Westminster College does not discriminate, and will not tolerate discrimination, on the basis of race, color, national origin, ethnic origin, sex, sexual orientation, age, or handicap or disability as those terms are defined under applicable law, in the administration of any of its educational programs, activities, or with respect to admissions and employment. In its employment practices, the College may consider the individual's support of the philosophy and purposes of Westminster as stated in the Graduate Catalog. Otherwise, Westminster does not discriminate, and will not tolerate discrimination, on the basis of religion or creed. Inquiries may be directed to the equal opportunity officer, Westminster College, New Wilmington, PA 16172-0001, 724-946-7247.

This Graduate Catalog is for information only and cannot be considered binding on the College. Westminster College reserves the right and authority to change any and all requirements, regulations, policies, and academic curricula, and it is the student's responsibility to remain informed about these and any changes made thereto. Questions should be directed to the program coordinator or the director of the Graduate School. Changes in state requirements for certification take precedence over information in this catalog.

GRADUATE SCHOOL MISSION STATEMENT

The Graduate School seeks to create a community of learners in which stimulating and challenging expectations are addressed in a positive, caring, and encouraging environment that is respectful of all individuals. The faculty seeks to model the personal attributes, professional habits, and pedagogical practices which distinguish the administrative, teaching, and counseling professions at their best. Meaningful classroom experiences, opportunities with children, adolescents, and/or adults, and mentors, and partnerships with schools and agencies will enable the students to make connections between academic work and the fields of education and mental community health counseling.

It is the goal of the Graduate School to facilitate the professional development of teachers, reading specialists, administrators, school counselors, and clinical mental health counseling. This is a journey in which students continue to develop the knowledge, demonstrate the skills, and assume the attitudes of professional educators and clinical mental health counselors.

The nobility and significance of the preparation of professional educators and clinical mental health counselors is acknowledged as the demands for service to an ever-changing, diverse, global, and technological world increase.
MESSAGE FROM THE DIRECTOR OF
THE GRADUATE SCHOOL

Westminster College is proud to be the home of the area’s oldest graduate school, founded 73 years ago in 1944. Westminster is equally proud of its long tradition of academic excellence and its distinguished alumni.

The graduate program at Westminster College is designed to develop the requisite knowledge, applicable skills and appropriate attitudes in aspiring graduate school students that will enable them to be successful educators and mental health counselors today and tomorrow.

Standards are woven through the content of all Graduate School courses, classroom activities and out-of-class assignments. The graduate programs are designed to balance theory and research with relevant professional, educational practices.

The Graduate Committee serves as an important element for the Graduate School in developing and maintaining the school’s academic quality.

Westminster’s Graduate School believes it is critical to provide all students the opportunities for personal growth and professional development in the following areas:

- **M.Ed./Master in Education:**
  - School Principal K-12
  - School Counselor K-12
  - Special Education Specialist PreK-8 and Reading Specialist K-12
  - General Education

- **Post-master’s certification only**
  - School Superintendent
  - School Counselor
  - Special Education Pre K-8
  - Reading Specialist K-12
  - IU Executive Director
  - School Principal

- **M.A./Master of Arts**
  - Licensed Professional Counseling/LPC/School
  - Licensed Professional Counseling/LPC/Adult
  - Licensed Professional Counseling/LPC/Youth

Westminster’s Graduate School is undergirded by:

- a sense of service to others
- a positive spirit
- an emphasis on ethical foundations
- a desire to achieve academic excellence
- and the promotion of the highest professional, practices in the field of education and clinical counseling.

Welcome to the Graduate School at Westminster College!

Dr. Robert L. Zorn
Director, The Graduate School
# Table of Contents

Mission Statement.................................................................................................................................1
History of the College...........................................................................................................................4
Philosophy and Purposes .....................................................................................................................4
Graduate Program Accreditation.........................................................................................................4
History of the Graduate Program ......................................................................................................5
Objectives of the Graduate Program .................................................................................................5
Programs of Study..............................................................................................................................5
Admission Requirements for Graduate Study ......................................................................................5
Provisional Graduate Student ............................................................................................................6
Special Graduate Student....................................................................................................................6
Admission of Undergraduates to Graduate Courses ......................................................................6
Admission to Degree Candidacy .......................................................................................................6
Graduation Requirements .................................................................................................................6
Practitioner Research Report .............................................................................................................6
Grading System......................................................................................................................................6
Academic Integrity ............................................................................................................................7
Time Limitations ....................................................................................................................................9
Transfer of Credits for a Master’s Degree ......................................................................................10
Advising ..................................................................................................................................................10
Maximum Course Load ......................................................................................................................10
Auditing ................................................................................................................................................10
Registration ..........................................................................................................................................10
Withdrawals and Refunds ..................................................................................................................11
Tuition and Fees ...................................................................................................................................13
Student Financial Assistance ............................................................................................................16
Summer Session ..............................................................................................................................17
Library ..................................................................................................................................................17
Transcripts of Credits .......................................................................................................................17
Certification Requirements .................................................................................................................17
Certification and Professional Development ..................................................................................17
Certification/Licensure ......................................................................................................................18
Professional Development Center ..................................................................................................18
Alumni Association ..........................................................................................................................18
Phi Delta Kappa ...................................................................................................................................18
Enrichment Courses ........................................................................................................................19
Special Education PreK-8 & Reading Specialist K-12 ....................................................................20
Reading Specialist ............................................................................................................................22
Special Education .............................................................................................................................23
Educational Leadership .....................................................................................................................24
Principal ...............................................................................................................................................25
Superintendent ....................................................................................................................................28
Counselor Education ........................................................................................................................29
  Clinical Counseling .........................................................................................................................32
  School Counselor ............................................................................................................................35
General Education ............................................................................................................................40
Courses of Instruction .......................................................................................................................42
Personnel Directory ..........................................................................................................................47
Board of Trustees .............................................................................................................................48
WESTMINSTER COLLEGE
GENERAL INFORMATION

HISTORY OF THE COLLEGE
Westminster College was founded in 1852 by two presbyteries of the Associate Presbyterian Church. The first catalog stated that “no person will be refused admission on account of color, caste, or sex.” By admitting women and granting them degrees on the same basis as men, Westminster became one of the earliest coeducational colleges in the United States. The College has maintained a Presbyterian affiliation through two denominational mergers and is now related to the Presbyterian Church (U.S.A.) through the Synod of the Trinity. Westminster is governed by a board of trustees.

PHILOSOPHY AND PURPOSES
The mission of Westminster College is to help men and women develop competencies, commitments, and characteristics which have distinguished human beings at their best. The liberal arts tradition is the foundation of the curriculum continually designed to serve this mission in a rapidly changing world. The College sees the well-educated person as one whose skills are complemented by ever-developing values and ideals identified in the Judeo-Christian tradition. Westminster’s quest for excellence is a recognition that stewardship of life mandates the maximum possible development of each person’s capabilities.

The College thus realizes its mission in men and women who as students:

- Develop intellectual curiosity and the competencies to reason logically, evaluate critically, communicate effectively, imagine creatively, and appreciate aesthetic and creative expressions of humanity;
- Acquire a knowledge and appreciation of self, society, human cultures, the natural world, and human relationships to God;
- Develop and demonstrate moral and ethical commitments to neighbor, society, and the natural world consistent with an understanding of self;
- Commit themselves to lifelong learning and the acquisition of skills for careers and responsible service as world citizens.

The curriculum is designed as a means by which the College endeavors to fulfill its mission.

ACCREDITATION
The College is accredited by Middle States Commission on Higher Education and is a charter member of the Association. Its education certification programs have the approval of the Pennsylvania Department of Education and are designed to meet the standards of the Ohio Department of Education. Additionally, the Master of Arts in Clinical Mental Health Counseling is designed to meet/exceed curricular and practical requirements for license eligibility in Pennsylvania. The College is a member of the American Council on Education, the Association of American Colleges and the National Association of Independent Colleges and Universities.

Middle States Commission on Higher Education
3624 Market Street
Philadelphia, PA 19104
Telephone: 267-284-5000

Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126
Telephone: 717-783-6788
THE GRADUATE SCHOOL

HISTORY OF THE GRADUATE SCHOOL
The Graduate School was established at Westminster College in 1944. The first classes were offered during the summer of 1945, and the first degree was awarded in 1946. The program was instituted as a service to public school teachers within convenient driving distance of the College. At that time, no educational institution between Pittsburgh and Cleveland offered graduate work. There proved to be a demand, and by 1950 more than 100 graduate students were enrolled in a well-organized program approved by the Pennsylvania Department of Public Instruction. Courses leading to the certification of guidance counselors were later approved. In 1959, the State Council of Education approved extending the Graduate School to include courses leading to provisional elementary and secondary principal certificates. Subsequent approval was granted to prepare superintendents.

Westminster provides the opportunity for a number of selected students to do advanced study and research leading to the degree of master of education, during both the regular academic year and the summer session. Programs are offered for the preparation of principals, superintendents, guidance counselors, and reading specialists K-12 combined with special education specialist PreK-8. A master’s degree in education is offered for elementary and secondary teachers.

OBJECTIVES OF THE GRADUATE SCHOOL
The general purpose of the Graduate School in education and for clinical mental health counseling at Westminster College is to increase the competence of teachers and to develop those competencies appropriate for school program administrators, reading specialists, and school counselors, and to prepare them to assume greater responsibility and more vigorous leadership in the educational enterprise.

Within the context of the liberal arts and in accordance with the stated purposes of the College, the Graduate School ensures the acquisition of specific competencies required in the several certification programs by developing the spirit of scientific inquiry, stimulating original and independent thought, enlarging understanding of the processes involved in human development, deepening perceptions of social and cultural phenomena, building a sound educational philosophy, and identifying and responding to major educational issues.

Each area of certification in the Graduate School includes components in philosophy, psychology, research, and enrichment. Specific standards related to each program have been developed by the faculty and meet requirements for program approval by the Pennsylvania Department of Education and are also designed to meet the standards of the Ohio Department of Education.

PROGRAMS OF STUDY
Westminster offers curricula leading to the master of education degree and certification of an elementary-secondary counselor, principal, reading specialist, superintendent, special education, and special education with reading. A general education master’s degree is also available. Additionally, a master of arts in clinical mental health counseling is offered that includes three distinct areas of focus: youth, school, and adult counseling.

ADMISSION REQUIREMENTS FOR GRADUATE STUDY
Applicants must possess academic, personal, and professional qualities deemed acceptable by the Graduate Committee.

All applicants admitted to graduate study must have a bachelor’s degree from an accredited college or university and a minimum undergraduate grade point average of 3.0. Students with an undergraduate GPA of less than 3.0 may be considered by the director on the basis of post-baccalaureate course work. Requirements for admission include submitting a completed application for graduate study, PAPA series examination scores (if applicable), professional references and a writing sample. An advanced graduate degree supersedes the undergraduate 3.0 GPA requirement.

An applicant who has a master’s degree or doctorate in education or in a teaching related field from an accredited college or university will be admitted on the basis of the advanced degree by filing the application for graduate study, and copies of all previous college or university transcripts.

The applicant is responsible for filing official undergraduate/graduate transcripts from all colleges/universities attended and an application for admission along with all other required documentation with The Graduate School, Westminster College, Thompson-Clark Hall, Room 208, 319 S. Market St., New Wilmington, PA 16172, no later than two weeks before registration.

CONDITIONALLY ACCEPTED STUDENT
From time to time, students are accepted to the program conditionally. Generally, this occurs when awaiting official transcripts, letters of reference or other documentation required to complete the application process and gain full acceptance to the Graduate School. Students accepted conditionally must meet all requirements for full admission to continue coursework.
PROVISIONAL GRADUATE STUDENT

Provisional graduate students are those who desire to become degree candidates, but do not have the minimum grade point average of 3.0. These students’ progress will be reviewed after the completion of two Westminster graduate courses. This review may result in a change of enrollment status to regular graduate student if the student earns a grade of “B” or higher in both graduate courses.

SPECIAL GRADUATE STUDENT

Special students are students who disclaim any intention of becoming degree or certification candidates. An applicant for this type of admission must have a bachelor’s degree from an accredited institution of higher education. Unsuccessful applicants for admission as regular graduate students cannot be considered.

Special students may earn such graduate credit as their qualifications and performance warrant. A special student not maintaining good academic standing automatically forfeits rights to take any additional graduate courses.

Special students may take no more than four courses, and credit earned as a special student cannot be applied toward a degree or certification either at the time the work is taken or at a later date. Special student status will be noted on the official transcript.

ADMISSION OF UNDERGRADUATES TO GRADUATE COURSES

A Westminster College senior with a superior academic record who at the beginning of his or her last semester needs additional credits to complete a schedule of classes may, with the permission of the academic adviser and the approval of the director of the Graduate School, take graduate courses. Students desiring graduate credit on this basis must apply for admission to graduate study and be accepted prior to registering for graduate courses. No course may be counted for credit toward more than one degree.

MAINTAINING DEGREE CANDIDACY

To maintain degree candidacy in Westminster’s Graduate School, students must earn grades of “B” or higher in all graduate courses. The student also must have removed any entrance deficiencies.

To change a program of a study, the student should contact the director of the Graduate School to develop a new plan of completion/program.

The director of the Graduate School will review the student’s academic record, instructor evaluations, entrance assessments, and other relevant materials. Based on this review, a recommendation will be made to the Graduate Committee. The review also will be utilized in the advising process to enhance the student’s knowledge and skills.

ACADEMIC STATUS AND GRADUATION REQUIREMENTS

For the Master of Education and Master of Arts degrees, in addition to submitting a Practitioner Research Report at the end of all coursework, the M Ed students must complete at least 10 courses on the graduate level and the MA students must complete at least 20 courses on the graduate level with an average of “B” (3.0) or better, including no more than two courses with a grade of “C” or less. At any time these standards are not maintained, the student will be placed on probationary status. A probationary student is required to pass an examination before permission to register for additional courses is granted. Failure to pass the examination results in suspension. A suspended student may petition the Graduate Committee for re-admission. Dismissal may occur after the petition is considered.

A candidate for the degree of Master in Education is required to have at least three foundation courses and one graduate enrichment course in a course with a non-education preface.

PRACTITIONER RESEARCH REPORT

A capstone requirement for graduation with a Master in Education or Master of Arts in Clinical Mental Health Counseling is the successful completion of a Practitioner Research Report. This academic report shall consist of a review of relevant literature and research on a selected topic relevant to the graduate student’s major field of graduate study and employment. Said report must be submitted to the coordinator of the program in which the student is enrolled during the last semester prior to graduation. The research report must be approved by the program coordinator prior to the student’s application for graduation. Said Practitioner Research Report must utilize the APA academic standards and format.

GRADING SYSTEM

A Excellent.
A- Good.
B+ Excellent.
B Good.
B- Credit. Not more than two courses with a grade of “C” or under can be counted.
C Credit. Not more than two courses
C- Failure.
I - Incomplete this may be given in lieu of the letter grades. It is a temporary grade given when a student is unavoidably delayed in completing an academic course. Such academic work must be completed by the end of the next semester if the student remains in college. Students who are temporarily separated from the College must remove the incomplete within one year after the close of the semester in which the grade was given unless special permission is granted by the dean of the College. All incomplete grades not properly removed are changed to “F.”

W - Withdrawn. This grade may be recorded for withdrawal from a course by deadlines established by the Registrar, or later if the course record to date is passing and if withdrawal is necessitated by illness or other legitimate reasons. Granting of the “W” grade requires approval by the instructor, the adviser, the director of the Graduate School, and dean of the College.

WF - Withdrawn Failing. When the student withdraws under circumstances that do not warrant the “W” grade, “WF” is recorded.

M - Students who take a leave of absence for military related reasons will be readmitted with the same academic status as he or she had when last attending. The grade transcript will show an “M” or Military to indicate that the military member or his/her spouse was unable to complete the course(s) because of military service. A grade of “M” is not counted in a student’s GPA.

ACADEMIC INTEGRITY
Central to the purpose and pursuit of any academic community is academic integrity. All members of the Westminster community, including students, faculty, staff, and administrators, are expected to maintain the highest standards of honesty and integrity, in keeping with the philosophy and mission of the College. Academic dishonesty is a profound violation of this code of behavior.Outlined below are examples of and specific consequences for academic dishonesty at Westminster. The list of examples is not meant to be exhaustive, but rather to provide an overview of the community’s common concerns. Students who are unsure as to whether specific behavior not listed here will constitute academic dishonesty should consult with their individual course instructors.

VIOLATIONS
Violations of the Westminster College Academic Integrity Policy (AIP) include, but are not limited to, the following:

Cheating
1. Copying answers from another student’s paper during a quiz, test, or examination
2. Divulging answers or information to another student during a quiz, test, or examination, or accepting such aid
3. Using unauthorized aids (e.g., notes or books) during a quiz, test, or examination
4. Collaborating improperly with another student on an open-book or take-home quiz, test, or examination
5. Exceeding the time limit, when one exists, on an open-book or take-home quiz, test, or examination
6. Aiding another student improperly on in- or out-of-class assignments
7. Leaving a testing area to obtain answers or aid
8. Handing in another’s work or ideas as one’s own
9. Taking a quiz, test, or examination with prior knowledge of its contents, when that knowledge has not been authorized or consented to by the instructor
10. Engaging in any activity which may give an unfair academic advantage to oneself or another.

Misconduct
1. Engaging, during a class or testing session, in conduct that is so disruptive as to infringe upon the rights of the instructor or fellow students
2. Submitting the same work, including oral presentations, for different courses without the explicit consent of the instructors
3. Stealing or intentionally damaging or destroying notes, research data, laboratory projects, library materials, computer software (including the intentional passing of a computer virus), or any other work of another member of the Westminster community
4. Acting as or using a substitute in any academic evaluation procedures
5. Depriving others of necessary academic resources
6. Sabotaging the work of another member of the Westminster community
7. Unethically obtaining answers or other information about a quiz, test, or examination before it is administered, even if not a member of the class in which the quiz, test, or examination is given
8. Violating copyright restrictions, i.e., stealing the intellectual property of another.
Plagiarism
“Derived from the Latin word for kidnapping, plagiarism is the theft of someone else’s ‘brainchild’—that person’s language, ideas, or research—and the origin of the word conveys the seriousness of such offenses in the view of college teachers and administrators. The reason is that words, ideas, and research are the main forms of currency in academic life.” – Keith Hjortshoj, The Transition to College Writing (Boston: Bedford/St. Martin’s, 2001), 172.

1. Quoting or paraphrasing, without proper citation and acknowledgment, the published words, ideas, or work of another (including anonymous publications and online publications)
2. Submitting, as one’s own work, a paper, an oral presentation, or a visual presentation authored wholly or partially by someone else (including commercial services)
3. Borrowing and appropriating, without proper citation and acknowledgement, facts that are not matters of general knowledge, including all statistics, and translations, and/or the general idea or logic of another’s argument.

Providing False Information
1. Furnishing false information to the college for the purpose of obtaining special consideration or privilege (e.g., postponement of an examination or a deadline)
2. Misrepresenting source material or information or participating in the falsification or misrepresentation of citations
3. Falsifying laboratory data, notes, or results, or research data of any type, and presenting it as one’s work.

Process and Consequences
If a course instructor suspects that a student has violated this policy, the instructor will speak with the student, review appropriate materials, and reach a conclusion. If the instructor determines that a violation has occurred, the following process will apply:

1. The instructor will inform the student that he or she has violated the AIP and that the director of the Graduate School (DGS) and the vice president for academic affairs (VPAA) will be notified.
2. The instructor will impose an academic penalty at his or her discretion (e.g., 0 for the assignment without possibility of revisions, failing grade for the course, or other appropriate academic sanctions).
3. The instructor will send the DGS a concise written explanation of the violation and the penalty.
4. After reviewing the instructor’s explanation of the violation and penalty, as well as the student’s record of previous offenses, the DGS and/or VPAA will take the following additional action:
   a. for a first offense, the DGS and/or VPAA may supplement the instructor’s penalty with further action, up to and including suspension and permanent dismissal, after consultation with the instructor and the Academic Standards Committee. The DGS and/or VPAA may also meet with the student.
   b. for a second offense, the DGS and/or VPAA will impose a one-semester suspension. The DGS and/or VPAA may take further action, up to and including permanent dismissal, after consultation with the instructor and the Academic Standards Committee.
   c. for a third offense, the DGS and/or VPAA will impose a penalty of permanent dismissal from the College.
5. The DGS and/or VPAA will send the student official notification of the penalty for the violation (even if the penalty is solely that imposed by the instructor). The VPAA will send copies of this notification to the instructor and the student’s academic adviser.
6. A copy of the DGS and/or VPAA’s official notification to the student will be kept in the student’s academic file. If there is no second offense, this letter will be removed upon the student’s graduation. If there is a second offense, the letter will become part of the student’s permanent academic record.
7. Within 15 calendar days of the DGS and/or VPAA’s sending official notification of the penalty for the violation, the student may decide to appeal either the finding of a violation or the penalty for the violation.

Appeals Process
1. The student will send the DGS and/or VPAA written notification that he or she intends to appeal either the finding of a violation or the penalty for the violation.
2. The VPAA will ask the chair of the Academic Standards Committee to convene an Academic Integrity Review Board (AIRB), made up of the following:
   a. two members of the Academic Standards Committee, chosen by the committee
   b. the chair of the department or program in which the violation took place
   c. one other faculty member nominated by the student
d. the VPAA, in cases in which his or her decision is not being appealed.

3. One of the two participating members of the Academic Standards Committee will chair the AIRB.

4. When appearing before the AIRB, the student may bring an adviser who is a member of the campus community but who is not a member of the student’s family. The adviser may consult with the student during questioning by the AIRB, but the adviser may not participate in that questioning herself or himself.

5. The AIRB’s decision will be reached by majority (3/4 or 3/5) vote, using the standard of “more likely than not.”

6. Within 48 hours of the student’s appearance before the AIRB, the chair will send the student and the instructor official notification of the board’s decision.

7. If the student wishes to appeal the decision of the AIRB, he or she must do so within seven calendar days of the AIRB’s sending official notification of its decision. This appeal must be made in writing to the president of the College, whose decision will be final.

Additional Stipulations
A student may not withdraw from a class in which he or she has been charged with violating the College’s Academic Integrity Policy, unless he or she successfully appeals the finding that a violation has occurred. Charges of violating this policy may be brought by an instructor against a student who is not enrolled in the class affected by the violation.

Any member of the Westminster community, including students, staff members, faculty members, and administrators, may bring a charge for a violation of the College’s Academic Integrity Policy. If someone other than a course instructor wishes to bring a charge, he or she can initiate the process by contacting the course instructor, a department chair, or the VPAA.

Copies of all materials pertaining to violations, penalties, and appeals will be kept in the Office of Academic Affairs. The VPAA will send to the Academic Standards Committee a monthly report on the number and nature of violations of the policy.

TIME LIMITATIONS
All work for the master’s degree, including credits accepted by transfer, must be completed within a period of seven calendar years unless a student takes a leave of absence. Written appeals for extension of the time limit will be considered by the Director of the Graduate School.

WITHDRAWAL OR TRANSFER
A student wishing to withdraw or transfer from the College should start the process by making an appointment to see the vice president for student affairs for an exit interview. The purpose of the interview is to assess the student’s present status, to ascertain the reason for withdrawal or transfer, and to direct the student to the next steps to complete the process.

VOLUNTARY LEAVE OF ABSENCE
Students may, upon approval of the vice president for student affairs, elect to take a voluntary leave of absence from their studies at Westminster College. Students who are granted a leave of absence will be permitted to resume their studies subject to the same graduation and program requirements to which they were subject at the time they began their leave, and do not need to re-enter the admissions process if they meet the stipulated conditions for their return.

Any petition for such a leave of absence must be made in writing, and must include reasons to justify the leave. A Leave of Absence form is located in the Office of Student Affairs. A leave of absence will normally be granted only if the circumstances which warrant it are beyond the student’s control, and is not to exceed one semester (fall or spring).

MEDICAL LEAVE OF ABSENCE OR WITHDRAWAL (VOLUNTARY OR INVOLUNTARY)
When illness, injury, or a psychiatric disability occurs, a student or guardian may request, or the College may require, a medical withdrawal or medical leave of absence (MLOA) from the College. All medical withdrawals or leaves must be approved by the vice president for student affairs. Specific conditions to receive an MLOA or Medical Withdrawal, including the conditions for future re-admittance, are stipulated at the time of the withdrawal or granting of a leave of absence. These conditions may specify what professional medical documentation is required for the withdrawal to be granted, and/or a period of time for a leave. Before the student will be permitted to return to campus, the College may require a professional evaluation or assessment (at the student’s expense) stating the professional expert’s opinion that the student is now capable of meeting the academic and the social standards of the College (which are stated in the Westminster Student Code of Conduct). Students who are granted an MLOA or Medical Withdrawal will be given a “W” (withdrawal) for all courses in which the student was enrolled at the time of the MLOA or Medical Withdrawal.
Grievance Procedures for Involuntary Withdrawal
Refer to the information on “Involuntary Administrative Withdrawal” in the Student Handbook for additional information and grievance procedures related to a withdrawal that is not voluntarily initiated or accepted by the student.

RETURN TO CAMPUS PROCEDURES FOR LEAVE OF ABSENCE OR WITHDRAWAL
Students who have taken a leave of absence and desire to return to campus must complete a Return from Leave of Absence form, providing all required documentation. The form is available on the Student Affairs web page or in the Student Affairs office.

Students who wish to apply for readmission after Withdrawal or Suspension from the College must complete an Application for Readmission form. This form is available on the Office of the Registrar web page or in the Office of the Registrar, where the completed form must be returned along with a $200 registration deposit.

READMISSION FOR US ARMED FORCES MEMBERS
Students who take a leave of absence for service-related reasons will be readmitted with the same academic status as he or she had when last attending or being admitted to Westminster College.

State law requires college or university to grant a member of the Pennsylvania National Guard or other reserve component of the armed forces or the member’s spouse a military leave of absence from their education if he or she is called to active duty (other than active duty for training). The grade transcript for all classes shall show an “M” or “Military” to indicate that the military member or his/her spouse was unable to complete courses because of military service. A grade of “M” is not counted in a student’s GPA.

TRANSFER OF CREDITS FOR A MASTER’S DEGREE/CERTIFICATION
Graduate credit earned at other approved institutions may be accepted for transfer to Westminster College provided the credit has been completed within the six-year period established for the completion of all degree requirements. Acceptance of transfer credit either before or subsequent to admission to Westminster must have written approval by the director of the Graduate School. There must be prior approval to take transfer work while enrolled at Westminster. Work with a grade lower than a “B” will not be accepted. While transfer credits are accepted, more than half of coursework must be taken at Westminster.

Since each institution determines the conditions under which credits may be accepted, graduate students desiring to transfer Westminster credits to another institution should make previous arrangements with the institution concerned. Westminster cannot guarantee that its courses will be accepted for credit toward the master’s degree by any other college or university.

ADVISING
The director of the Graduate School and the program coordinator for each curriculum will function as advisers and will assist in the planning of a program of studies. Each student is responsible for planning a program in keeping with all requirements for graduation and certification. It is the student’s responsibility to contact and confer with the adviser concerning questions regarding the program. Regular advising emails and notices are distributed.

Students matriculated in the program as listed in previous catalogs will follow, as far as possible, the new program as described herein. However, in individual cases where it would present a hardship, students may be permitted to continue under their former program. It should be noted that changes in state certification requirements take precedence over information in this catalog.

MAXIMUM COURSE LOAD
A graduate student who carries three or more courses per semester is considered a full-time student. Four courses are the maximum load which any graduate student will be permitted to carry. The normal load for a graduate student working full time is one or two courses. Students should allow ample time for library research, project work, and cooperative assignments when planning their schedules.

AUDITING
A limited number of auditors may be permitted in certain courses. Before auditing is permitted, approval of the director of the Graduate Program and the instructor of the course must be obtained.

Individuals holding a baccalaureate degree who wish to audit graduate courses but who have not previously taken work at Westminster College must make application for such auditing through the Office of Graduate School and Adult Studies. No credit or grades will be given to a student auditing a course. The fee for auditing is $150 per course.

REGISTRATION
Late registration for a course must be completed before the class meets for a second time.
A graduate student who temporarily discontinues study must notify the director of the Graduate Program prior to registration in order to resume study. Graduate students will self-register for courses each term. Directions will be sent via email to students each term.

WITHDRAWALS
Withdrawing from a course, or from the program entirely, may have financial implications. The official withdrawal date is the key to determining the status of a withdrawal, and the impact on charges and financial aid. The official withdrawal date is determined and approved by the Graduate Program Office. It is the responsibility of the student to notify the Graduate Program Office of any intention to withdraw.

WITHDRAWING FROM CLASS
If a student withdraws from a class, but is still enrolled for the semester, the following chart indicates the financial implications. The student is responsible for notifying the Graduate Program Office in writing of their intention to continue.

100% On-Line Course or Blended Course That is Primarily Online

<table>
<thead>
<tr>
<th>Action:</th>
<th>Timing:</th>
<th>Financial Impact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/Drop</td>
<td>Prior to the completion of the fifth calendar day after the official start date of the course as determined by the College’s academic calendar and/or schedule of classes.</td>
<td>No fee</td>
</tr>
<tr>
<td>Withdraw</td>
<td>After the completion of the fifth calendar day after the official start date of the course as determined by the College’s academic calendar and/or schedule of classes.</td>
<td>100% course charges</td>
</tr>
</tbody>
</table>

If a student does not log in to an online class at all, or does not participate academically in the course (see below), the course would be considered dropped within the add/drop period, and there would be no fee for the course. Conversely, if it is demonstrated that the student academically participated in the course after the add/drop period, they would be responsible for the full course charges.

Rules for documenting academic participation are consistent with those prescribed under federal regulations for determining withdrawal from a course for federal financial aid purposes. Examples of academic participation are: submission of an assignment, submission of an exam, posting to an online study group or discussion forum, or contact with a faculty member to ask a question about the academic subject of the course.

Important Note Regarding Potential Impact on Financial Aid:
There may be financial aid implications when dropping or withdrawing from a course if you are no longer enrolled half time. Please contact the Financial Aid Office prior to withdrawing.

WITHDRAWING FROM THE PROGRAM
The following is Westminster College’s policy regarding withdrawal from the program:

Tuition and Mandatory Fees:
College fees are usually not returnable to students unless they withdraw from the College because of illness or reasons beyond their control. The date that the withdrawal is approved by the applicable College administrative office is considered the official date of withdrawal. Refunds, when allowed, will be calculated as follows:
Session Classes (Including Summer and Online):
A student taking a session course is considered to be withdrawn from the College under the following circumstances:

1. Withdrawal from a first session course occurs after the drop/add date, and the student does not provide written confirmation that he/she will attend the second session course in the same semester.

2. Withdrawal occurs after the drop/add date of the second session course.

In the first instance, tuition and mandatory fees will be prorated based on the number of calendar days prior to the official withdrawal date related to the first session course, divided by the total number of calendar days for the first session course.

In the second instance, tuition and mandatory fees will be prorated based on the number of calendar days prior to the official withdrawal date divided by the total number of calendar days for the semester. No refunds will be given once the semester is 60% completed.

Students who withdraw from the first session course after the drop/add period, and provide written confirmation that they will attend the second session course, are considered to still be enrolled at the College. In this case, the student will be charged full tuition and mandatory fees for the first session course and no proration will be performed on Federal Title IV Financial Aid.

Other College fees, generally, are not prorated. An administrative fee of 5% of actual charges (up to $100) will be assessed against the student’s account. Generally, no refund will be made where the withdrawal is required because of misconduct.

Federal Title IV Financial Aid:
If the withdrawing student has Federal Title IV Financial Aid, the Financial Aid Office is required by federal statute to recalculate eligibility for this aid.

If a student withdraws from a first session course after the drop/add date, and the student does not provide written confirmation that he/she will attend the second session course in the same semester, earned Federal Title IV Financial Aid will be calculated as follows: The number of calendar days prior to the official withdrawal date related to the first session course, divided by the total number of calendar days for the first session course.

If withdrawal occurs after the drop/add date of the second session course, earned Federal Title IV Financial Aid will be calculated as follows: The number of calendar days prior to the official withdrawal date related to both courses in the semester, divided by the total number of calendar days for both courses in the semester. If the withdrawal occurs after the semester is 60% completed, the student is deemed to have earned 100% of the Title IV Aid.

Students who withdraw from the first session course after the drop/add period, and provide written confirmation that they will attend the second session course, are considered to still be enrolled at the College. In this case, the student will be charged full tuition and mandatory fees for the first session course and no proration will be performed on Federal Title IV Financial Aid.

The percentage of unearned aid (100% - the percentage of earned aid determined in the applicable formula above) is applied to the total amount of the Title IV aid that could have been disbursed for the semester to determine that amount of aid that must be returned to the federal financial aid programs.

From time to time, the full amount of Title IV aid for which the student is eligible has not been fully disbursed when the withdrawal calculation is being performed. In such a case, if the student earned less than the amount of Title IV aid that was disbursed, both the institution and the student would be required to return a portion of the funds. If the student earned more than the amount of Title IV aid that was disbursed, the institution would owe the student a post-withdrawal disbursement of aid within 120 days of the student’s withdrawal.

Unearned aid is allocated to the appropriate federal aid program in the following order and must be returned by the institution within 30 days after the determination of the date of the student’s withdrawal:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- Federal Perkins Loans
- Federal Parent Plus Loans
- Federal Pell Grants
- Federal Supplemental Opportunity Grants
Westminster College and Other Financial Aid:
The formula that is used to calculate tuition will also be applied to Westminster College and other financial aid unless the source of the financial aid indicates another method of calculation is required.

ADD/DROP POLICY
Add/drop deadlines are published each semester by the registrar’s office and are enforced. Students are urged to keep these important dates in mind.

TUITION AND FEES (2018-2019) - M.ED. & CERTIFICATION STUDENTS
Degree seeking students are charged $1,383 per course, plus: $109.50 per course information technology fee, $75 per course distance education fee, and $51 per course academic enhancement fee.

Students seeking certification only are charged $1,383 per course plus an information technology fee of $46.50 per course.

Auditing fees are $150 per course.

Late Fees of $100 per occurrence will be assessed on any account with an outstanding balance on the following dates:

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>LATE FEE DATE</th>
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</thead>
<tbody>
<tr>
<td>Summer</td>
<td>July 15</td>
</tr>
<tr>
<td>Fall</td>
<td>Friday before the first day of class</td>
</tr>
<tr>
<td>Spring</td>
<td>February 15</td>
</tr>
</tbody>
</table>

A carrying charge for late payment may be assessed.

TUITION AND FEES (2018-2019) - MA STUDENTS
The tuition for graduate work is $1,639.50 per course, plus: $109.50 per course information technology fee, $75 per course distance education fee and $51 per course academic enhancement fee. Auditing fees are $150 per course.

Late Fees of $100 per occurrence will be assessed on any account with an outstanding balance on the following dates:

<table>
<thead>
<tr>
<th>SEMESTER</th>
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</tr>
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<tbody>
<tr>
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</tr>
<tr>
<td>Spring</td>
<td>February 15</td>
</tr>
</tbody>
</table>

TERMS OF PAYMENT

Statements and Payment Due Dates:
Monthly statements will only be made available to students online through CASHNet. Students are able to provide online access to student account information for parents and others through this service. CASHNet may also be used to make payments on a student account as described below. Information about CASHNet can be obtained from the Office of Business Affairs.

Payment due dates on student account billings are as follows:
Fall Semester Bill: Friday before the first day of class
Spring Semester Bill: January 10
Summer Semester Bill: June 30

Late Fees/Interest:
The College permits some additional time for loan proceeds, scholarships and payments to be posted before assessing late fees on student accounts. The application of the $100 late fee is assessed based on the following criteria:

Balance > $0 as of September 15 for fall
Balance > $0 as of February 15 for spring
Balance > $0 as of July 15 for summer
A late fee will not be assessed when there are scheduled travel course payments due after the “as of” date that determines assessment of late fees. However, a $100 late fee will be assessed if the payments are not made according to the payment schedule for the trip.

Interest at a rate of 12% per annum (1% per month) will be assessed on account balances outstanding at the end of the finals period, or upon the student’s separation from the College (graduation, withdrawal, leave of absence, suspension, expulsion, etc.), whichever is applicable. A courtesy letter will be sent approximately one week after the Business Office receiving notification of the separating event. Interest will then be assessed on the outstanding balance in the next billing period, approximately one month after the courtesy notification.

**Payment Methods:**

The Business Office accepts payments via cash, check, money order, and bank check at the window. All checks or money orders should be made payable to Westminster College. Credit card and ACH payments are accepted through CASHNet only. A teleprocessing fee will be charged on all credit card payments based on the amount charged. Wire transfer payments will be accepted on a limited basis on student accounts as approved by the Controller.

For those who wish to pay their accounts in installments, arrangements are available through an outside payment plan company. The company authorized by the College to offer such plans will be in contact with students and parents directly. Alternatively, information is available by contacting the Business Affairs, Admissions or Financial Aid Offices.

The Business Office reserves the right to require payment on certain student accounts via cash, bank check or money order only.

**Pre-Registration/Registration:**

Student account balances that are not paid in full by the late fee date, or throughout the semester as additional charges are incurred, will be placed on financial hold. While on hold, the student will not be permitted to register.

The Business Office will notify those students whose balance is greater than zero of the consequences with respect to pre-registration. This notification will be sent via U.S. mail, e-mail and/or another method deemed appropriate.

Check payments >$1,000 that are presented within two weeks prior to a pre-registration or registration period may be subject to verification with the bank for sufficiency of funds. Payments on accounts where there have been previous returned items will be verified for sufficiency of funds. Holds will not be released on the latter accounts until such verification takes place.

The Business Office will make every effort to release students from financial hold in a timely manner once payment in full is received on an account and verified when applicable. The student, once released from hold, would be able to register at times determined by the Registrar’s Office.

**Registered Students Attending Summer Classes:**

A student who was permitted to register for the fall semester may choose to attend summer classes at Westminster. The due date to pay summer charges is June 30. If the summer charges (along with any other charges related to previous semester(s) are not paid in full by July 31, the fall registration will be cancelled and the student will be unable to return to the College until the account balance is paid in full.

The Business Office will notify those students whose balance is greater than zero at June 30 of the consequences of non-payment for the summer (and/or previous) term. This notification will be sent via U.S. mail, e-mail and/or another method deemed appropriate.

**Grade/Transcript and Diploma Hold:**

If a student account has a balance greater than zero on the late fee date, or throughout the semester as additional charges are incurred, a financial hold will be placed on the account which prevents the student from receiving their grades, transcripts and if graduating, their diploma. These holds will remain on the student account until the balance is paid in full. Notification of the student account balance and the consequences with respect to grades, transcripts and diploma will be sent to those students whose balance is greater than zero. This notification will be sent via U.S. mail, e-mail and/or another method deemed appropriate.

Check payments that are presented to release a grade or transcript hold may be subject to verification with the bank for sufficiency of funds. Payments on accounts where there have been previous returned items will be verified for sufficiency of funds. Holds will not be released on the accounts until such verification takes place, and in the case of a transcript hold, the check clears the bank (which can take up to 14 days).
The Business Office will make every effort to release students from financial hold in a timely manner once payment in full is received on an account and verified or cleared, whichever is appropriate.

**Additional Consequences of Outstanding Prior Semester Balances:**
In addition to the above, students who are not registered and have unpaid prior balances will be unable to return to the dorms, participate in College activities, nor attend classes until the account balance is paid in full and the student is registered for classes. Please note that future financial aid cannot be used to cover balances from the previous semesters.

**Payments returned by Bank:**
Payments of any type (check, ACH, credit card, wire) that are returned by the bank for any reason will be subject to a $15 fee. The fee will be applied to the student account, when possible, upon notification by the bank (on-line or otherwise) of the returned item. The Business Office will attempt to make contact with the issuer of the check to resolve the returned item.

If the returned item permitted the release of a hold on a student account, the hold will be reinstated and additional holds may be added as deemed appropriate under the circumstances. If a payment permitted the student to pre-register, the student will be notified of the returned payment and given 7 days to resolve the unpaid item. If there is no resolution, the registration will be cancelled.

If the payment permitted registration for the semester currently underway, the student will be notified of the returned payment as soon as practicable and will no longer be permitted to attend class, nor participate in College related activities. A maximum of 7 days will be given to resolve the returned payment during the regular academic year, and a maximum of 3 days during the summer semester. The student will also be notified by the appropriate College offices of their status and next steps in accordance with procedures specified in the Handbook for Students, College catalogue and other institutional policies.

**Pre-Payment Hold:**
A prepayment hold requires that arrangements for full payment for a semester be in place prior to registration for that same semester. The following accounts will qualify for prepayment holds:

1. Account previously sent to a collection agency.
2. Accounts previously in the College’s internal collections process.
3. Accounts currently classified as delinquent that are in internal collections.
4. Accounts with habitual returned payments (3 or more).
5. Accounts for students whose registration was cancelled in any semester for financial reasons.
6. Foreign student accounts.

**Internal and External Collections:**
Outstanding balances remaining on a student account as of the last day of the finals period (subsidiary code “OB”), and/or upon separation from the College (subsidiary code “DL”), are subject to the following collection procedures. Students on a leave of absence or stop-out will be classified as “OB”. At the end of each semester thereafter, the status will be reviewed to determine if the subsidiary code should be changed. In any case, the status will be changed to “DL” after one year from the delinquency date if a balance remains unpaid and no payment arrangements have been made. All applicable holds will remain on the student account during the pre-collections and collections process:

**Internal Collections:**
1. A courtesy letter will be sent approximately one week after the last day of finals or approximately one week after the Business Office receives notification of separation from the College. The delinquency date will correspond to the last day of finals in the case of students expected to return, and to the separation date for students not returning. Charges that occur after the delinquency date for the period of attendance (printing, student affairs fines, etc.) will have the same delinquency date as other charges for that period.
2. Interest will be assessed on the outstanding balance as described above, approximately one month after the courtesy notification is sent to the student.
3. Three monthly statements will be sent to the address on file, along with a letter.
4. If there is no response from sending the statements, up to three additional monthly letters will be sent to the address on file in an effort to collect the outstanding balance and/or to make payment arrangements with the debtor prior to sending the
account to an external collections agency. The third letter will contain a deadline for response to avoid the account going to a collections agency.

5. If the College is successful in obtaining a response from the debtor, payment arrangements may be discussed for the account. All agreements on payment arrangements will be documented on a promissory note which is signed by the debtor.

6. If a payment arrangement is not followed as agreed, the pre-collections process will be reactivated at the point it left off prior to the arrangement being made. If the account reached the point of being sent to external collections prior to the arrangement, the College will make one last effort to contact the debtor prior to sending the account to external collections.

7. Students who wish to return will not be permitted to move into the dorms, participate in College activities, nor attend classes until the account balance is paid in full. If the previous balance is paid by the Friday before classes resume for the new semester, the account will be taken out of internal collections and the student will be permitted to register (assuming that there are no additional holds). Payments received within ten days of the start of the new semester must be made via certified check, money order or via CASHNet (credit card and ACH).

**External Collections:**
If the internal collections process is unsuccessful, external collections agencies will be utilized to assist in collecting the outstanding balance. All collections fees will be added to the outstanding balance on the student account and will be the responsibility of the debtor. Generally, the account will be placed in first collections for approximately one year. If the effort is unsuccessful, the account will be returned to the College. The Business Office will make one attempt to reach the debtor prior to the account being entered into second collections. If that effort is unsuccessful, the account will be turned over to second and then to third collections for approximately one year each. The College reserves the right to continue collections efforts beyond third collections.

**STUDENT FINANCIAL ASSISTANCE**
There are several sources of financial aid available to graduate students in the M. Ed. program.

**Joseph R. Henderson Scholarship**
The Joseph R. Henderson Scholarship, sponsored by Phi Delta Kappa, is available to a first-year graduate student. The scholarship, which is non-renewable, is $500 and is applicable to tuition only. Application forms and further information are available from the Office of Adult and Graduate Studies.

**Bill & Ruth McCauley Scholarship Fund**
The Bill & Ruth McCauley Scholarship is available to a graduate student who is pursuing a career in the Counselor Education Program. Application forms and further information are available from the Graduate School office.

**M. Elaine Willson Memorial Scholarship Fund**
The M. Elaine Willson Memorial Scholarship is available to a graduate student who has earned at least 15 credits toward a graduate degree and maintained a GPA of 3.5 in graduate study. Preference is given to graduate students with nursing backgrounds who have an interest in teaching, counseling or education related fields and have demonstrated financial need. Application forms and further information are available from the Graduate School office.

**LOAN PROGRAMS**
A number of educational loan programs are available to assist students in meeting their costs of attendance. A Free Application for Federal Student Aid (FAFSA) and a Westminster College Application for Financial Aid must be on file before a student will be certified for a student loan. Only those students enrolled at least a half-time basis in a degree-granting program are eligible for educational student loans. “Provisional” or “Conditional” graduate students are not eligible for the Federal Direct Stafford Loan. Half-time enrollment is generally defined as taking a minimum of two graduate courses per semester. Contact the Office of Financial Aid for more complete details of minimum enrollment criteria for loan recipients for summer session. Students who already earned a master’s degree and are enrolled in courses for guidance counselor, principal or superintendent certification are not eligible for Federal Direct Stafford loans.

**Federal Direct Stafford Loan**
The Federal Direct Stafford Loan provides the potential for graduate students to borrow up to $20,500 in unsubsidized Stafford loans per academic year.
Private, Nonprofit Loans
There are a number of privately funded loan programs that provide funds to credit worthy students. Although the interest rates and terms are not as generous as the Federal Direct Stafford Loan, some students may be interested in this type of borrowing opportunity.

For more information contact:
Financial Aid Office
Westminster College
319 S. Market St.
New Wilmington, PA 16172
(724) 946-7102

SUMMER SESSION
Westminster's Graduate School offers two Summer Sessions which generally run from mid May to mid-July.

LIBRARY
A wide range of information resources and technologies are offered through Library and Information Services. RALPH McGILL MEMORIAL LIBRARY provides access to online and traditional print academic resources that are carefully selected based on Westminster's unique curriculum. All of the library's online resources are available from off-campus locations with a valid Westminster username and password. If you need print resources and/or DVDs from the library's collection, email mcgillill@westminster.edu with the full citation information and/or links to the WISE page. The Library is also home of the LIS HELP DESK, which provides both library and technology support to the campus. If you need assistance with your Westminster account or any other technological issues, email us at lishelp@westminster.edu.

TRANSCRIPTS OF CREDITS
Students desiring transcripts of credits for courses completed at Westminster College may write to the Registrar, Westminster College, 319 S. Market St., New Wilmington, PA 16172-0001, (and include the following) or make such a request online.
1. Full name (including maiden name)
2. Address
3. Dates of attendance (inclusive)
4. Date of graduation/program completion
5. Name and address to whom transcript should be mailed
6. Signature
Requests may be made online at www.westminster.edu. Click on the Academics tab, then Registrar and click on Requesting Transcript.

CERTIFICATION REQUIREMENTS FOR M. ED. STUDENTS
Westminster College Graduate School is standards-based. A student must demonstrate the competencies developed by the program area to be recommended for certification. The practicum and internship courses provide the student with opportunities to demonstrate these competencies. A grade of less than a “B” in a practicum course indicates the student has not demonstrated the program competencies at a level necessary to be recommended for certification. When recommendation for certification is denied, appeals should be directed to the Graduate Committee. Denial on the basis of a letter grade is not subject to appeal.

All candidates for certification below the level of assistant superintendent must pass the comprehensive examination at either the degree level or the certification level. The College reserves the right to require examination at both levels.

It is the student’s responsibility to make application for certification. Applications for certification in Pennsylvania must be made using the PA Department of Education Teacher Information Management System (TIMS). Instructions can be found online at http://www.westminster.edu/admissions/graduate/pdf/tims_instructions.pdf and more information at the PDE website under Teachers and Teacher Certifications. Applications for certification in Ohio may be obtained by calling (614) 466-3593 or inquiring through the Ohio Department of Education website.

CERTIFICATION AND PROFESSIONAL DEVELOPMENT

PENNSYLVANIA
Instructional I
The Instructional I Certificate is valid for a period of six years of teaching in Pennsylvania and is not renewable. College credit acceptable for conversion to the Instructional II Certificate must be earned at an approved degree-granting institution. All credits must be earned subsequent to the conferring of the bachelor's degree. Students will be required to pay an application fee. The application for conversion must be processed by the appropriate school district.
**Instructional II**
The Instructional II Certificate is a certificate issued to an applicant who shall have completed three years of satisfactory teaching on an Instructional I Certificate attested to by the superintendent of the school district in which his or her most recent service was performed; or in the case of an intermediate unit, the executive director; or in the case of an approved non-public school, the chief school administrator. In addition, the applicant shall have completed 24 credit hours of advanced study.

**Professional Development**
In order to maintain the validity of a certificate, practicing educators must engage in continuing professional development. The Commonwealth requires 180 hours every five years to meet the requirements of Act 48. Two graduate courses constitute 180 hours toward Act 48 credit.

**STATE Examination for Certification/Licensure**
In addition to meeting the College’s program requirements, candidates for certification must pass the appropriate sections of the STATE Series Examinations as dictated by the Pennsylvania Department of Education or the Ohio Department of Education.

To obtain the latest testing requirements and scores needed for certification, please check the Praxis website for the current Pennsylvania or Ohio requirements at [http://www.ets.org/praxis](http://www.ets.org/praxis)

**Important PRAXIS Information for Graduate Students**
All candidates must report scores to:
1) Westminster College (R2975) **AND**
2) Pennsylvania Department of Education (R8033)

**OHIO**
Graduate courses at Westminster College may be used for professional and licensure purposes in the state of Ohio. Students should consult with the school district personnel office or the Ohio Department of Education. All certification/licensure decisions for Ohio are made by the ODE.

**CERTIFICATION/LICENSURE**
The College establishes requirements for the master’s degree but the Commonwealth of Pennsylvania and the State of Ohio establish requirements for certification. Therefore, in matters of certification, commonwealth or state analysis, decisions, or changes take precedence over the information in this catalog.

**PROFESSIONAL DEVELOPMENT CENTER**
The purpose of the Professional Development Center is to provide resources and counsel to assist Westminster students and alumni in making career choices and employment searches. The PDC is located on the second floor of McKelvey Campus Center. For more information, visit [http://www.westminster.edu/campus/services/professional-development-center](http://www.westminster.edu/campus/services/professional-development-center).

**ALUMNI ASSOCIATION**
The Westminster College Alumni Association was chartered and registered by the Commonwealth of Pennsylvania in October 1931. The object of the association, as stated in the charter, is threefold: to establish relations between Westminster and her alumni, former students and other friends; to promote systematic giving for College purposes by members of the association; and to advance the interests of the College in whatever ways possible. The Alumni Association offices are located in the Wiley Alumni House. For more information, visit [www.westminster.edu/alumni](http://www.westminster.edu/alumni).

**PHI DELTA KAPPA**
A continuing interest in its graduates is shown by Westminster through its campus chapter of Phi Delta Kappa, an international professional fraternity in education. Initiation is by invitation only. Only individuals showing unusual promise of success in educational careers are elected to membership. Phi Delta Kappa aims at promotion and improvement of free public education through a continuing interpretation of the ideals of research, service, and leadership. The Westminster College Chapter provides several meetings a year for professional enrichment and fellowship and sponsors conferences to which educators in the surrounding area are invited. Phi Delta Kappa also funds the Joseph R. Henderson Scholarship.
ENRICHMENT COURSES

To address the concern for the broad general academic background for educators, Westminster College includes enrichment studies in its program which are designed to introduce the student to areas which may not have been included in undergraduate work. Enrichment courses taken would be in addition to all other course/program requirements.

Enrichment courses are available in several disciplines; they may be taken at any time in the student’s program:
- Computer Science
- English 910 - 929
- History
- Sociology

Enrichment courses are included in these disciplines but not exclusive of other disciplines.

ONLINE COURSES

Westminster College Graduate School has gained approval from Middle States Commission on Higher Education to offer online courses leading to a Master of Education degree and/or certification as an elementary-secondary school counselor, special education specialist, school principal K-12, and special education with reading (dual certification), and a general education master’s degree.

COMPLAINTS/CONCERNS

Westminster College Graduate School believes concerns and/or complaints should be addressed and/or resolved at the lowest possible level and that there should be a clearly defined procedure for said purposes. Further, that said procedure be published in the Graduate Catalog and given to all incoming graduate students.

Said procedure:
1. Discuss the matter with the faculty member of the course,
2. Discuss matter with the program coordinator of the program in which the course is located,
3. If the matter is still not resolved, seek redress with the Director of the Graduate School.
SPECIAL EDUCATION & READING SPECIALIST

The Special Education & Reading Specialist Program is designed to develop the requisite knowledge and appropriate skills to work with students with disabilities in K-8.

The program is particularly designed for those who seek to hold the master’s degree, reading specialist certificate and/or the special education certificate. The reading specialist may: 1) work directly or indirectly with students in elementary through developmental reading at the college level who have not thrived with general classroom instruction and/or, 2) work in the capacity of resource teacher and curriculum adviser and/or, 3) work with teachers, administrators, and other professionals as a literacy coach, supervisor, or professional developer to enhance and coordinate the total reading program in a school or district.

The reading specialist is a professional career course that can lead toward careers as a reading coach, a district literacy leader, curriculum coordinator, supervisor or director and with additional credentials, a principal. In addition, positions can be available at the state level as a language arts adviser and/or with a doctorate, a university professor in elementary education or reading methods.

Reading courses examine the current reading research and psycholinguistic contributions to literacy and mediate these new directions in the light of the practical and proven. The program reflects the recommendations of the International Reading Association, the National Council of Teachers of English, and is approved by the Pennsylvania Department of Education.

Pennsylvania requires PRAXIS Examinations for certification.
**WESTMINSTER COLLEGE**

**M.ED. AND CERTIFICATION IN SPECIAL EDUCATION PREK-8 & READING SPECIALIST K-12**

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**Requirements for Master of Education in Special Education & Reading Specialist**

36 Semester Hours

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>REA 810</td>
<td>Language and Literacy in Preschool and Elementary</td>
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<tr>
<td>REA 820</td>
<td>Language and Literacy in Middle/Secondary and Beyond</td>
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<td>EP 820</td>
<td>Special Education for School Leaders</td>
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<tr>
<td>SED 714</td>
<td>High Incidence and Low Incidence Strategies (30 Hr. Practicum)</td>
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<tr>
<td>ED 940</td>
<td>Research</td>
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<td>REA 850 or SED 712</td>
<td>Assessment</td>
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<td>SED 711</td>
<td>Legal Issues in Special Education</td>
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<td>SED 702</td>
<td>Behavior Management/(ABA) Applied Behavior Analysis</td>
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<td>REA 830</td>
<td>Advanced Children's and Young Adult Literature</td>
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<td>REA 860</td>
<td>Leadership in School Literacy Program</td>
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<td>EP 740</td>
<td>Human Development</td>
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<tr>
<td>ELL 710</td>
<td>English Language Learners</td>
<td></td>
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</tbody>
</table>

**Practitioner Research Report** — Successful completion of Practitioner Research Report

**PECT Exam** — Pass both modules of PreK - 8 and Special Education

**PDE Application** — Submission of PDE Certification Application on PDE TIMS

**QPA for program 3.0 or higher for admission and completion**

*For the most current information on PA PRAXIS requirements, go to http://www.ets.org/praxis/pa/requirements.*

<table>
<thead>
<tr>
<th>Transfer Credit</th>
<th>Course Replaced</th>
<th>Completed</th>
<th>Grade</th>
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Revised September 2018
Requirements for Certification only as Reading Specialist K-12

For those already holding a bachelor degree in education and holding a valid OH or PA teacher’s certificate/license

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Completed</th>
<th>Planned</th>
</tr>
</thead>
<tbody>
<tr>
<td>REA 810* #</td>
<td>Language and Literacy in the Preschool and Elementary School</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REA 820* #</td>
<td>Language and Literacy in the Middle/Secondary School and Beyond</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REA 830* #</td>
<td>Advanced Children’s and Young Adults Literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REA 850* #</td>
<td>Linking Assessment and Instruction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REA 860* #</td>
<td>Leadership in School Literacy Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SED 704 #</td>
<td>Seminar in Reading Strategies for Special Ed (Practicum 30 hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REA 980 #</td>
<td>Practicum in Reading</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: For PA Certification, if no previous coursework in English Language Learners has been completed, Act 49 course ELL 710 is required.

The program meets certification requirements in Pennsylvania. The program is designed to meet Ohio licensure requirements, but licensure is subject to changing Ohio standards, ODE transcript analysis, and testing requirements. In some cases, additional coursework may be required to meet state standards.

For more detailed information, consult the Reading Specialist Advising Handbook.

*PA Students who hold a BS in Education and a valid OH teaching license who wish to add Reading Specialist Endorsement to their existing teaching license in Ohio will need to take the five courses indicated above by asterisks and pass the Ohio state reading tests, Ohio Assessments for Educators for Reading 038 and 039.

*Ohio Students who hold a BS in Education and a valid OH teaching license who wish to add Reading Specialist Endorsement to their existing teaching license in Ohio will need to take the five courses indicated above by asterisks and pass the Ohio state reading tests, Ohio Assessments for Educators for Reading 038 and 039.

#PA Students who hold a BS in Education and a valid teaching certificate need to take the seven courses by above # and pass the PA Praxis Reading Test #5301 to obtain a PA Reading Specialist certificate PK-12.

Revised September 2018

*The Pennsylvania Department of Education has approved Westminster College for graduate M.Ed. programs in reading and special education.*
WESTMINSTER COLLEGE  
SPECIAL EDUCATION  
PREK-8 CERTIFICATION ONLY FOR PA/OH

Name ___________________________ Date ___________________________
Address ___________________________ ___________________________ ___________________________ ___________________________
(Street) (City) (State) (Zip)
Preferred Phone ___________________________ Email ___________________________

Requirements for Special Education PreK-8 Certification Only
24 Semester Hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Completed</th>
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</tr>
</thead>
<tbody>
<tr>
<td>EP 820</td>
<td>Exceptional Children &amp; Individual Differences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SED 714</td>
<td>High Incidence and Low Incidence Strategies</td>
<td></td>
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<tr>
<td></td>
<td>(30 Hr. Practicum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EP 740</td>
<td>Human Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SED 704</td>
<td>Seminar in Reading Strategies for Special Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(30 Hr. Practicum)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELL 710</td>
<td>English Language Learners</td>
<td></td>
<td></td>
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<tr>
<td>SED 712</td>
<td>Seminar in Assessment for Special Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(30 Hr. Practicum)</td>
<td></td>
<td></td>
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<tr>
<td>SED 711</td>
<td>Legal Issues in Special Education</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SED 702</td>
<td>Behavior Management/(ABA) Applied Behavior Analysis</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PECT Exam — Pass both modules of PreK - 8 and Special Education
PDE Application — Submission of PDE Certification Application on PDE TIMS
QPA for program 3.0 or higher for admission and completion

*For the most current information on PA PRAXIS requirements, go to http://www.ets.org/praxis/pa/requirements.

Transfer Credit Course Replaced Completed Grade


The programs in administration are designed to develop those competencies for principals and superintendents which will enable them to work with other professional personnel in designing and carrying out effective programs in elementary, middle, and secondary schools. These competencies are further developed under program approval guidelines which describe the role of the administrator in the following general areas: 1) as an advocate for elementary, middle, and secondary education; 2) as an educational leader; 3) as an educational supervisor; 4) as a coordinator of relations among community and professional staff; 5) and as an executive administrator.

Studies are centered around research-oriented discussions, class activities, field experiences, personal study, and written work. Instructional certification and experience is a prerequisite. The program meets certification requirements in Pennsylvania. The educational leadership programs were developed in accordance with the standards of the National Associations of Elementary and Secondary Principals and the American Association of School Administrators. After the completion of 10 specified courses, the master’s degree may be granted.

Standards for administrative certification adopted by the Pennsylvania State Board of Education mandate an assessment of leadership potential. Students are required to have such assessments completed prior to admission to an administrative program. The assessment must be from at least two administrators under whom the candidate now works or has worked. The assessments are required for admission and become an element in planning the student’s program.

A student holding an elementary or secondary principal certificate and desiring K-12 certification must complete additional courses and/or appropriate experiences prescribed. The College reserves the right to deny credit for obsolescent coursework.

The appropriate PRAXIS or state examination is required for certification/licensure in Pennsylvania and/or Ohio.

The programs are also designed to meet Ohio licensure requirements but licensure is subject to changes in Ohio standards and ODE transcript analysis. In some cases additional coursework may be required to meet state standards.
### Requirements for the Master of Education Degree in School Principal K-12 with Certification

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Completed</th>
<th>Planned</th>
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<tbody>
<tr>
<td>ED 710</td>
<td>History and Philosophy of Education</td>
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<tr>
<td>EP 740</td>
<td>Human Development</td>
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<tr>
<td>ED 940</td>
<td>Research</td>
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<tr>
<td></td>
<td><strong>1 OF THE ABOVE 3 COURSES</strong></td>
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<tr>
<td>EAD 810</td>
<td>School and Community Relations</td>
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<tr>
<td>EAD 826</td>
<td>Curriculum and Instruction</td>
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<td></td>
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<tr>
<td>EAD 830</td>
<td>Principles of Educational Leadership</td>
<td></td>
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<tr>
<td>EAD 840</td>
<td>Supervision of Curriculum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAD 850</td>
<td>School Law</td>
<td></td>
<td></td>
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<tr>
<td>EAD 860</td>
<td>Public School Finance and Economics</td>
<td></td>
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<tr>
<td>EP 810</td>
<td>Assessment and Data Analysis</td>
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<tr>
<td>EP 820</td>
<td>Special Education for School Leaders</td>
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<tr>
<td>SED 711</td>
<td>Legal Issues in Special Education</td>
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<tr>
<td>EAD 980</td>
<td>Internship in School Administration</td>
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</table>

**Practitioner Research Report** - Successful completion of WC Practitioner Research Report

**State Exam**
- PA students: SLLA 6011; OH students: OAE

### Transfer Course Replacements

<table>
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<tr>
<th>Transfer Credit</th>
<th>Course Replaced</th>
<th>Completed</th>
<th>Grade</th>
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</table>

The program meets certification requirements in Pennsylvania. The program is designed to meet Ohio licensure requirements, but licensure is subject to changing Ohio standards, ODE transcript analysis, and testing requirements. In some cases, additional coursework may be required to meet state standards.

For more detailed information, consult the Principal Program Handbook.

*For the most current information on PA or OH PRAXIS requirements, go to [http://www.ets.org/praxis/pa/requirements](http://www.ets.org/praxis/pa/requirements) or [http://www.ets.org/praxis/oh/requirements](http://www.ets.org/praxis/oh/requirements).

Updated September 2018
WESTMINSTER COLLEGE
M.ED. - SCHOOL PRINCIPAL K-12 WITHOUT CERTIFICATION

Name ___________________________ Date ____________

Address ____________________________________________
(Street) (City) (State) (Zip)

Preferred Phone ___________________________ Email ___________________________

Requirements for the Master of Education Degree in School Principal K-12
30 Semester Hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Completed</th>
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<tbody>
<tr>
<td>ED 710</td>
<td>History and Philosophy of Education</td>
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<tr>
<td>EP 740</td>
<td>Human Development</td>
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<td>ED 940</td>
<td>Research</td>
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<td><strong>ALL OF THE ABOVE 3 COURSES</strong></td>
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<td>Curriculum and Instruction</td>
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<tr>
<td>EAD 830</td>
<td>Principles of Educational Leadership</td>
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<tr>
<td>EAD 840</td>
<td>Supervision of Curriculum</td>
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<tr>
<td>EAD 850</td>
<td>School Law</td>
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<tr>
<td>EAD 860</td>
<td>Public School Finance and Economics</td>
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<td>EP 810</td>
<td>Assessment and Data Analysis</td>
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<td>EP 820</td>
<td>Special Education for School Leaders</td>
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<td></td>
<td><strong>7 OF THE ABOVE 8 COURSES</strong></td>
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Practitioner Research Report – Successful completion of WC Practitioner Research Report

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The program meets certification requirements in Pennsylvania. The program is designed to meet Ohio licensure requirements, but licensure is subject to changing Ohio standards, ODE transcript analysis, and testing requirements. In some cases, additional coursework may be required to meet state standards.

For more detailed information, consult the Principal Program Handbook.
*For the most current information on PA or OH PRAXIS requirements, go to http://www.ets.org/praxis/pa/requirements or http://www.ets.org/praxis/oh/requirements.

Updated April 2015
WESTMINSTER COLLEGE

POST - MASTER’S SCHOOL PRINCIPAL K-12 (CERTIFICATION ONLY)

Name _______________________________ Date ______________________
Address ________________________________
                     (Street)    (City)    (State)   (Zip)
Preferred Phone __________________________ Email _______________________
Master’s Degree from __________________________ Year ____________________

Requirements for Certification only in School Principal K-12
For those already holding a master’s degree in education
24 Semester Hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EAD 810</td>
<td>School and Community Relations</td>
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<td></td>
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<tr>
<td>EAD 830</td>
<td>Principles of Educational Leadership</td>
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<td>EAD 826</td>
<td>Curriculum and Instruction</td>
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<tr>
<td>EAD 840</td>
<td>Supervision of Curriculum</td>
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<tr>
<td>EAD 850</td>
<td>School Law</td>
<td></td>
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<tr>
<td>EAD 860</td>
<td>Public School Finance and Economics</td>
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<tr>
<td>EP 820</td>
<td>Special Education for School Leaders</td>
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<tr>
<td>EAD 980</td>
<td>Internship in School Administration</td>
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Transfer Course Replaced

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<th>Grade</th>
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The program meets certification requirements in Pennsylvania. The program is designed to meet Ohio licensure requirements, but licensure is subject to changing Ohio standards, ODE transcript analysis, and testing requirements. In some cases, additional coursework may be required to meet state standards.

For more detailed information, consult the Principal Program Handbook.

*For the most current information on PA or OH PRAXIS requirements, go to http://www.ets.org/praxis/pa/requirements or http://www.ets.org/praxis/oh/requirements.

Updated September 2018
WESTMINSTER COLLEGE
SUPERINTENDENT/IU DIRECTOR REVIEW SHEET

Name___________________________________________________Date______________________________
(Last)  (First)  (Middle)
Address__________________________________________________________________________________
(Street)                  (City)    (State)   (Zip)
Preferred Phone ___________________________________Email___________________________________

Requirements for PA/OH School Superintendent Post-Masters
18 Semester Hours

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
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<tr>
<td>EAD 900</td>
<td>The Superintendency — Strategic Leadership</td>
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<td></td>
</tr>
<tr>
<td>EAD 901</td>
<td>Business Affairs and Resource Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAD 902</td>
<td>Strategic Planning: Environment for Student Achievement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAD 903</td>
<td>Collective Bargaining and Human Resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAD 970</td>
<td>Topics in School Leadership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EAD 990</td>
<td>Internship: Superintendent</td>
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</table>

Requirements for PA IU Executive Director
PA Chapter 49.182 requires 40 Semester Hours of post-masters graduate study.
List post-master’s graduate credit courses taken at college/universities other than Westminster College.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Completed</th>
<th>Planned</th>
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</table>

PA students should apply online for letters of eligibility to the Pennsylvania Department of Education at www.pde.state.pa.us and then click on Certification, then click on TIMS, then click on Certificates for Administration, Supervisory and Superintendent. Note: PA students must take and pass the PA state SSA 6021 test prior to applying for Letter of Eligibility for School Superintendent.

OH students should apply online to the Ohio Department of Education at www.ode.state.pa.us and then click on Educator Licensure, and then click on Apply for a new license. Note: OH students must take and pass the Ohio state Pearson test prior to applying for state license.

For more detailed information, consult Westminster’s Superintendent Program Handbook.

Revised Nov. 2016
COUNSELOR EDUCATION

MASTER OF EDUCATION PROGRAM
The purpose of the program in counselor education is to prepare competent school counseling professionals who possess the knowledge, skills, and attitudes necessary to work effectively with students, teachers, administrators, families, and community agencies. To this end, coursework and field experiences have been designed that permit students to grow professionally and personally in a challenging learning environment. Graduates of the program will be prepared to provide culturally relevant and ethically sound counseling, coordination, consultation, and classroom guidance activities. The master’s degree program and the post-master’s course of study are aligned with Pennsylvania certification and Ohio licensure requirements. The program is approved by the Pennsylvania Department of Education for elementary and secondary school counselor certification. Passing PRAXIS examination scores are required for Pennsylvania certification and Ohio licensure as a School Counselor. See page 18.

According to the PA Department of Education guidelines, “Professional school counselor training programs need to be comprehensive and delivered through a combination of university classroom and school-based settings. While some online courses may be a component of the program, programs that are delivered completely online will not be approved. Please note: most classes are offered in an online format, however, there are classes in each sequence where a face-to-face component is required. Refer to the course review sheets for a list of those classes.

Westminster College Counselor Education Program Statement: The counselor education program prepares counselors to serve students, school staff, families, and the community at large. To be prepared to work with these constituents effectively, students must be able to perform adequately in academic work, conduct themselves in an appropriate interpersonal manner, and be open to opportunities for personal exploration and growth. A student’s continuation in the program may be delayed if his or her academic performance, interpersonal or emotional well-being interferes with learning or the operation of the program. (From the Counselor Education Advising Handbook)

Adaptations and Accommodations for Diverse Learners
Due to regulatory changes in Chapter 49-2 of the Commonwealth of Pennsylvania Code governing teacher preparation regarding Adaptations and Accommodations for Diverse Learners, the following is required of all Reading Specialist and Counselor Education students.

a. Evidence of successful completion of these prerequisites must be submitted and approved by the Graduate School for students applying for certification on and after Jan. 1, 2013. Westminster courses meeting these requirements are listed below.
b. Students who believe that they have completed these prerequisites before admission to the Graduate School must submit appropriate evidence to the Graduate School (Thompson-Clark 208) to be evaluated and approved.
c. Students with deficiencies in these prerequisites must successfully complete the following coursework described below before the application for Pennsylvania certification can be processed.

MASTER OF ARTS PROGRAM
Students in Master of Arts Counseling program can choose from one of our three high-quality, hands-on programs leading to professional positions as counselors. They benefit from engaging professors and small classes.

Each of the degree programs shares a common core of coursework in basic knowledge, including an introductory course for their degree program. Each specialty program offers a selection of coursework and field experience.

In addition to our three degree programs, the Department of Counseling and Development offers Post-Master’s Endorsements for the individuals who have already graduated with a master’s degree in a related field and who wish to complete coursework in one or more of our degree programs without completing another degree.

PROGRAM HIGHLIGHTS
The Master of Arts degree in Clinical Mental Health Counseling is designed to prepare students for work in community mental health agencies, residential treatment facilities, hospitals, elementary and secondary schools, and offers:

• Small class sizes, which allow faculty to work intensively with students.
• Faculty who are engaging, student-centered, and highly committed to teaching.
• A 60 credit-hour program.
• Graduates are eligible for the National Certified Counselor or credential (NCC) and are license-eligible in Pennsylvania as an LPC.
• A small, safe campus environment.
ADMISSIONS REQUIREMENTS
Applicants must submit the following materials along with a completed online graduate application and non-refundable application fee:

1. A minimum undergraduate grade point average of 3.0 to be considered for unconditional admission. Undergraduate degrees from any discipline are acceptable.
2. Students with a grade point average below 3.0 must submit official Graduate Record Examination (GRE) or Miller Analogies (MAT) scores.
3. A written statement indicating their interest in the program, experience, and career goals (please see prompt on application).
4. Two academic recommendation forms from a former or current college or university faculty member with knowledge of the applicant’s academic aptitude, suitability for intended program area, and ability to form interpersonal relationships.

Selected applicants will be invited for an on-campus, phone or online interview.

CLINICAL MENTAL HEALTH COUNSELING PROGRAM (60 CREDITS)
The Master of Arts in Clinical Mental Health Counseling is a 60 credit-hour program that leads to eligibility for Pennsylvania. Graduates are qualified for employment in a variety of settings including hospitals, residential treatment facilities, and community mental health agencies. There are different concentrations in this program include: adult, child/adolescent, and school concentrations. School counseling students are also eligible for certification as a Professional School Counselor in Pennsylvania or Ohio.

SPECIALTY AREAS OF STUDY
Students may choose from one of three areas of specialty. School Counseling students will be eligible for both certification in School Counseling in the State of Pennsylvania or Ohio as well as the LPC license in the State of Pennsylvania, following required post-master’s hours and completion of the National Exam (CPCE or NCE). Students in the Adult or Youth Counseling specialties are eligible for the LPC in Pennsylvania or Ohio, following required post-master’s hours and completion of the National Exam (CPCE or NCE).

1. School Counseling
2. Adult Counseling
3. Youth Counseling

CORE CURRICULUM
Basic Coursework (21 Credit Hours):

- CE 810 – Foundations of Counseling
- CE 890 – Counseling Theories and Practice
- ED 940 – Research
- EP 740 – Human Development
- CE 811 – Ethics
- CE 840 – Career Development
- EP 810 – Assessment and Data Analysis

Advanced Coursework (18 Credit Hours):

- CE 850 – Techniques of Counseling
- CE 830 – Group Counseling
- CE 910 – Advanced Multicultural Counseling
- CE 812 – DSM Diagnosis
- CE 815 – Family Counseling
- CE 814 – Counseling Supervision Theory and Practicum

Specialized Elective Coursework (3 Credit Hours):

- CE 703 – Trauma and Crisis Intervention
  or
- CE 704 – Rural Health and Tele-Counseling
CONCENTRATION COURSEWORK
Adult Counseling (6 Credit Hours)

   CE 701 – Advanced Adult Counseling I
   CE 702 – Advanced Adult Counseling II

or

School Counseling (6 Credit Hours)

   CE 820 – Primary and Secondary School Counseling
   CE 821 – Advanced School Counseling

or

Youth Counseling (6 Credit Hours):

   CE 705 – Advanced Youth Counseling I
   CE 706 – Advanced Youth Counseling II

FIELDWORK
Field Experience (12 Credit Hours)

   CE 981 – Counseling Practicum
   CE 991 – Counseling Internship I
   CE 993 – Counseling Internship II

FINAL PROJECT

Practitioner Research Report
WESTMINSTER COLLEGE
M.A. – CLINICAL COUNSELING/ADULT

Name ___________________________________________ Date ___________________

Address __________________________________________________________________________
(Street) (City) (State) (Zip)

Preferred Phone __________________________________ Email __________________________

Requirements for the Master of Arts Degree in Clinical Counseling/Adult – 60 Semester Hours

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Completed</th>
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<tbody>
<tr>
<td>CE 810</td>
<td>Foundations of Counseling</td>
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</tr>
<tr>
<td>CE 890</td>
<td>Counseling Theories and Practice</td>
<td></td>
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<tr>
<td>ED 940</td>
<td>Research</td>
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<tr>
<td>EP 740</td>
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</tr>
<tr>
<td>CE 850 *</td>
<td>Techniques of Counseling</td>
<td></td>
</tr>
<tr>
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<tr>
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<tr>
<td>CE 815</td>
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<tr>
<td>CE 830 *</td>
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<tr>
<td>CE 701</td>
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<tr>
<td>CE 813</td>
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<tr>
<td>CE (ELEC)</td>
<td>Elective Course I (CE 703 or CE 704)</td>
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<td>Counseling Practicum (100 hours)</td>
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<tr>
<td>CE 702</td>
<td>Advanced Adult Counseling II</td>
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<td>Counseling Internship I (300 hours)</td>
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<tr>
<td>CE 814</td>
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<tr>
<td>CE 993 *</td>
<td>Counseling Internship II (300 hours)</td>
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NCE Exam Passing Score
Practitioner Research Passing Score

<table>
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<tr>
<th>Transfer Credit</th>
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* Indicates some degree of on-campus instruction
Requirements for the Master of Arts Degree in Clinical Counseling/School and Youth – 60 Semester Hours

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* Indicates some degree of on-campus instruction
WESTMINSTER COLLEGE
M.A. – CLINICAL COUNSELING/SCHOOL

Name __________________________________________________________ Date _______________________

Address __________________________________________________________________________________
(Street) (City) (State) (Zip)

Preferred Phone __________________________ Email _______________________________________

Requirements for the Master of Arts Degree in Clinical Counseling – School (60 Semester Hours)

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NCE Exam Passing Score
Practitioner Research Report Passing Score

Transfer Credit | Course Replaced | Completed |
|----------------|-----------------|-----------|

* Indicates some degree of on-campus instruction
Requirements for the Master of Education Degree in Counselor Education
39 Semester Hours with Certification

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<td>CE 981*</td>
<td>School Counseling Practicum</td>
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<td>Elementary School Counseling Internship (210 Hours)</td>
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<td>Secondary School Counseling Internship (210 Hours)</td>
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Practitioner Research Report — Successful completion of WC Practitioner Exam

*PRAXIS Exam — Passing Score

*PDE Application - Submission of PDE Certification Application

*Chapter 49-2 Requirements - Met with prior coursework or must take the following:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>EP 820</td>
<td>Special Education for School Leaders</td>
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<tr>
<td>ELL 710</td>
<td>English Language Learners</td>
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<tr>
<td>REA 810</td>
<td>Language and Literacy in PreSchool &amp; Elementary</td>
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<td>or REA 820</td>
<td>Language and Literacy in Middle/Secondary &amp; Beyond</td>
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Transfer Course Replaced

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</tbody>
</table>

^Certification requirements.

* Indicates some degree of on-campus instruction
Checklist for the Requirements for Pennsylvania K-6 or 7-12 School Counselor Certification

1. Completion of the Master of Education degree requirements.
2. Passing scores on the Praxis School Guidance and Counseling exams. For the most current information on PA PRAXIS requirements, go to http://www.ets.org/praxis/pa/requirements.
3. Submission of complete Application for Graduation form and a completed Advisement Sheet to the Westminster Graduate School – Thompson-Clark Hall, 209. www.westminster.edu/admissions/graduate/graduate_overview.cfm
4. Successful completion of internship:
   a. Elementary Certification: CE 991 Elementary School Counseling Internship 1 & 2 completed in an elementary school for the K-6 certification.
   b. Secondary Certification: CE 993 Secondary School Counseling Internship 1 & 2 in a secondary school that includes grades 9-12 school for the 7-12 certification.
5. Evidence of successful completion of pre-requisite 6 semester hours or equivalent of college level mathematics and 6 semester hours or the equivalent of college level English composition and literature to meet Pennsylvania Department of Education Chapter 354 requirements.
6. Successful completion of pre-requisite coursework designed to meet the requirements of the Pennsylvania Department of Education Chapter 49-2 requirements for English Language Learners, Literacy Development, Instruction in Core and Intervention Areas, Understanding of SAS Format, and Types of Disabilities and Implications for Learning.
   a. Evidence of successful completion of these pre-requisites must be submitted and approved by the Graduate Program for students applying for certification on and after January 1, 2013. Westminster courses meeting these requirements are listed below.
   b. Students who believe that they have completed these pre-requisites before admission to the Graduate School must submit appropriate evidence to the Graduate School (Thompson-Clark Hall 209) to be evaluated and approved.
   c. Students with deficiencies in these pre-requisites must successfully complete the following coursework described below before the application for Pennsylvania certification can be processed.
   
   Chapter 49-2 Courses offered by Westminster College:
   ELL 710 English Language Learners or equivalent
   EP 820 Special Education for School Leaders
   And one of the following:
   REA 810 Language and Literacy in the Preschool and the Elementary School
   REA 820 Language and Literacy in the Middle/Secondary and Beyond

Requirements for Ohio K-12 School Counselor License

1. Completion of the Master of Education degree requirements.
2. Successful completion of CE 991 and CE 993 which represents 420 clock hours in K-12 settings.
3. As of January 2014, the new school counselor licensure exam is the OAE (Ohio Assessment for Educators) and no longer the PRAXIS. Visit the Ohio Department of Education website for further information about the testing process. Visit the Ohio Assessments for Educators website to register for testing and to access preparation materials. Individuals seeking Ohio school counselor must take OAE School Counselor Test #040 and achieve a score of 220 or higher. http://www.oh.nesinc.com/
4. Submission of complete Application for Graduation form, complete Advisement Sheet and the Ohio application to the Westminster Graduate School located in the Thompson-Clark Hall, Room 209.

Note: OH will permit our students to go through the licensure process in OH with a letter from the Director of our Graduate Studies program stating that they have met all requirements for PA certification for school counseling. OH will also accept Praxis II scores so students may choose to complete either the OAE or Praxis II examinations.

Please remember that the purpose of this advisement form is to aid the student in unofficially planning and recording a course of study and for use in applying for graduation/comprehensive examination and certification/licensure. The Pennsylvania and Ohio Departments of Education ultimately determine certification or licensure requirements. If you have questions, see the Counselor Education Program Coordinator or the Director of the Graduate School (Thompson-Clark Hall, 209).

Revised May 2015
Pennsylvania school counselor certification as a post-master’s candidate requires a master’s degree in education and completion of or documentation of coursework to meet all the course requirements below including documentation of coursework to meet Ch. 49-2 standards.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>CE 810</td>
<td>Foundations of Counseling</td>
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<td>CE 850 *</td>
<td>Techniques of Counseling</td>
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<td>CE 981 *</td>
<td>School Counseling Practicum</td>
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<td>CE 991 *</td>
<td>School Counseling Internship</td>
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<tr>
<td>CE 993 *</td>
<td>School Counseling Internship</td>
<td>210 hours</td>
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</table>

PRAXIS Exam — Passing Score

For PA K-6 AND 7-12 School Counselor Certifications

Requires 210 hours in an elementary setting and 210 hours in a 7-12 or 9-12 setting. Register for CE 991 and CE 993. Six Semester hours total.

* Indicates some degree of on-campus instruction

PENNSYLVANIA CERTIFICATION

Chapter 49-2 Requirements - Met with prior coursework or

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>EP 820</td>
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Revised May 2015
### Requirements for the Master of Education Degree in Counselor Education

33 Semester Hours without Certification

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**Practitioner Research Report** — Successful completion of WC Practitioner Exam

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MASTER OF EDUCATION

The purpose of the Graduate Program in education is to increase students’ competencies as teachers through participation in learning activities based upon current research and taught so as to develop the spirit of scientific inquiry, stimulate original and independent thought, and identify and respond to major educational issues. The program is not intended to lead toward initial certification as a teacher and student teaching is not available on the graduate level.

The requirements of the program are flexible and allow for individual selection of courses based upon an assessment of each student’s educational background, interests, and needs.

A plan of study which includes a four-course area of concentration should be established before beginning the professional specialization phase of the program. Successful completion of the agreed-upon courses in the education program leads to the degree of master of education.

The student and adviser will examine the student’s educational background, interests, and needs, and plan the program accordingly. The aim of the program is to supplement the student’s undergraduate preparation and further broaden the student’s background.
## Requirements for the Master of Education in General Education

30 Semester Hours

<table>
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<td>ED 710</td>
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<td>ED 940</td>
<td>Research</td>
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<td>(All of the above courses)</td>
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<td><strong>Professional Specialization: (21 semester hours from courses below or other approved graduate coursework.</strong></td>
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<td>CE 820</td>
<td>Elementary and Secondary School Counseling</td>
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<td>ED 810</td>
<td>Diagnostic and Remedial Mathematics</td>
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<td>ED 890</td>
<td>Trends in the Language Arts</td>
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<td>ED 970</td>
<td>Topics in Education</td>
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<td>EAD 810</td>
<td>Community and Staff Relations</td>
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<td>EAD 820</td>
<td>Elementary and Middle School Curriculum</td>
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<td>EAD 840</td>
<td>Supervision in Elementary, Middle, and Secondary School</td>
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<td>EAD 850</td>
<td>School Law</td>
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<td>Assessment and Data Analysis</td>
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<td>Special Education for School Leaders</td>
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<td>REA 810</td>
<td>Language and Literacy in the Preschool and Elementary School</td>
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<td>REA 830</td>
<td>Advanced Children's and Young Adult Literature</td>
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**Practitioner Research Report** - Successful completion of WC Practitioner Research Report

Revised April 2014
COURSES OF INSTRUCTION
IN THE GRADUATE PROGRAM
All courses are three semester hours.

COUNSELOR EDUCATION

CE 701 Advanced Adult Counseling I. The course provides students with advanced theories and techniques focused on the treatment of adults. The course focuses on therapeutic change in a variety of settings, emphasizing the counseling processes in individual, group, and family treatment. Topics covered in this course include creative interventions, crisis management, therapeutic involvement of significant others, and ethical concerns, among other areas.

CE 702 Advanced Adult Counseling II. This course expands on students' knowledge of theory and treatment techniques relate to the treatment of adults by incorporating systemic models of treatment, therapeutic involvement of significant others, substance abuse, and persistent mental health disorders. Prerequisite Courses: CE 701.

CE 703 Traumatology and Crisis Intervention. This course provides students with theoretical and practical knowledge for assessing and treating trauma in children, adolescents, and adults. Additionally, students will review a wide variety of treatment modalities and approaches to crisis management. Topics for study also include disaster mental health, working with PTSD and other victim populations, broad community-based interventions and advocacy.

CE 704 Rural Health and Tele-Counseling. This course provides students with the working knowledge necessary to operate as a competent and ethical counseling professional in rural settings and utilizing tele-counseling as a mode of service delivery. Through this course, students will be able to identify issues specific to rural communities and develop comprehensive strategies to providing services in these areas.

CE 705 Advanced Youth Counseling I. The course provides students with advanced theories and techniques focused on the treatment of children and adolescents. The course focuses on therapeutic change in a variety of settings, emphasizing the counseling processes in individual, group, and family treatment. Topics covered in this course include creative interventions, crisis management, parenting issues, crisis management, and ethical concerns, among other areas.

CE 706 Advanced Youth Counseling II. This course expands on students' knowledge of theory and techniques related to the treatment of children and adolescents by incorporating systemic models of treatment, therapeutic involvement of family, substance abuse, and persistent mental health disorders. Prerequisite Courses: CE 705

CE 810 Foundations of Counseling. A study of the historical, philosophical, legal and ethical foundations of counseling and current issues in the provision of K-12 counseling services.

CE 811 Ethical and Legal Issues in Counseling. This course focuses on the study of ethics, law, and professional issues related to the delivery of counseling services. Included within the course is detailed study of counseling history, philosophy, roles, supervision practices, and trends related to ethical practice in all counseling specialty areas. Students engage in applying professional codes of ethics, practicing ethical decision making through case study, as well as identifying and resolving ethical dilemmas.

CE 812 DSM Diagnosis. The purpose of the course is to provide the student with the necessary skills to apply diagnosis to clients in a variety of settings using the fifth edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM-5). The course serves as an introduction to the DSM-5, requiring students to gain an in-depth understanding of the criteria for diagnosis of mental health disorders. The course of study includes learning historical and current trends in diagnosis as well as a focus on developing a sense for evidence-based practice. Upon completing the course, students will be prepared to move toward case conceptualization and treatment planning.

CE 813 Case Conceptualization and Treatment Planning. The purpose of the course is to provide the student with the necessary skills to develop treatment plans, effectively navigate complex cases, and apply DSM-5 diagnoses to clients in a variety of clinical settings. Additionally, students are prepared to enact treatment plans and engage in ongoing assessment of effectiveness for treatment interventions. The course will be delivered using a wide variety of methods including lecture, readings, case studies, group activities, and media. Prerequisite Courses: CE 812.

CE 814 Counseling Supervision. This course provides the theoretical foundations for clinical supervision and consultation across counseling specialty areas. Additionally, this course enables students to develop supervisory skills through the mentorship of other counseling students. The act of supervision and consultation within the practice of counseling allows for the continued development of counseling skill, sense of professional identity, as well as exploration and personal growth.
CE 815 Family Counseling. This course provides students with historical, theoretical and practical skills to engage in the provision of marital and family counseling. This course provides students with a wide variety of theoretical perspectives and evidence-based treatments that emphasize systemic treatment. Additionally, the course provides students with perspectives on current trends in the treatment of issues related to marriage and family counseling.

CE 820 Elementary and Secondary School Counseling. An in-depth analysis of the development, administration and evaluation of a comprehensive, K-12, developmentally based school counseling program. The focus will be the American School Counselor’s Nationally Recognized Model Program.

CE 830 Group Counseling. A course designed to provide students with a theoretical and experiential foundation in group counseling. Developing, facilitating and participation in the group process will augment the acquisition of knowledge of group dynamics and group counseling.

CE 840 Career Development and Counseling. A study of the theories of career development, assessment, decision-making and program development with regular and exceptional student populations. Practical utilization of electronic and conventional career resources will be highlighted.

CE 850 Techniques of Counseling. A thorough exploration of the nature of helping relationships with intensive didactic and experiential activities designed to develop basic interviewing and counseling skills.

CE 870 Advanced Topics in School Counseling. A study of curricular design, pupil services personnel, current professional issues, exceptional students, consultation, and grant proposal writing, implementation and reporting.

CE 890 Counseling Theories and Practice. An in-depth examination of the major theories of counseling with particular emphasis on practical application of theory-based interventions.

CE 910 Advanced Multicultural Counseling. This course enables students to deepen awareness and skills in teaching and counseling with individuals from diverse cultural groups.

CE 950 Independent Study.

CE 981 School Counseling Practicum. An intensive, one-hundred hour field placement in an appropriate setting providing individual and group counseling to students under the supervision of an experienced counselor. Requires completed placement application and approval of program coordinator. Liability insurance required. Prerequisites: Research class, CE 810 Foundations of Counseling, 820 Intro to Elementary and Secondary School Counseling, CE 830 Group Counseling and CE 850 Techniques of Counseling.

CE 991 Elementary School Counseling Internship. A school-based, field experience under the supervision of an experienced counselor, grades PreK-6. Must meet state required clock hours. Private liability insurance is required. Prerequisites: CE 981 School Counseling Practicum and permission of program coordinator.

CE 993 Secondary School Counseling Internship. A school-based field experience under the supervision of an experienced counselor, grades 7-12. Must meet state required clock hours. Prerequisites: Successful completion of CE 981 Counseling Practicum.

EDUCATION

ED 710 History and Philosophy of Education. A study of the historical and philosophical background of current educational thought, including a review of selected trends and problems.

ED 740 Statistics and Research. A study of fundamental principles of statistics designed to give graduate students background for using and interpreting research reports. A research project is required.

ED 810 Diagnostic and Remedial Mathematics. An introduction to the evaluation and content of mathematics in the elementary and middle school with emphasis on diagnosis, remediation, and the standards suggested by the National Council of Teachers of Mathematics.

ED 890 Trends in the Language Arts with Focus on the Writing Process. Examines significant issues and questions in writing, reading, speaking, and listening in the classroom. Designed to assist teachers in helping children communicate effectively. There will be an emphasis on the teaching of writing and its’ coordination with interesting books and speaking/listening skills.

ED 910-911 Seminar. Directed study designed to address an identified issue, competency, or professional need.

ED 940 Research. Current research and trends in education. The course is designed to involve the student, through independent research and seminar-type discussion, in an analysis of significant contemporary issues in education.
ED 950 Independent Study.

ED 970-979 Topics in Education. A study of topics such as early childhood education, inclusion, at-risk students, middle school and school demographics. As occasion demands, a modular approach is used.

EDUCATIONAL ADMINISTRATION

EAD 810 Community and Staff Relations. A study will be made of current techniques and methods designed to provide superior leadership in the area of group action. Problems of organization, coordination, motivation, evaluation, community relations and staff relations will receive major consideration.

EAD 820 Elementary and Middle School Curriculum. A study of curriculum theory, the forces that influence curriculum, and the current curriculum patterns in the elementary and middle school. Areas of controversy in curriculum, programmed learning, team teaching, and the role of the faculty in curriculum evaluation and program development are studied.

EAD 825 Middle and Secondary School Curriculum. A course designed to strengthen instructional/curricular skills and develop basic competencies in curriculum design, instructional sequencing, and student/program evaluation. Curriculum theory and program development are considered.

EAD 826 Curriculum and Instruction. A comprehensive course in curriculum theory and design which addresses pertinent curricular matters.

EAD 830 Principles of Educational Leadership. A study of the principles of elementary, middle and secondary school organization, leadership and management. Course content includes the role of the principal in the following areas: curriculum development, professional development, instructional leadership, conflict resolution, collective bargaining, school budgeting, class scheduling, use of plant and facilities, and program evaluation. A field experience component is included in this course.

EAD 840 Supervision of Curriculum. A course designed to develop competencies necessary for effective teacher supervision and evaluation by implementing the clinical supervision model and a variety of teacher appraisal techniques, as well as providing strategies to improve classroom instruction. A field experience component is included in this course.

EAD 850 School Law. An overview of the legal aspects of education. Consideration is given to legal terms, the use of books of law, and the general principles of laws which affect teachers, administrators, school boards and parents. Topics include political structures, religion and public education, rights and responsibilities of students and teachers, equal opportunity, and tort liability. A field experience component is included in this course.

EAD 860 Public School Finance and Economics. A general analysis of typical problems in the areas of school finance and economics. Encouraging and developing local support, acquiring federal funds, other sources of school funding, budgeting, accounting, financial long-range planning, and the nurturing of financial resources are among the topics studied. A field experience component is included in this course.

EAD 900 Superintendency. An introduction to the world of school district management. The focus is on the superintendent’s role as a leader. The course is designed to explore the responsibilities and challenges of the position. The course includes a study of school board-superintendent relations, administrative theory and practice, conflict resolution, interpersonal relations, policy planning, goal setting and similar topics.

EAD 901 Business Affairs and Resource Management. This course leads to the development of an understanding of the evolution and practice of business affairs and resource management and basic education. Students acquire knowledge of concepts and language of the field and use same to articulate, formulate and solve problems, identify major issues and recognize that efficient business affairs practices promote effective learning.

EAD 902 Strategic Planning: Environment for Student Achievement. A study of theoretical and practical problems in planning, designing, building and maintaining educational facilities. Experiences also include legal, demographic, and political factors involved in the management of educational facilities.

EAD 903 Collective Bargaining and Human Resources. A study of the collective bargaining process and the management of human resources in public education. Focus is on development and implementation of contracts for non-professional, professional and administrative personnel. Bargaining issues, techniques, strategies and tactics are examined.

EAD 970-979 Topics in School Leadership. A study of topics such as special education, elementary education, secondary education, vocational education, community education, declining enrollments, financing schools, local control, and management-employee relations. The impact upon the school administrator is the focal point.
EAD 980 Internship in School Administration and Supervision. An opportunity will be provided to learn about school administration by actually working with a school administrator. Seminars and individual conferences will be arranged during this experience.

EAD 990 Internship – Superintendent. This clinical experience is designed to facilitate the development of central office administrative skills. Emphasis will be upon school board-administrative relations, community and public relations, curriculum and instruction, financial management, staff personnel, and facilities. Seminars and individual conferences will be arranged for study and analysis of the learning activities.

EAD 991 Advanced Internship in School Administration.

EDUCATIONAL PSYCHOLOGY

EP 720 Mental Hygiene and Personality Theory. An advanced study of the development, needs and adjustment of personality. This course deals with the principles of mental hygiene and their application to everyday life of individuals and groups, with special emphasis on the educational processes.

EP 740 Human Development. A course in advanced educational psychology designed to develop deeper understanding of human development and learning. The course examines the contributions of major developmental theorists. A life course perspective is employed.

EP 810 Assessment and Data Analysis. A study in the basic understanding of the approaches and purposes of assessment including the legal, ethical and statistical considerations of measurement. The course will focus on district testing programs, analysis of teacher-made tests and alternative assessment procedures.

EP 820 Special Education for School Leaders. The psychological implications for teaching gifted and/or cognitively and disabled children. Problems of the blind, the deaf, those defective in speech, and those with behavior problems are considered.

EP 910-911 Seminar.

ENGLISH LANGUAGE LEARNER

ELL 710 English Language Learners. This course teaches competencies related to the instructional needs of students for whom English is not their first language. It will explore the language, culture, standards-based instruction, assessment, and professionalism needed to understand and teach linguistically diverse learners.

READING

REA 810 Language and Literacy in the Preschool and the Elementary School. This course examines the problems, issues and theories in teaching emergent through transitional readers from a socio-psycholinguist perspective. It includes studying the role of both the home and school in literacy development, examining factors that influence reading comprehension, exploring informal and formal assessment tools, and selecting strategies to foster young children’s continued growth in reading and writing. Special emphasis is placed on investigating the three language cueing systems. A 10-hour tutoring experience is required.

REA 820 Language and Literacy in the Middle/Secondary and Beyond. This course focuses on the psycholinguistic development of an independent reader. Issues that students encounter on a literacy continuum from middle school, through high school and into adulthood are examined. Strategies for improving reading and writing, fostering interpretive, critical, and creative readers and promoting interest in reading are considered. Particular attention is given to the reading problems and skills needed when using informational texts in the content areas. A 10-hour tutoring experience is required.

REA 830 Advanced Children’s and Young Adult Literature. This course is an in-depth study of the genres of literature for children and young adult literature. Discussion concerning the importance of fiction and non-fiction works in the elementary through high school classroom and the roles they play in student learning are pursued. Special attention is given to the examination of books that are reviewed in the literature and found especially noteworthy. The usefulness of literacy grants to support literacy learning is explored as well.

REA 850 Linking Assessment and Instruction. Instruction in the use of formal and informal methods of literacy assessment for emergent through independent readers with emphasis on readers with special needs as well as gifted readers.

REA 860 Leadership in the School Literacy Program. This course enables literacy specialists and administrators to collaboratively investigate various methods for organizing and evaluating reading programs. Assessing literacy materials, programs, and state and national standards for the elementary and secondary classroom is a central focus. Working with struggling readers enables graduate students to explore comprehension as a meaning-making process and study ways to increase parental involvement. A 10-hour tutoring or supervising experience with teachers, parents, and administrators is required. Prerequisite: Minimum of one other reading specialist course.
SED 702 Behavior Management/ABA Applied Behavior Analysis. This course is designed to provide a basic understanding of the characteristics of students with learning and behavior problems with respect to factors that influence the instructional environment while providing classroom management theory and practical applications for students who have special needs. Applied Behavior Analysis methods will be analyzed and programs for implementation examined.

SED 704 Seminar in Reading Strategies for Special Education. This course is designed to provide specific instructional reading techniques and strategies to assist the learner who has been identified as being at-risk for failure due to poor reading skills or as having special needs. Students will examine literature and programs related to reading and the student with special needs.

SED 711 Legal Issues in Special Education. The focus of the course is on the analysis of legislation, litigation, and administrative rulings related to special education. The course will emphasize the development of legally sound policies and procedures to ensure an appropriate education for students with disabilities.

SED 712 Seminar in Assessment Methods in Special Education. The course will emphasize the development and implementation of assessment procedures for students who have disabilities. Graduate students will become familiar with a variety of assessment instruments and techniques to administer to effectively evaluate children who have disabilities in PreK-8 settings.

SED 714 High Incidence Instructional Strategies/Low Incidence Strategies in Special Education. This course is designed to provide practical application of knowledge about learners who have high incidence disabilities and learners who have low incidence disabilities. Theory, best practices, regulations, and research as related to a practicum component in PreK-8 schools working with students who have special needs in a classroom setting will be examined. The goal of the course is to assist future special educators to prepare for the unique role of a teacher in a field that is rapidly changing as a result of shifts in public school policies, school reform, questions of efficacy, limitations of resources, teacher roles and expectations, and advocacy.
DIRECTORY INFORMATION
The date of initial appointment to Westminster College is in parentheses.

ADMINISTRATION

KATHY B. RICHARDSON (2016)  
B.A., Shorter College; M.A., Ph.D., University of Georgia  
President of the College

CARLOS D. LASSITER (2017)  
B.A., Vassar College; M.A., University of Mississippi  
Vice President for Student Affairs

KENNETH J. ROMIG (2004)  
B.A., Westminster College; C.P.A. (Pennsylvania)  
Vice President for Finance and Management Services

THOMAS STEIN (2013)  
B.S., Ohio Northern; M.S., University of Dayton; Ph.D., University of Toledo  
Vice President for Enrollment and Marketing

MATTHEW P. STINSON (2015)  
B.A., Mount Union College; M.B.A., Jones International University  
Vice President for Institutional Advancement

JEFFREY SCOTT COKER (2017)  
B.S., Davidson College; M. Ed., Ph.D., North Carolina State University  
Dean of the College and Vice President for Academic Affairs

KATHRYN K. DEMEDAL (2008)  
B.A., M.Ed., Westminster College  
Director of the Career Center

CHERYL GERBER (1997)  
B.A., Grove City College  
Director of Financial Aid

B.A., Emory & Henry College; M.S., Ph.D., University of Pittsburgh  
Associate Dean, Academic Affairs

CHRISTINE A. MILLER (1998)  
B.S., Duquesne University; C.P.A. (Pennsylvania)  
Assistant to the President

SCOTT D. WIGNALL (2015)  
B.A., M.A., Western Illinois University  
Controller

ROBERT L. ZORN (1986)  
B.S., Kent State University; M.Ed., Westminster College; Ph.D., University of Pittsburgh  
Registrar

GRADUATE FACULTY

AMY H. CAMARDESE (2001)  
B.S. Ed., Ohio University; M.Ed., University of Pittsburgh; Ph.D. Kent State University  
Professor of Education

ALISON L. DUBOIS (2011)  
B.A., John Carroll University; M.Ed., Westminster College; Ph.D., Duquesne University  
Assistant Professor of Education

CHARLENE KLASSEN ENDRIZZI (1993)  
B.A., M.A., Fresno Pacific College; Ph.D., University of Arizona  
Professor of Education

SARAROSE D. LYNCH (2012)  
B.S., West Virginia Wesleyan College; M.S., Ed.D., West Virginia University  
Assistant Professor of Education

ROBERT L. ZORN  
B.S.Ed., Kent State University; M.Ed., Westminster College; Ph.D., University of Pittsburgh  
Graduate Education

AREA COORDINATORS

Charlene Klassen Endrizzi  
Robert L. Zorn  
Amy Camardese  
Ali DuBois

Reading  
General Education & Superintendent/Principal  
Special Education  
Counselor Education
GRADUATE COMMITTEE
Jeffrey S. Coker  Dean of the College and Vice President for Academic Affairs
Robert L. Zorn  Director of the Graduate School
Amy Camardese  Professor of Education
Robert Badowski  Assistant Professor of Business Administration
Charlene K. Endrizzi  Professor of Education
Ali DuBois

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