Policies Committee and approved by the Vice President for Academic Affairs or designee.

Master degree students may not have more than six credits remaining to complete in the summer to participate in the May commencement and hooding ceremonies. All coursework must be completed before the next academic year begins. Doctoral seeking students must successfully complete their oral defense to participate in commencement.

Registration

All currently enrolled students and new students register via on-line registration. All students must meet with their advisors to discuss their registrations. The advisor then authorizes the student to register on-line. The student may register and make any changes to her/his registration via PowerCampus Self Service located in myCSM (<https://selfservice.csm.edu/Home.aspx>). Students are solely responsible for any changes made in their schedule of classes without prior approval of their advisors. Registration for the fall semester takes place in early spring and, for the spring and summer semesters, in late fall. Registration for classes incurs a financial obligation and enrollment is finalized when the student makes semester financial arrangements for payment of tuition and fees either online or in the Express Center. Students are expected to complete registration prior to the first day of classes, as indicated by the directives from the Registrar's office.

Late registration, for valid reasons, is permitted. The last date for late registration for day and evening classes is one week after the first day of class. Late registration for classes held in summer is only permitted if the student has attended the first class meeting.

Student Directory

The College will make available an online Student Directory in myCSM listing each student's name, home address, home telephone number, local address, local telephone number, and a CSM E-mail address. Any student who does not wish to have information published about her should provide a written request to the Registrar's Office. A notification form is available in the Express Center. The Registrar will then omit her listing from the Student Directory. This information is for College of Saint Mary community use only, not to be released to another person or organization.

Transcripts

A student wanting a transcript of credits must submit a written request to the Registrar's Office. Transcript request forms are available in the Express Center. No transcript is released until all accounts are settled with the Bursar, including any delinquency on outstanding loans or library fines. The College does not release copies of transcripts (high school or college) or other documents received from other institutions. Requests can also be made on-line through the Department of Education Student Clearinghouse using a credit card. (http://www.csm.edu/Campus_Services/Registrars_Office/Transcript_Request/)

Withdrawal

A student officially withdrawing from the University during an academic term is to obtain a withdrawal slip from the Registrar's Office or the Express Center. The student's Academic Advisor must sign the withdrawal slip. A student must visit with Financial Aid (if applicable) so they are aware of any financial repercussions. Refunds are determined by the date of the official withdrawal. A withdrawal is considered official when the written notice, after being signed by the designated personnel, is returned to the Registrar's Office. If a student does not withdraw from classes, the student will receive failing grades on the transcript.

A student who voluntarily withdraws from a graduate program is not assured of readmission. Any commitment to the student will be given in writing and will be pending space availability.

Students, with the approval of their advisors, may withdraw from a full-semester course with a grade of W up to the end of the 12th week of the semester. The deadline for withdrawing with a grade of W from a non-traditional course (not full semester course) is the point when 80% of the course is complete. See examples below:

Course Length	Withdrawal Deadline
15 weeks	End of 12 th week
12 weeks	End of 10 th week
10 weeks	End of 8 th week
8 weeks	End of 6 th week
6 weeks	End of 5 th week
3 weeks	End of 2 nd week

The deadline for withdrawing from a one-credit seminar is 5:00 p.m. the day before the course begins.

Doctor of Education (Ed.D)

The Ed.D. Program at the College of Saint Mary fosters academic excellence and leadership in a high quality educational environment. The Ed.D. is designed to prepare masters prepared health professionals, educators and others as leaders in P-12 education, higher education, continuing education, professional development, patient education and other health education related positions. The Ed.D. program emphasizes educational theories and concepts, leadership, research and scholarly work to prepare leaders in their educational arena.

Program Description: Curricular Overview of the Doctor of Education Program with emphases in Educational Leadership (EDL) and Health Professions Education (HCE).

Master's degree (36 hours maximum); Eligibility for transfer of master's credits will be determined by Program Director.

Cognates (6)

Leadership in Educational Organizations or Legal Issues in Education
Academic Integrity

Research Tools (12)

Students must demonstrate expertise in both qualitative and quantitative research methods. Students should have multiple experiences in designing, conducting, interpreting, and communicating research. Research tools should also include educational measurements and evaluation, computer-assisted analysis, and research methodologies.

Statistics
Qualitative Research
Quantitative Research
Research Proposal

Major Study (18 hours minimum. It is understood that some students may need more than 18 hours to achieve outcomes.)

Education coursework may include:
Teaching and Learning Theories
Curriculum Design and Program Planning
Teaching and Learning Concepts
Assessment & Evaluation Strategies for Educators
Teaching Strategies and Technology
Teaching and Learning Practicum
Dissertation Readings
Seminars in Doctoral Studies

Graduation Requirements

A minimum of 84 credits are needed to complete the degree.

Comprehensive Evaluation - When the coursework has been substantially finished and before the research proposal class, a comprehensive evaluation **must be passed**. The Doctoral Committee will supervise the requirement.

Dissertation - The dissertation is a major research project under the direction of a committee of graduate faculty. The expectation for a dissertation is to further develop an interest derived from the cognates or major studies. Students will be expected to defend the dissertation orally.

Residency Requirements - 30 of the last 45 hours must be taken at College of Saint Mary.

**Course Sequence for Doctor of Education (Ed.D.)—
Health Professions Education
MSN Education Focus**

Fall	Spring	
EDU 742: Advanced Statistics	3	
HCE 850: Adult Learning Theories or HCE 845: Teaching/Learning Theories	3	
HCE 855: Teaching and Learning Concepts or HCE 857/A: Teaching in Higher Education (3-4)	3-4	
HCE 852: Doctoral Seminar	1	
Total Fall	10/11	
Summer (If desired)		
HCE 866: Qualitative Research	3	
HCE 852: Doctoral Seminar	1	
Total Summer	4	
Fall	Spring	
HCE 855: Teaching and Learning Concepts or HCE 837:: Teaching and Learning Strategies and Technology	3	
EDU 823: Leadership in Educational Organizations or EDU 853: Legal Issues in Educ.	3	
HCE 866: Qualitative Research Methods	3	
HCE 852: Doctoral Seminar	1	
Total Fall	10	
← Comprehensive		
Summer (If desired)	Evaluation* →	
HCE 959: Research Proposal*	3	*Note: Comprehensive Evaluation must be completed prior to enrolling in HCE 959 Research Proposal
HCE 852: Doctoral Seminar	1	
Total Summer	4	
Total Spring	9/10	
Years Three and Four		
HCE 999: Dissertation	12	
Summary		
Major Study	18	Dissertation
Cognates	6	Master credit
Research	12	Total
		12
		36
		84

Course Sequence for Doctor of Education (Ed.D.)-- Health Professions Education

Fall	Spring
EDU 742: Advanced Statistics 3	PHL 824: Academic Integrity 3
HCE 845: Teaching and Learning Theories 3	HCE 821: Curriculum Design and Program Planning 3
HCE 855: Teaching and Learning Concepts 3	HCE 864: Quantitative Research 3
HCE 852: Doctoral Seminar 1	HCE 852: Doctoral Seminar 1
Total Fall 10	Total Spring 10
Summer (If desired)	
HCE 866: Qualitative Research 3	
HCE 852: Doctoral Seminar 1	
Total Summer 4	

Fall	Spring
HCE 832: Assessment and Evaluation Strategies for Educators or HCE 857/A: Teaching in Higher Ed (3-4 credits) 3	HCE 876: Teaching and Learning Practicum (if needed) 3
EDU 823: Leadership in Educational Organizations 3	HCE 869: Dissertation Readings 3
HCE 866: Qualitative Research Methods 3	HCE 959 Research Proposal* 3
HCE 852: Doctoral Seminar 1	HCE 852: Doctoral Seminar (optional) 1
← Comprehensive →	Evaluation* →
Total Fall 10	Total Spring 6-10
Summer (If desired)	
HCE 959: Research Proposal* 3	*Note: Comprehensive Evaluation must be completed prior to HCE 959 Research Proposal Class
HCE 852: Doctoral Seminar 1	
Total Summer 4	

Years Three and Four	
HCE 999: Dissertation 12	
Summary	
Major Study 18	
Cognates 6	
Dissertation 12	
Research 12	
Master's credits 36	
Total 84	

**Doctor of Education Degree with an emphasis on Educational Leadership (EdD)
Course Sequence for Teacher with MAT**

Term 1 Prerequisites		
EDL 762	Research Methods	3
EDU 642	Research Statistics	3

Fall 1			Fall 2		
EDU 823	Leadership in Ed Org	3	EDL 832	Assessment & Evaluation	3
EDL 837	Technology Leadership	3	EDL 869	Dissertation Readings	3
EDL 856	Adult Learning Theory	3	EDL 959	Research Proposal	3
EDL 852	Doctoral Seminar	1	EDL 852	Doctoral Seminar	1
Spring 1			Spring 2		
EDL 864	Quantitative Research	3	EDL 999	Dissertation	12
EDU 742	Advanced Statistics	3			
EDL 821	Curric Design & Prgm	3			
EDL 852	Planning	1			
	Doctoral Seminar				
Summer 1					
PHL 824	Academic Integrity	3			
EDL 866	Qualitative Research	3			
EDL 852	Doctoral Seminar	1			

- Research Methods required if previous course taken more than 8 years ago

Course Sequence for Teacher with MSE

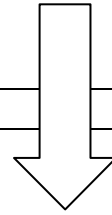
Fall 1			Fall 2		
EDU 853	Legal Issues in Education	3	EDL 869	Dissertation Readings	3
EDL 856	Adult Learning Theory	3	EDL 959	Research Proposal	3
EDL 837	Technology Leadership	3	EDL 852	Doctoral Seminar	3
EDL 852	Doctoral Seminar	1			
Spring 1			Spring 2		
EDL 864	Quantitative Research	3	EDL 999	Dissertation	12
EDU 742	Advanced Statistics	3			
EDL 821	Curric Design & Prgm	3			
EDL 852	Planning	1			
	Doctoral Seminar				
Summer 1					
EDL 837	Qualitative Research	3			
PHL 824	Academic Integrity	3			
EDL 859	Doctoral Seminar	1			

- Research Methods required if previous course taken more than 8 years ago

**Doctor of Education Degree with an emphasis on Educational
Leadership (EdD)
Course Sequence for NON Teacher**

Term 1 Prerequisites		
EDU 501	Classroom Technology	3
EDU 512	Educational Psychology	3
EDL 762	Research Methods	3
EDU 642	Research Statistics	3

Fall 1			Fall 2		
EDU 823	Leadership in Ed Org	3	EDL 832	Assessment & Evaluation	3
EDL 856	Adult Learning Theory	3	EDL 869	Dissertation Readings	3
EDL 837	Technology Leadership	3	EDL 959	Research Proposal	3
EDL 852	Doctoral Seminar	1	EDL 852	Doctoral Seminar	1
Spring 1			Spring 2		
EDL 864	Quantitative Research	3	EDL 999	Dissertation	12
EDU 742	Advanced Statistics	3			
EDL 821	Curric Design & Prgm	3			
EDL 852	Planning	1			
	Doctoral Seminar				
Summer 1					
PHL 824	Academic Integrity	3			
EDL 866	Qualitative Research	3			
EDL 876	Teaching/Learning Practicum	3			
EDL 852	Doctoral Seminar	1			



Research Methods required if previous course taken more than 8 years

Master of Science in Education (MSE)

CSM Teacher Education Graduate Faculty are committed to a creative academic environment for scholarship, research, teaching and learning that promotes the mission of College of Saint Mary for all students. Graduate education programs follow affirmative action guidelines and are extended to people of all races, religions, cultures, ages, and handicapping conditions. Professional leadership is emphasized throughout the program.

The mission of the Graduate Teacher Education Program at College of Saint Mary is to improve society through education. This goal is achieved through excellent teaching, modeling, research and service. Students are prepared to serve diverse populations as teachers, educational leaders, and researchers. Candidates are prepared to advance knowledge, inform policy, and improve practice. As teachers, scholars, and learners, faculty and students engage in collaborative school and community improvement efforts. The fundamental goal of the program is to improve society, encourage creativity, and to promote social justice.

Program Description

The Master of Science in Education has two different tracks.

- Specialization in Assessment Leadership (EDU 662, EDU 642, EDU 621, EDU 603, EDU 632, EDU 650, EDU 651, EDU 652, EDU 653, EDU 672, EDU 695).
- Specialization in English as a Second Language (ESL) (EDU 662, EDU 642, EDU 621, EDU 603, EDU 632, EDU 515, EDU 520, EDU 506, EDU 525, EDU 573, EDU 695)

Master of Science in Education Plan of Study

MAJOR PROGRAM COURSES	62	COMP	GRD
EDU 642 Research Statistics	3		
EDU 603 Leadership in Educational Organizations	3		
EDU 621 Curriculum Design and Program Planning	3		
EDU 632 Assessment and Evaluation Strategies	3		
EDU 662 Research Methods	3		
EDU 695 Capstone Project	6		
TRACK			
EDU 650 Assessment Leadership	3		
EDU 651 Large Scale Assessments	3		
EDU 652 Classroom Assessments	3		
EDU 653 Analysis and Dissemination of Data	3		
EDU 672 Practicum/Action Research	3		
OR			
EDU 506 Intercultural Communications	3		
EDU 515 Teaching ESL	3		

ENG 520 Linguistics for Teachers	3		
EDU 525 Assessment of ESL	3		
EDU 573 ESL Practicum	3		
TOTAL	36		

Master of Arts in Teaching (MAT)

CSM Teacher Education Graduate Faculty are committed to a creative academic environment for scholarship, research, teaching and learning that promotes the mission of College of Saint Mary for all students. Graduate education programs follow affirmative action guidelines and are extended to people of all races, religions, cultures, ages, and handicapping conditions. Professional leadership is emphasized throughout the program.

The mission of the Graduate Teacher Education Program at College of Saint Mary is to improve society through education. This goal is achieved through excellent teaching, modeling, research and service. Students are prepared to serve diverse populations as teachers, educational leaders, and researchers. Candidates are prepared to advance knowledge, inform policy, and improve practice. As teachers, scholars, and learners, faculty and students engage in collaborative school and community improvement efforts. The fundamental goal of the program is to improve society, encourage creativity, and to promote social justice.

This accelerated program (45 credit hours) is a fast track to teaching which allows men or women with four-year degrees to become certified as middle and/or secondary school teachers in Nebraska after only one year of classroom work. It is possible for a candidate to complete the coursework in one year with an additional 16 to 20 weeks for student teaching. Classes are offered on Saturday in an hybrid format and some online courses.

Master of Arts in Teaching Plan of Study

MAJOR PROGRAM COURSES	45	COMP	GRD
EDU 501 Technology in the Classroom	3		
EDU 512 Educational Psychology and Measurement	3		
EDU 520 Lifespan Development	3		
EDU 527 History, Philosophy and Trends in Educ.	3		
EDU 551 Teaching Reading: Middle and Secondary	3		
EDU 552 Teaching Language Arts (Mid & Language Arts Only (online)	3		
EDU 560 Teaching Middle School and Secondary Students	3		
EDU 575 Human Relations	3		
EDU 571 OR 572 Student Teaching	10		
EDU 595 Student Teaching Seminar	2		
ENG 562 Literature for Young Adults for Teachers	3		
SPE 501 Introduction to Special Education	3		
SPE 540 Guidance and Classroom Management	3		
Prerequisites:			
Bachelor's Degree			

Grade point: 2.75			
Praxis I Test			
Background Check with One Source			
Endorsement(s) (Middle/Secondary)			
Basic Business			
Biology			
Chemistry			
English			
Language Arts			
Mathematics			
Natural Science			
Social Science			
Special Education			
World Language			
Endorsement(s) K-12			
Art			
Health & PE			
Religious Education			
ESL			
Information Technology			
Coaching			
Elementary Education			
EDU 550 Teaching Reading & Language Arts ELD & MID	3		
EDU 553 Teaching Natural & Social Science ELD & MID	3		
EDU 555 Teaching Mathematics ELD & MID	3		
EDU 557 Teaching Health & Physical Education ELD & MID	3		
EDU 558 Integrating Fine Arts in Classroom ELD & MID	3		
SPE 530 Diagnosis & Remediation of Reading	3		
Special Education			
SPE 520 Learners with Mildly/Moderately Handicapping Conditions	3		
SPE 522 Assessment Techniques for Diverse Learners	3		
SPE 533 Legal and Ethical Issues in Special Educ.	3		
SPE573 Critical Issues in Special Education	3		
SPE 531 Inclusive Practices	3		
SPE 530 Diagnosis & Remediation of Reading	3		
ESL			
EDU 515 Teaching ESL Students	3		

EDU 525 Assessment of ESL Students	3		
EDU 520 Linguistics for Teachers	3		
EDU 573 ESL Practicum	3		

Master in Organizational Leadership (MOL)

This 36 credit hour graduate program is committed to the growth and development of women as leaders in all societal domains, for the ultimate benefit of employees, employers, customers, clients, and organizations as a whole.

Mission Statement

The Master of Organizational Leadership program at the College of Saint Mary is designed to prepare graduates for the practice of leadership in the non-profit and for-profit sectors. The program experience fosters the development of women's perspectives, personal awareness, content knowledge, and skills valuable in organizational leadership. Emotional intelligence and human capacity building skills are developed to maximize personal influence and organizational achievement. In an environment of academic excellence, the program provides a foundation in critical thinking, assessment, and functional organizational concepts in order that graduates will have the breadth of knowledge needed to advance their companies and lead change in today's complex society.

Program Overview: The program is designed to facilitate professional and personal development of students through experiential and active learning that is relevant and transferable to the organizations in which they work or desire to work. Areas of emphasis in this degree are authentic leadership, emotional intelligence, advancing team capacity through boundary spanning leadership, building human capacity through relationships, employee engagement practices, and the dynamics of influence and power. Students will explore the processes involved in building learning organizations, collecting and using assessment data, integrating systems thinking, influencing culture and leading change.

Themes threaded throughout the curricular experience include: self as an authentic leader, women's issues in leadership, continuous learning (self and organization), ethics, critical thinking, communication, relationship building, and writing (business and research).

Graduates will be able to impact their organizations in a variety of ways that will contribute to employee and organizational growth, revitalization and success.

Program Goals: It is intended that graduates of the Master of Organizational Leadership program will:

- 1) Utilize reflective and self-management skills to demonstrate effective social intelligence competencies;
- 2) Analyze the role of women in leadership in our current and future societies;
- 3) Build a foundation for sustainable and influential leadership practice;
- 4) Assess situations for leadership needs and demonstrate desired skills and tactics for the advancement of the organization;
- 5) Articulate self, in both oral and written communication, in ways that enhance leadership effectiveness and /or is appropriate for scholarly endeavors;
- 6) Manage self and organizational agendas with a sound ethical foundation.
- 7) Analyzes organizational needs and builds collaborative intra- and inter-agency teams/work groups;
- 8) Assess organizational process, systems, and culture; and collaboratively create and Implement strategies for organizational growth; and,
- 9) Demonstrate skill as a capable consumer of research.

Program Design: The design of the Master of Organizational Leadership program is designed in a cohort format which capitalizes upon the experience and support of fellow students. The accelerated format consists of six modules each designed bearing six credit hours.

Program Features: The content, administration, and implementation of this program were designed specifically to meet the needs of working professionals. This program:

- Blends an understanding of business functions, organizational understanding and strategic thinking with an integration of leadership processes and the development of leadership skills;
- Enhances participant self-awareness, self-management, self-determination, and intentional decision-making through course activities to include experiential learning in simulated leadership and teamwork situations;
- Integrates learning through the development of practical leadership skills combined with intellectual depth and rigor;
- Fosters student personal and individual exploration and application of curricular themes through professional coaching experiences;
- Offers continuous performance assessment and feedback to the participants; and,
- Is offered exclusively on Saturdays to meet the needs of the working professional.

**Master in Organizational Leadership
Plan of Study**

MAJOR PROGRAM COURSES	36	COMP	GRD
*MOL 599, Survey of Bus Concepts for Women Prof.	(4)		
MOL 600, Leadership, Women & You	6		
MOL 610, Traits, Charismatic, Sit., Func. Ldrshp	6		
MOL 629, Team Leadership for Women	6		
MOL 630, Social & Ethnical Resp. & Conflict Resol	6		
MOL 640, Power & Influence in Organizations	6		
MOL 650, Organizational Leadership for Women	6		
TOTAL	36		

*MOL 599 Survey of Business Concepts for Women Professionals (4) *(This module is required of all students who have not earned bachelor's degrees in business administration or business leadership or who have not completed a series of required business courses from an accredited institution.*

This module cannot be used to meet the 36-hour degree requirement and will be taken the summer prior to beginning the program.)

Master of Science in Nursing (MSN)

The Master Degree in Nursing Program (MSN) at the College of Saint Mary fosters academic excellence and leadership in a high quality educational environment. The MSN program is designed to prepare Bachelor of Science in Nursing (BSN) graduates as educators and leaders in higher education, continuing education, staff development, and patient education. The MSN program emphasizes ethics, critical thinking, research and evidence-based practice to prepare leaders in the role of nursing education as an advanced nursing role. This degree provides a foundation for future certification in nursing education and an educational doctoral degree.

MSN Program Outcomes

- Facilitate Learning
- Facilitate Learner Development and Socialization
- Use Assessment and Evaluation Strategies
- Participate in Curriculum Design and Evaluation of Program Outcomes
- Function as a Change Agent and Leader
- Pursue Continuous Quality Improvement in the Nurse Educator Role
- Engage in Scholarship
- Function within the Educational Environment

Program Description

The total hours for the MSN program are 36 semester credit hours.

Core courses (9)

research, theories and critical issues, and academic integrity (ethics)

Major courses (18)

six educational courses specifically relating to preparing the graduate for the advanced practice role of nurse educator

Cognate courses (6)

statistics and leadership.

Major project (3)

provides the MSN student an opportunity to apply the knowledge, skills, and values acquired throughout the MSN program.

Graduation Requirements

Major Project - The major project experience is under the direction of the graduate faculty.

The expectation for the major project is to further develop an interest derived from the MSN studies. Students will be expected to present the project in a scholarly manner. Examples include a thesis or planning and implementing a substantial educational endeavor. Research Components - Students must demonstrate beginning skills in qualitative and quantitative research methods. Students should have experiences in designing, conducting, interpreting and communicating research. Research tools should also include educational measurements and evaluation and computer assisted analysis and research methodologies. Residency Requirements - 24 of the 36 hour MSN program must be taken at College of Saint Mary.

The MSN program is accredited by the National League for Nursing Accrediting Commission, Inc., 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326: Phone (404) 975-5000, www.nlnac.org.

Master of Science in Nursing Plan of Study

Course	Course No.	Title	Credit Hour	Grade
Core Curriculum (9)				
NUR	562	Research Methods	3	
NUR	568	Theories and Critical Issues in Nursing	3	
PHL	624	Academic Integrity	3	
Major Study- Education (18)				
NUR	531	Directed Readings in Nursing Education	3	
NUR	569	Teaching and Learning Theories and Concepts	3	
NUR	621	Curriculum Design and Program Planning	3	
NUR	632	Assessment and Evaluation Strategies in Education	3	
NUR	637	Teaching Strategies and Technology in Nursing Education	3	
NUR	655	Practicum in Nursing Education	3	
Cognates (6)				
EDU	723	Leadership in Educational Organizations OR	3	
EDU	643	Legal Issues in Education	3	
EDU	642	Research Statistics	3	
Project (3)				
NUR	659	Major Project in Nursing	3	
Credit hours this page				
Total Credit hours for MSN				

Master in Occupational Therapy (MOT)

Master in Occupational Therapy Plan of Study

MAJOR PROGRAM COURSES	164	COMP	GRD
Before starting the graduate coursework: Must complete the Bachelor of Rehabilitation Studies OR must hold a bachelor degree AND have successfully completed all of the undergraduate course requirements	129		
Graduate Courses	35		
OTH 526 Life Span Patterns	3		
OTH 540 Community Based OT	2		
OTH 621 Physical Agent Modalities	3		
OTH 651 Advd Theory-Clinical Reasoning	3		
OTH 652 OT Mgmt & Ldrship	3		
OTH 673 Fieldwork Seminar	1		
OTH 693 OT Research Capstone	5		
OTH 674 Fieldwork IIA(Jan-Mar)	6		
OTH 675 Fieldwork IIB(April-June)	6		
OTH 676 Fieldwork IIB (Optional)	3-6		
OTH 690 OT Research	3		

Requirements for Post Baccalaureate students who hold a BS in Occupational Therapy: The Post Baccalaureate MOT is designed for practicing Occupational Therapists who have a Bachelor in Occupational Therapy. This program includes 24 credits of coursework (OTH 540, 621, 652, 526, 562, and 595 and six credits chosen from: OTH 676, HCE 845, HCE 855, PHL 624, NUR 531, OR NUR 632). Eight credit hours of fieldwork are waived because the OTs have these skill sets from already practicing.

Master in Occupational Therapy Plan of Study

MAJOR PROGRAM COURSES	32	COMP	GRD
OTH 540 Community Based OT	3		
OTH 621 Physical Agent Modalities	3		
OTH 652 Management & Leadership	3		
OTH 526 Life Span Patterns	3		
OTH 562 Research Methods	3		
OTH 595 Advanced Study in Occupational Therapy	3		
CHOICE (OTH 676, HCE 845,HCE 855, PHL 624, NUR 531, OR NUR 632)	6		
Credit for fieldwork as practicing OT	8		
TOTAL	32		

Post Baccalaureate Certificate in Paralegal Studies (PLG) (Must hold a bachelor degree in another field)

The goals of the Paralegal Studies Program are:

1. Paralegal majors will demonstrate comprehensive understanding of selected areas of substantive and procedural law.
2. Paralegal majors will demonstrate an understanding of the paralegal profession and its ethical dimensions.
3. Paralegal majors will demonstrate effective legal research and writing skills.
4. The paralegal Studies Program will be recognized as a center of excellence for paralegal education.

College of Saint Mary's Paralegal Studies Program offers three routes to a degree in the paralegal field: Associate or Bachelor's degree programs, plus a Certificate for students who already hold a Bachelor's degree in another field. Each degree option includes a broadly based liberal arts curriculum plus a required component of law courses. Students study substantive areas of the law plus legal research and writing, litigation and ethics. The Program Director and Assistant Director are lawyers, and all law classes are taught by attorneys.

Post Baccalaureate Certificate – Paralegal Studies - 2012-2013

CORE CURRICULUM SUPPORTING COURSES	3	COMP	GRD	MAJOR PROGRAM COURSES	26	COMP	GRD
Any one of the following:				LAW 101 Introduction to Paralegal	3		
BIS 220 Adv. Bus. Applications OR	3			LAW 200 Legal Research & Writing I	3		
HSV 231 Interviewing Skills OR	3			LAW 210 Legal Research & Writing II	3		
ACC 161 Principles of Accounting	3			LAW 220 Law Office Administration	3		
				LAW 230 Litigation I	3		
				LAW 231 Litigation II	3		
				AND 2 OF THE FOLLOWING	6		
				LAW 300 Torts	3		
SUMMARY				LAW 310 Advanced Business Law	3		
MAJOR	26			LAW 320 Estates, Trust, Tax Law & Prob	3		
SUPPORTING COURSES	3			LAW 330 Real Estate Law	3		
TOTAL	29			LAW 340 Contracts	3		
				LAW 350 Family Law	3		
				ANY 2 OF THE FOLLOWING	2		
				LAW 410, 430, 440, or 450	1		

A person pursuing a Certificate in Paralegal Studies who already holds a Bachelor Degree, as stated below, is eligible for LAW 470 Paralegal Internship as a law elective.

Some courses may be counted in more than one category. The student must still complete the specific total hours for graduation by taking additional electives.

See Undergraduate Catalog for course descriptions. www.csm.edu/CSM_Catalog

Course Descriptions

Doctor of Education (Educational Leadership and Health Professions)

(Pre-requisite for Ed.D. program if not taken in master's program) EDL/HCE 762: Research Methods (3) Evidenced-based inquiry processes will provide the student with tools for conducting a major research project. Topics include conceptualizing a research study, designs for research, methodology, data collection, analysis of data, communicating results and utilizing research findings. Application of research methods to P-12 education, higher education, continuing education, professional development or patient education is expected. (Cross listed as EDU 662/NUR 562/OTH 662)

EDL/HCE 821: Curriculum Design and Program Planning (3) This graduate level course focuses on designing curriculum in diverse learning environments using evidence-based theories and concepts as well as relevant standards and criteria for evaluation. Development, implementation and evaluation of a continuing education program for staff, patient or public education also is emphasized. (Cross listed as EDU 621/NUR 621)

EDL/HCE 832: Assessment and Evaluation Strategies for Educators (3) This graduate level course focuses on best practice principles for educational and research assessment and evaluation in P-12 education, higher education, continuing education, professional development and patient education. Various methods for designing, conducting, and analyzing assessments and evaluations of outcomes on multiple levels including individual student, class, course, curriculum, program and educational organization will be appraised. (Cross listed as EDU 632/NUR 632)

EDL 837: Technology Leadership (3) This course examines the role of educational leadership as it relates to the implementation of technology in schools and other educational institutions. Education leaders are responsible for guiding educators and support staff in adapting the school environment for a rapidly changing, technologically-saturated world. Students will be provided theory, gain knowledge, and develop skills necessary to use, evaluate, plan, and implement technologies effectively within a school or school system. Students will also examine issues, including funding, pedagogy, curricular integration, social media, security and ethics, and professional development associated with computers and other technologies.

HCE 837: Teaching Strategies and Technology (3) This course focuses on the application of evidence-based student-centered teaching strategies in diverse learning settings. Integrating educational technology within the learning environment also is a component of the course. (Cross listed as NUR 637)

EDL/HCE 845: Teaching and Learning Theories (3) This graduate level course focuses on the theoretical underlying principles of the teaching-learning process. Various theorists in the behavioral, cognitive and humanistic categories of learning theories will be compared and contrasted. Application of principles to P-12 education, higher education, continuing education, professional development or patient education is expected.

EDL 852: Doctoral Seminar (3) This experiential graduate level course provides the doctoral student with the opportunity to thoroughly examine an activity related to higher education pedagogy.

HCE 852 Doctoral Seminar (three 1 credit hour courses) : This experiential graduate level course introduces the doctoral student to various elements of doctoral education. This course will offer a variety of topics from which to explore in depth, depending on the students' place in the Ed.D. program. Topics may include, but are not limited to, doctoral program policies and procedures, the culture of doctoral education, scholarly writing, publishing, APA format, literature reviews, annotated bibliographies, qualitative research and NVIVO software, and quantitative research and PASW. Prerequisites: Graduate level standing

EDL/HCE 855: Teaching and Learning Concepts (3) This graduate level course examines the role of the educator in health professional programs or educational settings through the application of teaching and learning concepts. Evidence-based teaching strategies to engage learners in inquiry and overt, active learning will be foundational in creating a stimulating learning environment to meet mutually determined outcomes for the individual learner, group, or organization. Application of principles to either P-12 education, higher education, continuing education, professional development, or patient education is expected. (Cross listed as NUR 569)

EDL/HCE 856 Adult Learning Theory (3) This graduate level course focuses on adult education theories and practices. The course will identify the stages of adult development and explore the concept of andragogy vs. pedagogy. The course will also explore the social context of adult development, considering influences such as gender, race, and culture. Application of principals to higher education, continuing education, staff development, or patient education is expected

EDL/HCE 857 Teaching in Higher Education (3) Students will utilize teaching and learning strategies, educational research findings, and evaluation methods with diverse students in Higher Education to maximize student learning outcomes. Using theories of education, students will explore and analyze how various teaching strategies influences teaching, learning, and evaluation of student learning. Students will develop a variety of classroom management techniques and their applicability to learning goals, active learning strategies, and different learning environments. Students will evaluate how teacher and learner roles are influenced by peer interaction, teacher-learner relationships, and feedback. (Cross listed as EDU 657)

EDL/HCE 857A Teaching in Higher Education (1) Students will utilize teaching and learning strategies, educational research findings, and evaluation methods with diverse students in Higher Education to maximize student learning outcomes. Using theories of education, students will explore and analyze how various teaching strategies influences teaching, learning, and evaluation of student learning. Students will develop a variety of classroom management techniques and their applicability to learning goals, active learning strategies, and different learning environments. Students will evaluate how teacher and learner roles are influenced by peer interaction, teacher-learner relationships, and feedback. Students taking this additional credit will develop a learner-centered environment utilizing evidence-based teaching strategies for the clinical/laboratory/practicum settings. (Cross listed as EDU 657A)

EDL/HCE 864: Quantitative Research Methods (3) The graduate student will explore various quantitative research designs. Topics include experimental, (quasi-experimental and time series) and nonexperimental designs (ex post facto, correlational, retrospective,

prospective and path analytic). Application of quantitative research in P-12 education, higher education, continuing education, professional development or patient education is expected. Prerequisite: EDU 742 and EDL 762

EDL/HCE 866: Qualitative Research (3) The graduate student will explore various qualitative research traditions. Topics include characteristics of qualitative designs and the major traditions (ethnography, phenomenology, hermeneutics, grounded theory, ethnomethodology, case study, narrative, and historical analysis). Application of the principles of qualitative research to either P-12 education, higher education, continuing education, professional development or patient education is expected. Prerequisite: EDL 762

EDL/HCE 869: Dissertation Readings (3) This graduate level course requires the student to conduct a scholarly research literature review specific to a selected aspect of education in a variety of settings (P-12 education, higher education, continuing education, professional development or patient education). Each student will conduct a thorough literature review with depth and breadth. There is the potential that the readings can be useful in defining and designing the literature review for the dissertation. Topics will be selected in conjunction with the graduate faculty. Prerequisite or Concurrent: EDL 762

EDL/HCE 876: Teaching and Learning Practicum (3) This graduate level course focuses on the implementation of the educator role through the application of teaching and learning theories and concepts for a chosen learner population in P-12 education, higher education, process development, continuing education or patient education. The role will be analyzed and applied in collaboration with an education preceptor. Evidence-based teaching strategies will be developed into a comprehensive teaching plan to engage learners in inquiry and overt, active learning and implemented to meet mutually determined outcomes for the individual learning, group or organizations.

EDL/HCE 959: Research Proposal (3) This course prepares the student to identify the dissertation topic, establish the research question(s), complete the literature review and plan the methodology for the dissertation requirement related to P-12 education, higher education, continuing education, professional development or patient education. At the completion of the course the student will be prepared to present the proposal to the dissertation committee for approval and seek approval from the institutional review board. Prerequisites: EDL 864 and EDL 866

EDL/HCE 999: Dissertation (1-12) This course requires the successful doctoral student to complete an original action research dissertation under the supervision of a dissertation committee of graduate faculty and chaired by an expert in the topic of research. Successful students will defend the dissertation orally. The research must meet all standard expectations of doctoral research and have approval of the dissertation committee prior to data collection.

Philosophy

PHL 824/624: Academic Integrity (3) This applied ethics course examines the implications of several influential philosophical theories for a broad range of questions bearing on research, teaching, role expectations, the allocation of resources, and contemporary dilemmas in organizations of P-12, higher education, continuing education,

professional development or patient education.

Education

EDU 501 Technology in the Classroom (3) Students learn strategies for integrating instructional technology in curriculum planning and implementation. After receiving instruction in their use, students plan learning activities that include instructional media, the Internet, web page construction, production and organizational software, and multimedia programs in classrooms. In addition to computers, students use video equipment, digital cameras, and scanners in preparing their lessons. Methods for managing classrooms with varying levels of equipment are addressed. In this course, students create online portfolios that illustrate their progress through the teacher preparation program. Appropriate use of instructional technology is integrated into instruction and pedagogy.

EDU 506 Intercultural Communications (3) This course emphasizes skills you can utilize throughout your and personal and professional life by preparing you to effectively communicate both within small group settings and one-on-one communication. It is based on a study of self-perceptions and verbal/non-verbal communication moving through audience analysis. Effective interpersonal communication is the key to success in any career field. The course will provide an overview of cultural issues related to second language learners. This knowledge will include an understanding of how language and culture are inseparable, the parents' beliefs of the educational system, and how to create an inclusive, linguistically, and culturally rich learning community where students take risks and learn how to work independently and collaboratively in the educational setting.

EDU 512 Educational Psychology and Measurement (3) This graduate course involves the study of teaching/learning processes. Students learn the nature of educational psychology and applications of major learning theories. They identify specific relations among learning and characteristics of learners, including cognitive, language psychosocial and moral development. Discussion centers on thinking skills, problem solving and motivation in the classroom. Students learn strategies used in assessment and evaluation of learning. A research paper focused on a specific issue related to assessment is a requirement for this course. Appropriate use of instructional technology is integrated into instruction and pedagogy.

EDU 515 Teaching ESL (3) This course will provide an understanding of first language development and of second language acquisition. This knowledge will include an understanding of basic research of second language acquisition and instructional strategies that promote second language development. This course will provide a variety of methods and strategies that can be utilized to differentiate instruction to meet the needs of second language learners in a content area class. This course will provide a brief overview of basic federal and state laws related to limited English proficient students. This course will provide instruction on the methodology and strategies for teaching reading and writing to second language learners, including both students who are literate and those who are non-literate in their first language. This course will provide an overview of assessment tools used to measure second language acquisition. This knowledge will include an understanding of intake and placement procedures, and federal requirements related to No Child Left Behind.

EDU 520 Lifespan Development (3) The comprehensive study of theoretical perspectives of human growth and development which focuses primarily on adolescents and their levels of development. It draws from current social science research in examining the complex array of social, psychological, cultural and physical, intellectual, emotional, social, academic and moral forces that combine to determine each individual's life course. Critical thinking, technology and communication skills will be used to enhance the learning experience. Applications to real world settings and successful passage through the life course will be emphasized.

EDU 525 Assessment of ESL (3) This course is designed to acquaint educators with assessment instruments and evaluation procedures including language proficiency testing, entry and placement procedures, theories of second language acquisition, and selection, development, and evaluation of curriculum based on language proficiency. This knowledge will include an understanding of federal requirements related to No Child Left Behind.

EDU 527 History, Philosophy and Trends in Education (3) Compare philosophical foundations of historical and contemporary education and consider current issues using an informed discussion centered approach. Assess political and social trends, laws, proper conduct and penalties for teachers, and shifts and technological changes related to contemporary and future educational planning. Discussions and extensive readings center on all levels of education from preschools to secondary schools. Students write a philosophy of teaching paper and prepare a major research paper. Appropriate use of instructional technology is integrated into instruction and pedagogy.

EDU 550 Teaching Reading & Language Arts (3)

Instruction centers on theoretical background, Nebraska and National Standards in Reading and Language Arts. Content emphasizes organization of programs, effective teaching methodologies, and varied instructional materials for all students in elementary and middle school literacy settings. Techniques for enhancing literacy skills, verbal and written expression are emphasized. Appropriate technology is integrated into instruction of content and pedagogy. (Also listed as EDU 350.)

EDU 551 Teaching Reading, Middle and Secondary (3) This course is designed to provide teachers with an understanding of developmental processes of reading and study techniques in middle grades and secondary education. Students identify Nebraska and national standards and assessment techniques used in middle and secondary settings. Clinical activities focus on learners who struggle within the reading process. Reading behaviors necessary for successful reading and effective strategies used in reading applications in content areas are emphasized. Appropriate use of instructional technology is integrated into instruction and pedagogy.

EDU 552 Teaching Language Arts (online) (3) Students explore the nature and structure of language and language acquisition. Philosophical approaches to teaching listening, speaking and spelling are presented for all levels of learners within the middle and secondary classroom, including those with special needs as well as gifted. Techniques for enhancing written expression are emphasized. Appropriate use of instructional technology is integrated into instruction and pedagogy.

EDU 553 Teaching Natural and Social Sciences: Elementary and Middle (3)

Study combines content methodology and appropriate materials for effectively presenting social studies and science in elementary and middle school settings. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Implementation of content and methodologies presented in “hands on” activities is achieved in practicum experiences of 32 hours and in planning and teaching units of study. (Also listed as EDU 353.)

EDU 555 Teaching Mathematics: Elementary and Middle (3) Students learn current trends and strategies in teaching elementary and middle level math, including content, methodology, and appropriate materials. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Implementation of teaching strategies is achieved in practicum experiences of 32 hours. (Also listed as EDU 355.)

EDU 557 Teaching Health and Physical Education (3) Students learn how to coordinate and implement an elementary school physical education program. They gain health education and wellness instructional procedures based on mental, emotional, physical, and social characteristics of elementary/middle school children. The health education curriculum includes nutrition, safety and first aid, family life, death, divorce, drugs, aging, dental health, disease control and prevention, environment, self-concept, the human body, and mental health. Contemporary fitness activities and skill development are presented in physical education segments. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. (Also listed as EDU 357.)

EDU 560 Teaching Middle & Secondary Students (3) The course components emphasize middle school and secondary instruction for the changing early and later adolescent. Instruction provides an educational response to the development needs and characteristics of students between the ages of ten and fifteen and fifteen and nineteen. It is designed to address intellectual, physical, emotional, and social needs of these learners. It emphasizes skills and understandings that result in the provision of effective learning environments and teaching methods for these students. Instruction explores teaching methods, learning styles, motivation, planning and presenting techniques, and lesson writing as well as unit development.

EDU 562 Children’s Literature (3) Education students interact with a wide variety of children’s literature that is representative of ethnic and cultural diversity. Critical appraisal in light of significant authors and illustrators, quality of writing and appropriateness of topic to age and/or experience level are emphasized. Techniques and procedures for promoting lifelong reading habits are explored. A service-learning project is a requirement in this course. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. (Also listed as ECE/EDU 342.)

EDU 573 ESL Practicum (3) The practicum will provide educators who are planning to teach ESL in the public and private schools with an opportunity to interact with ESL teachers and students in classroom and other appropriate settings. Practicum students will develop understanding of the world of ESL, the challenges confronting teachers, students, and administration, and the resources available to address them. Focus of the practicum is practical application of knowledge and skills of teachers of ESL students, and the development of those skills.

EDU 575 Human Relations in a Multicultural Society (3) Students in this graduate

course identify characteristics of various ethnic and social groups which relate to learning, working and living in our pluralistic society. Focus is on social factors such as discrimination, diversity, equity, racism, sexism, and ethnic and socioeconomic pluralism and their influence on American schools and classrooms. Students develop strategies for assisting people living and learning jointly in our pluralistic society. Lectures and learning activities are delivered by faculty members and guest speakers. Appropriate use of instructional technology is integrated into instruction and pedagogy.

EDU 576 Integrating Fine Arts Instruction Into the Classroom (3) Designed to provide prospective teachers with practical implementation of integrating fine arts: art, music, drama and dance (visual and performing arts) into the classroom curriculum. Basic concepts and instructional techniques of each area will be examined with an emphasis of infusion into the academic curriculum. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. (Also listed as EDU 372)

EDU 571/572 Student Teaching (5) Supervised teaching experience under the direction of a college faculty member and a classroom teacher in the student's intended teaching area. (To be taken concurrently with EDU 595.) Appropriate use of instructional technology is integrated into instruction and pedagogy.

EDU 595 Student Teaching Seminar (2) The student teacher seminar is to provide an opportunity and environment for student teachers and college faculty to share and discuss problems, successes, teaching methods and innovations of mutual interest. Student teachers are encouraged to share their ideas, insights and observations for the benefit of others in the seminar. Students will learn strategies for career planning and seeking professional employment. Emphasis will be placed on professionalism, organization skills and ethical behaviors for successful employment in a teaching career. Appropriate use of instructional technology is integrated into instruction and pedagogy.

EDU 582 Special Topics (3) The subject matter and methods for this course vary from semester to semester in light of current trends.

EDU 590 Directed Readings: Reading and Writing (3) Students research current theories, strategies and evaluative techniques included in reading literature. Selected experiences direct students to explore individual needs and areas of interest. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Prerequisite: EDU 350 or 351 or permission.

EDU 603 Leadership in Educational Organizations (3) The purpose of this course is to provide an examination of theories and research related to leadership in educational organizations. Students will examine major schools of thought regarding leadership theory and organizational theory and will focus on concepts that inform an understanding of how leadership occurs in educational organizations. It is intended to provide students with both an overview of the theoretical basis for meeting the challenges of organizational leadership as well as practical application of the constructs.

EDU 621 Curriculum Design and Program Planning (3) Using sound principles of curriculum development and instructional design, implementation and evaluation, students learn to create a meaningful and significant teaching-learning environment for all students. Students will examine effective practices, procedures and theories for the development,

implementation and evaluation of quality curriculum. A major focus of the course is the theoretical relationship among curriculum, instruction and assessment as a basis for creating and evaluating standards-based curriculum. Approaches to standards-based curriculum and assessment are explored and applied to PK-12 classrooms. Current issues and theories about curriculum are analyzed throughout the course. (Many components of this course are in an on-line format.) Students will examine researched best teaching practices and apply them. (Cross listed as NUR 621 and EDL/HCE 821)

EDU 632 Assessment and Evaluation Strategies (3) This course provides an introduction to best practice principles for educational assessment and evaluation in PK -12 education, continuing education and staff development. Various methods for designing, conducting, and analyzing assessments and evaluations of outcomes on multiple levels including individual student, class, course, curriculum, program and educational organization will be studied and analyzed. Students will explore underlying selection, construction, administration, and interpretation of educational tests, including the constructs of reliability and validity and how to apply them. (Cross listed as NUR 632 and EDL/HCE 832)

EDU 642: Research Statistics (3) Graduate level course prepares the master's student to utilize and interpret statistics for a master's level research project. Students will review descriptive statistics including distributions, introduction to central tendencies, population and sample. Students will focus on inferential statistics, hypothesis testing, confidence intervals, t-tests, one-way ANOVA, and correlation. Introduce PASW/SPSS for data analysis of education or health related data sets. 35-50% of course will focus on application, including reading and understanding health care and education research studies. Prerequisites: Undergraduate statistics course, successful completion of competency test reflecting objectives of undergraduate course, or instructor permission required.

EDU 643: Legal Issues in Education (3) This graduate level course introduces the legal system and various sources of law that impact educational institutions and their relationships with students, faculty, employees, governing bodies, and corporate partners. Students learn to find and analyze education law including judicial decisions, state and federal statutes, state and federal constitutional provisions, and administrative regulations. Readings and cases cover the development of the rights and responsibilities of public and private institutions, evolving theories of academic freedom, student admissions, faculty employment and tenure, due process of law, separation of church and state and conflict resolutions. Students are encouraged to choose an issue of interest for concentrated research and study. (Cross listed as EDU 853)

EDU 650 Assessment Leadership (3) This course is focused on the relationship between assessment and learning. Educators will learn to make instructional and curricular decisions based on what students need to learn and how to assess that learning. Learning activities will include development and implementation of genuine authentic and traditional assessments.

EDU 651 Large Scale Assessments (3) Prerequisite: (simultaneous enrollment in EDU 652)

This course provides professional educators the opportunity to reflect on their school-wide

and district assessment beliefs and practices. Activities and discussions focus on understanding the context within which large scale assessment occurs, understanding and applying specific assessment methods, and communicating about student and organizational achievement. The course is designed to stimulate thought and provide specific opportunities through which educators can improve their current assessment practices.

EDU 652 Classroom Assessments (3) Prerequisite (simultaneous enrollment in EDU 651) This course provides professional educators the opportunity to reflect on their classroom assessment beliefs and practices. Activities and discussions focus on understanding the context within which our work in classroom assessment occurs, understanding and applying specific assessment methods, and communicating about student achievement. The course is designed to stimulate thought and provide specific opportunities through which teachers can improve their current assessment practices.

EDU 653 Analysis and Dissemination of Data (3) This course is designed to acquaint education leaders with major methods and techniques of evaluation used to assess and report growth, development, and academic achievement of learners in grades Pre-K - 16, including interpretation and dissemination of standardized test information.

EDU 662 Research Methods (3) Evidenced-based inquiry processes will provide students with tools for conducting a major research project. Topics include conceptualizing a research study, designs for research, methodology, data collection, analysis of data, communicating results and utilizing research findings. Application of research methods to PK-12 education, continuing education, or staff development is expected. (Cross listed as EDL/HCE 762 and NUR 562)

EDU 672 Practicum/Action Research in Assessment (3) Educators implement assessment knowledge and skills acquired through program coursework in genuine educational settings. Through electronic discussion, students share experiences and results of their projects and receive assistance from instructors.

EDU 695 Capstone Project (6) Prerequisite: Advisor Approval Students individually explore a problem or issue within their area of educational practice. Similar in weight to a thesis, but more flexible, this final project should synthesize and apply concepts acquired in the graduate program. The student will work closely with an academic advisor throughout the project. Evaluation will focus on the quality and professionalism of applied research and writing; analytical, management, critical and creative thinking; problem-solving skills; and an oral presentation.

EDU 723/823: Leadership in Educational Organizations (3) This graduate level course characterizes best practices of leadership in educational institutions. Systems theory and organizational best practices form the framework for this course. Concepts such as accreditation, governance, strategic planning, higher education law and academic quality improvement processes will be studied in a variety of academic organizations to include P-12 education, higher education, professional development, continuing education and patient education. (Cross listed as EDU 723)

EDU 742: Advanced Statistics (3) Advanced level course prepares the doctoral student to utilize and interpret statistics for a dissertation. Students will review descriptive and

inferential statistics. The course will focus on ANOVA, multiple regression, and multivariate statistics. Students will be able to run moderately challenging analysis using PASW/SPSS with confidence. 35% of the course will focus on application, including an annotated review of data analysis in health care or education research studies. Students will perform analysis of health care or education related data sets using SPSS. Prerequisites: EDU 642 Research Statistics, graduate level statistics from another institution, successful completion of competency test reflecting objectives of EDU 642, or instructor permission required.

EDU 853: Legal Issues in Education (3) This graduate level course introduces the legal system and various sources of law that impact educational institutions and their relationships with students, faculty, employees, governing bodies, and corporate partners. Students learn to find and analyze education law including judicial decisions, state and federal statutes, state and federal constitutional provisions, and administrative regulations. Readings and cases cover the development of the rights and responsibilities of public and private institutions, evolving theories of academic freedom, student admissions, faculty employment and tenure, due process of law, separation of church and state and conflict resolutions. Students are encouraged to choose an issue of interest for concentrated research and study. (Cross listed as EDU 643)

English

ENG 520 Linguistics for Teachers (3) This course is a study of the structure of the English language which includes units of lexicography, semantics, and dialects. Linguistics for Teachers focuses on how knowledge of the way languages work will directly benefit the teaching of English Language Learners. The course covers the linguistic components of language, providing an opportunity for teachers to explore the relevance of linguistics to second/foreign language teaching and learning. The course provides an overview of linguistic, socio linguistic and psycholinguistic analyses as they pertain to the language proficiency and academic achievement of ELL students. Topics to be addressed include pragmatics, semantics, syntax, morphology, phonology, language variation, first language acquisition, second language acquisition, and written language, language.

ENG 562 Literature for Young Adults (3) This graduate course includes the study traditional and contemporary works written for or about young adults. The works studied will be evaluated for their artistic merit and for their insights into the adolescent development. Students will design strategies to encourage appreciation of literature and motivation for becoming life-long readers. Topics include the nature of teen-age readers, genres and use of young adult literature in the classroom. Students create an extensive teaching unit using young adult literature. Appropriate use of instructional technology is integrated into instruction and pedagogy.

Master in Organizational Leadership

***MOL 599 Survey of Business Concepts for Women Professionals (4)** This survey course is the foundation module for the MOL program, highlighting components of business and focusing on management concepts used in organizational environments. The purpose of this course is to provide the student with a broad base of business knowledge applicable to leadership applications for women.

(This module is required of all students who have not earned bachelor's degrees in business administration or business leadership or who have not completed a series of required business courses from an accredited institution. This module cannot be used to meet the 36-hour degree requirement and will be taken the summer prior to beginning the program.)

MOL 600 Leadership, Women, and You (6)

This course is designed to provide learning experiences for students in three domains related to leadership: the complexity of the leadership process, its functions and outcomes; the roles, contributions, and challenges of women in leadership; understanding self from multi-faceted perspectives, and self in relationship with others, in order to establish a framework for necessary leadership communications. In addition, students will have the opportunity to refine their oral and written communication skills, practice and demonstrate academic researching and writing skills, and to build skill as a wise consumer of research.

MOL 610 Leadership Theory and Application (6) The purpose of this course is to increase your effectiveness as a leader through the analysis and application of essential leadership theories. Historical to current leadership theories, leadership principles and theoretical concepts are addressed. Focus is on "real world" and present day application and the implications to organizations, employees and to leaders. This course facilitates self-reflection, self-assessment, and personal application of selected aspects of leadership covered during the course.

MOL 620 Boundary Spanning Team Leadership (6)

The basic components of group performance will be examined in depth, including fundamentals of group interaction, determinants of effective team decisions, leadership functions and roles in decision groups, and appointed and emergent leaders. The course will also focus on leading a group to become a team; leading effective teams, and leading self-managed teams. This course will include specific emphasis on employee coaching and engagement, and how women can overcome barriers.

MOL 630 Social and Ethical Responsibility and Conflict Resolution (6)

This module will encompass the most common ethical dilemmas of leadership and the prevailing perspectives. An in-depth examination will be made of the extent and relative influence of government, competitors, labor unions, consumers, society's expectations, and the personal values of leaders on the decisions made in an organization. Participants will be provided the opportunity to continue their development of communication and negotiating skills based on concepts of conflict resolution in a variety of settings including those of business, government, cross-cultural, and international.

MOL 640 Power and Influence in Organizations (6)

An understanding of individual's behavior and group dynamics is a critical part of the present and future success of managers and leaders. They need to be able to diagnose and understand the root causes of behavioral workplace problems such as poor communication, lack of employee motivation, poor performance, high turnover, conflict, and stress. Among the topics we will be covering are attitudes and behaviors, stress and emotions, motivation, positive organizational behavior, relationships and social and psychological capital, organizational politics and power, followership, culture and diversity, decision-making, systems thinking, organizational systems, and learning organizations.

MOL 650 Leading Organizations (6)

Through case study methodology, this course will provide the opportunity for students to integrate and apply new and previous learned information for the assessment of organizational needs and planning of organizational development strategies through leadership efforts. It is intended that the graduate will be able to effectively guide her department and/or organization toward a high-performance culture in changing environments, using learning organization principles and the leadership, communication, and organizational knowledge gained through the course of the MOL program.

Nursing

NUR 531: Directed Readings in Nursing Education (3) This graduate level course requires the student to conduct a scholarly research literature review specific to a selected aspect of nursing education. Each student will conduct a thorough literature review with depth and breadth. There is the potential that this course can be useful in defining and designing the literature review for the major project. Topics will be selected in conjunction with the graduate faculty. Prerequisites: Graduate level standing

NUR 562: Research Methods (3) Evidenced-based inquiry processes will provide the student with tools for conducting a major research project. Topics include conceptualizing a research study, designs for research, methodology, data collection, analysis of data, communicating results and utilizing research findings. Application of research methods to higher education, continuing education, staff development or patient education is expected. Prerequisites: Admission to MSN program

NUR 568: Theories and Critical Issues in Nursing (3) This course examines theories and concepts that are foundations of nursing and health care. A wide-range of theories from nursing and other disciplines will be analyzed in relation to their applicability to evidenced-based practice. Critical issues affecting health care delivery and outcomes will also be examined. Prerequisites: NUR 562: Research Methods

NUR 569: Nursing Education: Teaching and Learning Theories and Concepts (3) This graduate level course examines the role of the nurse as educator through the application of teaching and learning theories and concepts across a variety of settings in nursing education, health care and the community. Evidence-based teaching strategies to engage learners in inquiry and overt, active learning will be foundational in creating a stimulating learning environment to meet mutually determined outcomes for the individual learner, group or organization. Prerequisites: NUR 562: Research Methods

NUR 621: Curriculum Design and Program Planning (3) This graduate level course focuses on designing nursing curriculum in diverse learning environments using evidence-based theories and concepts as well as relevant standards and criteria for evaluation. Development, implementation and evaluation of a continuing education program for staff, patient or public education also is emphasized. Prerequisites: NUR 569: Teaching and Learning Theories and Concepts

NUR 632: Assessment and Evaluation Strategies in Education (3) This graduate level course focuses on best practice principles for educational assessment and evaluation in higher education, continuing education, staff development and patient education. Various methods for designing, conducting, and analyzing assessments and evaluations of outcomes on multiple levels including individual student, class, course, curriculum, program and

educational organization will be appraised. Prerequisites: NUR 569: Teaching and Learning Theories and Concepts

NUR 637: Teaching Strategies and Technology in Nursing Education (3) This course focuses on the application of evidence-based student-centered teaching strategies in diverse learning settings. Integrating educational technology within the learning environment also is a component of the course. Prerequisites: NUR 569: Teaching and Learning Theories and Concepts

NUR 655: Nursing Education: Teaching and Learning Practicum (3) This graduate level course focuses on the implementation of the nurse educator role through the application of teaching and learning theories and concepts for a chosen learner population in nursing higher education, staff development, continuing education or patient education. The role will be analyzed and applied in collaboration with a master's prepared nurse educator preceptor. Evidence-based teaching strategies will be developed into a comprehensive teaching plan to engage learners in inquiry and overt, active learning and implemented to meet mutually determined outcomes for the individual learner, group or organization. Prerequisites: NUR 621: Curriculum Design and Program Planning, NUR 632: Assessment and Evaluation Strategies in Education, NUR 637: Teaching Strategies and Technology in Nursing Education

NUR 659: Major Project in Nursing Education (3) The major project provides the opportunity for the student to apply the knowledge and skills acquired throughout the MSN program. The student will develop, implement, and evaluate a substantial educational endeavor related to nursing education, staff development, continuing education or patient education within the context of an organization. Evidence-based practice and research will be utilized throughout the program. Prerequisites: NUR 621: Curriculum Design and Program Planning, NUR 632: Assessment and Evaluation Strategies in Education, NUR 637: Teaching Strategies and Technology in Nursing Education

Occupational Therapy

OTH 526 Life Span Patterns (3)

This course examines how the dynamic process of occupation continues to change throughout life and how to facilitate positive adaptive change in an individual. Development and maintenance of organized patterns is studied, along with understanding of the change processes underlying development. Occupational therapy's role in the tasks of occupational adaptation, namely identity and competence, is studied in various contexts. Emphasis is on problem solving to guide the individual to explore new occupations, experience achievement, and seek competency in activities of daily living, work, and play. This course will correlate the tenets of occupational science with occupational therapy. Prerequisite: OTH 415

OTH 540 Community Based OT (2)

This course gives students the opportunity to design and provide client centered services to address unmet needs for individuals, groups, or programs experience in community settings or nontraditional/ emerging areas of practice. Emphasis is placed on problem analysis and critical thinking. This course incorporates a seminar format to discuss aspects

of the experience, reinforce professional behaviors and to prepare for the transition to Level II Fieldwork. Prerequisites: OTH 417, OTH 475, Graduate Status

OTH 562 - Research Methods

Evidence-based inquiry processes will provide the student with tools for conducting a major research project. Topics include conceptualizing a research study, designs for research, methodology, data collection, analysis of data, communicating results and utilizing research findings. Application of research methods to higher education, continuing education, staff development or patient education is expected. Prerequisite OTH 595.

OTH 595 Advance Study in OT (1-3)

This graduate level course requires the student to research literature on a specific topic related to OT or to complete an additional level 1. Fieldwork assignment of their choice. Topics and/or projects will be selected in conjunction with the graduate faculty. This course will reinforce information learned throughout the curriculum. Prerequisite: Enrollment in the occupational therapy program

OTH 621 Physical Agent. Modalities (3)

This course meets the requirement for students to use physical agent modalities after graduation and licensure in the state of Nebraska.

OTH 640 Critical Thinking for OT (3)

This course incorporates the remediation of clinical reasoning and critical thinking to assist the student in the advanced application and evaluation of specific models of practice and frames of reference as related to Occupational Therapy practice. Critical thinking, clinical reasoning, and high level oral and written communication are emphasized. Application and synthesis of previously learned information in traditional and unique methods allows for the continued development of integration of knowledge and develops a high level of clinical reasoning.

OTH 645 Written Communication for OT (3)

This course incorporates the remediation of clinical reasoning and critical thinking, as related to written communication. This course is designed to further enhance higher level of thinking in graduate level work. Application and synthesis of previously learned information in traditional and unique methods allows for the continued development of integration of knowledge and develops a high level of clinical reasoning in writing.

OTH 651 Advanced Theory – Clinical Reasoning (3)

This course incorporates the advanced application and evaluation of specific models of practice and frames of reference as related to Occupational Therapy practice. Critical thinking, clinical reasoning, and high level oral and written communication are emphasized. Application and synthesis of previously learned information in traditional and unique methods allows for the integration of knowledge and develops a high level of clinical reasoning. Prerequisite: OTH 303, OTH 476, Graduate Status

OTH 652 Management and Leadership (3)

This course studies the specialized management and leadership strategies, techniques, and skills utilized in occupational therapy practice. Emphasis is on development of a model for delivery of occupational therapy services in a new or expanding program, private practice,

or emerging practice area. Other topics include marketing, leadership, supervision, documentation, reimbursement, advocacy, due process and appeals systems. Prerequisite: BUS 323, Graduate Status

OTH 673 Fieldwork Seminar (1)

This seminar course prepares the student for level II fieldwork experiences, NBCOT boards, and professional issues. Resume writing, interviewing skills, portfolio development, and licensure will also be covered. Prerequisite: Graduate Status.

OTH 674 Fieldwork Level IIA (6) and 675 Fieldwork Level IIB (6)

Nine hundred sixty (960) hours of supervised non-classroom experiences are required. The student therapist will provide client contact and practical application of occupational therapy intervention in a hospital, community agency, school system, or non-traditional setting. Recommended areas of practice include psychosocial dysfunction and physical dysfunction. Each student's experience will reflect current practice with clients across the lifespan with a variety of diagnoses. These courses facilitate learning the role of occupational therapist and development of clinical skills, clinical reasoning skills, and reflective practice at an entry level. Prerequisite: Completion of all didactic coursework.

OTH 676 Fieldwork Level IIC (3-6)

This optional fieldwork rotation will take place in an area of student interest or in a specialty area that the student had not experienced on their previous Level II Fieldwork rotations. The student therapist will provide client contact and practical application of OT intervention in a hospital, community agency, school system, or non-traditional setting. This experience will reflect current practice with clients across the lifespan with a variety of diagnosis and will facilitate learning the role of the OT and development of clinical skills, clinical reasoning skills and reflective practice at an entry level.

OTH 690 OT Research (3)

This is the second course in the three-part research progression. This course emphasizes the enhancement of research skills and includes the application of research to OT practice. Emphasis is on consulting with an experienced researcher in relationship to the research design, problem solving and community involvement. Students will complete the practical portion of carrying out their research during this course. Prerequisite: OTH 490

OTH 693 Occupational Therapy Research Capstone (2)

This is the third course in the three-part research progression. Emphasis is on consulting with an experienced researcher in relationship to the research design and analysis, writing skills required for publication or research reports, and securing grant funds. Through a capstone project demonstration of beginning competence in outcome studies or other research is exhibited. It culminates in presentation of the research projects. Prerequisites: OTH 690, Graduate Status.

Special Education

SPE 501 Introduction to Special Education (3) Introduction to Special Education is a required course for all who are certified to teach in Nebraska. Students examine various areas of exceptionality, including learners who are identified as gifted and talented, mentally

handicapped, behaviorally disordered, visually impaired, hearing impaired, language disordered, autistic, physically handicapped and other health impaired. Legal definitions, litigation, characteristics, etiology, prevalence and educational adaptations for each exceptionality are investigated, as well as issues confronting individuals across the lifespan will be addressed. Pre-referral alternatives, referral systems, multi-disciplinary team responsibilities, the Individual Education Plan process, placement procedures, various service delivery systems and family issues will also be examined. Appropriate use of instructional technology is integrated into instruction and pedagogy.

SPE 520 Learners with Mild/Moderate Handicap Conditions (3) Students examine learning and analyze individual educational programs of mildly and moderately mentally retarded, specific learning disabled, behaviorally impaired, orthopedically impaired, autistic, ausbergers, other health impairments, speech language impaired and traumatic brain injured. Assisting learners in making healthy transitions between special education and regular classrooms along with inclusion is emphasized. Presents historical overview and current literature of mildly/moderately handicapped. Recent legislation and its impact on the regular classroom are emphasized. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

SPE 522 Assessment Techniques for Diverse Learners (3) Presents techniques and methods of administering formal and informal assessments. Students analyze learning tasks in visual, auditory, motor, language and behavioral areas. Students examine and practice tying I.E.P./I.F.S.P. process to assessment. Writing appropriate instructional strategies, goals and materials to implement objectives based on analysis of learning tasks and instructional needs are presented. Current research regarding effective assessment and remediation strategies is presented. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Prerequisite: SPE 520.

SPE 530 Diagnosis and Remediation in Reading (3) This course is designed to provide teachers with assessment procedures for students on an achievement spectrum from below grade level to above grade level and effective instructional and diagnostic techniques in reading. Instruction is provided in a self-directed portfolio mode featuring acquisition of theory, teaching strategies, and assessment procedures. Students participate in formal and informal testing including achievement, criterion references, observational, and portfolio strategies. Implementation of the teacher's knowledge of this curriculum is achieved within a directed reading practicum in a partnership school. 40 hours of clinical experiences focus on effective assessment and teaching procedures based on awareness of individual learners. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

SPE 531 Instruction Strategies: Inclusion Practicum (3) Students examine and practice tying I.E.P./I.F.S.P process to instruction through modification of curricula. Students practice designing curricula for various areas of exceptionality for special needs populations. Emphasizes task analysis, individualized instructional strategies and interventions, and use of assistive technology. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.

SPE 533 Special Education Ethics and Law (3) Students examine processes and use skills necessary for identifying verifying special needs, the I.E.P./I.F.S.P. process, and organizing and maintaining student special education records. This course acquaints

students with state and local resources for improving and strengthening educational programs for special populations. National, state, local laws and policies and procedures affecting special populations are emphasized. Discussion of current legislation, advocacy, and professional ethics is included. Appropriate use of instructional technology is integrated into instructions of content and pedagogy.

SPE 540 Guidance and Classroom Management (3) This graduate course discusses philosophical differences of discipline and behavior intervention. Positive discipline strategies and techniques for all age groups are reviewed and practiced in order to assist each student in becoming a confident and effective facilitator. Special focus examines the needs and special concerns of behaviorally impaired/emotionally disturbed children and youth. Class readings, discussions and lectures provide a strong knowledge base. Students research the effect of classroom environment on learning. Appropriate use of instructional technology is integrated into instruction and pedagogy.

SPE 570/571 Student Teaching (5 each) The culminating experience for recommendation for Special Education Endorsement. Included are opportunities to observe, instruct, and participate in teacher and parent conferences and the opportunity to develop individual educational plans (I.E.P.s) for specific students. Student teachers have the opportunity to become familiar with the team approach to diagnosis and to participate in diagnostic procedures used in schools. Appropriate use of instructional technology is integrated into instruction of content and pedagogy. Prerequisite: permission.

SPE 573 Special Education Practicum: Critical issues in Special Education (3): Students observe and implement effective approaches for remediation, through supervised practicum experiences in self-contained classrooms, resource rooms, or inclusive settings. Critical issues in Special Education will be investigated, discussed and presented. Current research regarding each topic and appropriate remediation strategies will be discussed and presented. Appropriate use of instructional technology is integrated into instruction of content and pedagogy.