



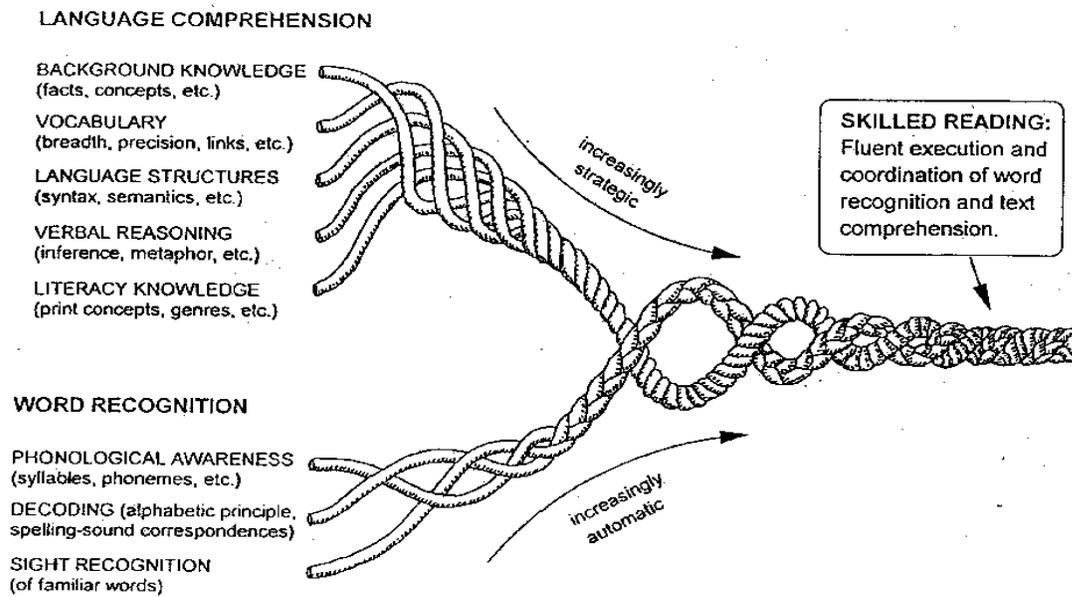
MOUNT ST. JOSEPH UNIVERSITY

Reading Science Program

Master of Arts in Education Dyslexia Certificate Ohio Reading Endorsement

An International Dyslexia Association Accredited Program

The Many Strands that are Woven into Skilled Reading
(Scarborough, 2001)



Student Handbook
2018-2019

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Mount St. Joseph University's Mission Statement

The Mount St. Joseph University is a Catholic academic community grounded in the spiritual values and vision of its founders, the Sisters of Charity. The University educates its students through interdisciplinary liberal arts and professional curricula emphasizing values, integrity and social responsibility.

Members of the Mount community embrace:

- excellence in academic endeavors;
- the integration of life and learning;
- respect and concern for all persons;
- diversity of cultures and beliefs;
- service to others.

Education Department Mission Statement

The Education Department at the Mount St. Joseph University educates teacher candidates to develop the knowledge, skills, and dispositions to be competent and caring teachers.

Core Values:

- We promote critical thinking and reflective practices with all students.
- We teach students to have respect for themselves and others through collaboration and service.
- We encourage students to participate in professional development and scholarship.
- We value and model ethical conduct.
- We value a knowledge and appreciation of diversity.

The Curriculum.

The Reading Science Program is based on the findings of the National Reading Panel report and follows a scientifically-based reading research model. The Reading Science Program is an International Dyslexia Association Accredited program and fully covers IDA's Knowledge and Practice Standards for the preparation of teachers of reading. Coursework includes LETRS (Language Essentials in Teaching Reading and Spelling) developed by Dr. Louisa Moats and training in the Orton Gillingham Multi-Sensory approach to reading instruction. The curriculum in the Reading Science program will provide students the skills to implement evidence-based, systematic, explicit reading instruction and intervention. The three programs work together in a progressive fashion. First 6 courses lead to an Ohio Reading Endorsement, next 2 plus the Advanced Reading practicum lead to the Dyslexia Certificate, and finally 3 additional courses plus the Integrated Project lead to the MA degree.

The fully online nature of our program allows us to include students across the country and in other countries. There is one exception to this. The state of Kentucky does not recognize fully online programs in education. We are not permitted to accept Kentucky residents into our online program. Please note that at this time, Kentucky will not recognize a certificate or degree from our program.

Licensure Disclaimer for Non-Ohio Residents

Mount St. Joseph University is a member of the National Council for State Authorization Reciprocity Agreement (NC-SARA). This allows us to offer our online Reading Science program to residents of states outside of Ohio (with the exception of Kentucky). It is important to note that NC-SARA does not deal with professional licensing board approval for any courses or programs leading to professional licensure. *Mount St. Joseph University cannot know nor guarantee whether our coursework will meet requirements for professional licensure, endorsements, or license renewal in states outside of Ohio.* If you are planning on using our coursework towards a license or credential in your state, we recommend that you consult with the appropriate licensing agency or board in the state for which you seek to obtain the license or credential *prior* to beginning our program.

Ohio Reading Endorsement: 6 Courses (18 credit hours)

RDG 505, Psychology of Reading
RDG 538, Diagnosis & Remediation
RDG 540, Fluency and Comprehension

RDG 530, Phonics
RDG 591, Evidence-Based Practicum
RDG 504, Children's Lit or RDG Elective
(RDG 532 or RDG 592)

In addition to the required coursework the Ohio Dept. of Education requires candidates for the Ohio Reading Endorsement to take the Ohio Assessment for Educators--Reading Subtest 1 and 2. Information about this test can be found on the following website: <http://www.oh.nesinc.com>

The Ohio Reading Endorsement is attached to a valid and current Ohio teaching license. It cannot be added to an alternative teaching license or a related services license (e.g. speech, school psychology). Prior to beginning the coursework for the Ohio Reading Endorsement, 12 hours of core reading coursework must be completed at the undergraduate/graduate level. The Ohio Reading Endorsement is a K-12 endorsement and thus coursework and field hours will address students across these grade levels. Graduate students are responsible for documenting a minimum of 15 hours of work per grade span (K – 3rd grade; 4th – 8th; and 9th- 12th). Hours are completed throughout the program and within the specific practicum course.

It is the student's responsibility to submit all hours logs to their advisor. Students should also keep a copy of their logs in case anything is lost or misplaced.

Finally, all students are also required to attend a professional conference and join a professional organization.

Dyslexia Certificate

Reading Coursework: 21 credit hours (seven 3 credit courses plus 593)

- | | |
|--|--------------------------------------|
| *RDG 505, Psychology of Reading | *RDG 530, Phonics |
| *RDG 538, Diagnosis & Remediation | *RDG 591, Evidence-Based Practicum |
| *RDG 540, Fluency and Comprehension | RDG 592, Evidence Based Practicum II |
| RDG 532, Advanced Phonics | RDG 593, Advanced Reading Practicum |
| *also required for the Reading Endorsement | |

In addition to the required coursework, students are required to join a professional organization, attend a professional conference, and take a test of teaching reading. Those also seeking the Ohio Reading Endorsement can use the OAE (describe above). Students outside of Ohio can use another test such as the IDA test, a reading test approved in their state (similar to the OAE), or another approved standardized test.

Master's Degree

Reading Course: 24 credit hours (8 courses)

- | | |
|---------------------------------------|---|
| ○*RDG 505, Psychology of Reading | ○*RDG 530, Phonics |
| ○*RDG 538, Diagnosis & Remediation | ○*RDG 591, Evidence-Based Practicum |
| ○*RDG 540, Fluency and Comprehension | *RDG 504, <u>Children's Lit</u> or RDG Elective |
| ○RDG 532, Advanced Phonics | ○RDG 592, Evidence Based Practicum II |
| *required for the Reading Endorsement | ○required for the Dyslexia Certificate |

RDG 542: The Integration of Reading Comprehension and Writing Instruction

Core Graduate Courses: 10 credit hours (3 courses plus research project)

- | | |
|---------------------------|-----------------|
| EDU 500, Research & Stats | EDU 602, Ethics |
| EDU 600, Research Project | |

In addition to the required coursework, students are required to join a professional organization, attend a professional conference, and take a test of teaching reading. Those also seeking the Ohio Reading Endorsement can use the OAE (describe above). Students outside of Ohio can use another test such as the IDA test, a reading test approved in their state (similar to the OAE), or another approved standardized test.

Registration for Courses. Graduate students will need to register for courses through the University. Dr. Amy Murdoch, Dr. Elizabeth Corbo, & Ms. Maltinsky are the academic advisors for all Reading Science students. **Graduate students are responsible for checking their registration to make sure it is accurate.**

Course Format for Online Courses.

Courses are offered in an accelerated format. For the majority of courses, our 16-week MSJ semester is broken into two 7-week sessions.

There are 3 exceptions to this where courses are done across the full 16 week semester.

1. The RDG 591 practicum (where students are required to get 105 hours) This course will overlap with RDG 504 for the last 7 weeks of the semester (coordinated work load) as it will be done across the entire 16 week semester to allow students enough time to achieve the required practicum hours. All programs take this course.
2. RDG 593 Advanced Reading Practicum. Students can choose to do this practicum across an entire semester or across two semesters. This is typically done at the same time as RDG 532 & RDG 592. Only Dyslexia Certificate Students take this course.
3. EDU 600. This is your master's thesis course. You have the entire 16 weeks to complete your thesis. Most student take EDU 602 in the first half of the semester where this course is taken. Only MA students take this course.

Practicum Courses

RDG 591: Evidence Practicum I (Orton-Gillingham). This course is offered during the school. This is a course where students are engaged in learning and then implementing the Orton-Gillingham instructional approach through online instruction and supervised tutoring of children struggling with reading. Graduate students must document their hours on the Clinical Practicum form (see appendix C). The following activities count toward the 105-hours: Training, tutoring, lesson planning, supervision, practice with fellow students, reading, and report writing. Students will need to have access to students to tutor either individually (ideal) or in a small group of 2-3 children. Tutoring must occur 4 times a week for at least 25 minutes or 2 times a week for 50 min across the duration of the course. Students will need to submit 10 video lessons to their supervisor for feedback. This course is required in all 3 programs.

RDG 593: Advanced Reading Practicum. This course is offered during the school year and students have two semesters to complete it. Registration for the course occurs in the semester that you plan to complete all requirements for the Dyslexia Certificate. This is a pass/fail course with 0 credit hours. It involves completing 60 hours of direct teaching of students using Orton Gillingham. There are no class lectures as part of the course. Students work directly with a supervisor to complete all required supervision meetings. This course is required for the Dyslexia Certificate.

RDG 592: Evidence Practicum II (Vocabulary and Comprehension). This course is offered during the school year. Graduate students must document at least 50 hours on the Clinical Practicum form). This is a course where students are engaged in learning and implementing instruction focused on vocabulary and comprehension skills. The course will involve online instruction plus a connected practicum done in the graduate student's current setting. Students will need to submit 3 video lessons to their supervisor for feedback. This course is required for the Dyslexia Certificate and the MA degree.

Expectations for Students Taking Graduate Level Courses.

Graduate students enrolled in courses must demonstrate an advanced knowledge of course content and terminology and be able to articulate the pros and cons of issues pertaining to each class. Students will engage in a high volume of professional reading, summarize and analyze articles from appropriate professional journals, conduct library research and present their findings in oral and written form. Students are expected to demonstrate a high level of scholarship and use the American Psychological Association writing style.

Use of My Mount. Graduate students are required to check their email, registration, grades, and bill through the My Mount system. It is the graduate student's responsibility to make sure their registration and academic record is correct, and contact their advisor if there are any concerns.

Use of Blackboard Electronic Classroom. Blackboard will be utilized for all of the Reading Science courses through MSJ (<https://blackboard.msj.edu>). In addition, there will be a program blackboard course (Reading Science) on blackboard where general program information and updates are posted.

If you have not been sent your blackboard login information please contact Dr. Murdoch.



MOUNT ST. JOSEPH
UNIVERSITY

GRADUATE PROGRAM ADVISEMENT SHEET
OHIO READING ENDORSEMENT
CATALOG 2018–19

REFER TO MY MOUNT WEB SITE FOR ALL THE LATEST DIVISION AND PROGRAM INFORMATION:

GENERAL INFORMATION

- The Reading Endorsement is for the student who holds a bachelor’s degree and Ohio teaching certificate/license. This program enables the student to add a State of Ohio Reading Endorsement to any standard Ohio teacher license. Teachers with alternative licenses are not eligible for endorsements in Ohio.
- The Ohio Legislative Requirement of a 12 semester hour core of reading at the undergraduate level must be met (see description below). Additional graduate reading courses can be taken to meet this requirement with the Reading Science program.
- Undergraduate courses taken to satisfy endorsement /licensure requirements may not be used for graduate credit towards the MA degree if a student decides to pursue the Reading Science Master’s degree. Appropriate substitute courses recommended by your advisor and approved by the Division of Graduate Education’s Chair may be used instead.
- Students are responsible for knowing college catalog and Education Division Graduate Student Handbook information. See student web site to download handbook.
- To qualify for the Reading Endorsement, candidates must also pass the Ohio Assessment for Educators Reading Test Subtest 1 and 2. Information about this test can be found: <http://www.oh.nesinc.com>
- Once students have successfully completed the required coursework and passed the OEA Reading Test an application is submitted to the State of Ohio. Students should contact their advisor when they are ready to complete the application.

The Ohio Legislative Requirement for 12 Semester Hours in Reading Grades PreK–12: A minimum of twelve semester hours in the teaching of reading including at least one separate three semester hour course in the teaching of phonics and coursework on knowledge and beliefs about reading; knowledge base; individual differences; reading difficulties; creating a literate environment; word identification; vocabulary and spelling; comprehension; study strategies; writing; assessment; communicating information about reading; curriculum development; professional development; research; supervision of paraprofessionals. Ohio Revised Code 3319.24 Pre-requisite coursework: 9 semester hours in the teaching of reading and 3 semester hours teaching of phonics.

Documented Field Hours

- Reading Endorsement students are required to complete a total of 150 practicum hours.
 - 45 hours must be completed across the first 4 courses (RDG 505, RDG 530, RDG 538, RDG 504) and must include at least 15 hours per grade span: KG – 3rd Grade, 4th – 8th Grade, and 9th – 12th grade.
 - 105 hours must be completed within the RDG 591 course.

PROFESSIONAL ORGANIZATION PARTICIPATION

- Graduate students are required to join at least one professional organization and document attendance for at least one local, state, regional, or national conference during their graduate program.
- Organization must be approved by advisor, and evidence of current membership must be submitted each year.

Year

Membership

Conference

Name: _____ ID #: _____

READING ENDORSEMENT: COURSE REQUIREMENT CHECKLIST

Course No.	Course Name	Cr Hrs	Semester Taken	Grade	Substitute /Transfer Course	Pre Req	Concurrent /Co Req
Concentration Courses – 24 credits as follows:							
RDG 505	Psychology of Reading	3					
RDG 530 or Reading Elective* (RDG 592 or RDG 532)	Phonics & Linguistics	3				RDG 505	
RDG 504 or Reading Elective* (RDG 592 or RDG 532)	Children’s & Adolescent Literature	3					
RDG 540	Fluency & Comprehension	3				RDG 505	
RDG 538	Diagnosis & Remediation of Reading Problems	3				RDG 505 RDG 540	
RDG 591	Evidence-Based Practicum I	3				RDG 505 RDG 530 RDG 538	
Elective: RDG 532	Advanced Phonics and Linguistics	3				RDG 530 (or equivalent) RDG 591	
Elective: RDG 592	Evidence-Based Practicum II	3				RDG 540 RDG 591	
18 TOTAL CREDITS REQUIRED FOR READING ENDORSEMENT							

* A Reading Elective can be taken in the place of RDG 504 if an equivalent Children’s & Adolescent Literature course was taken at some point in their past academic career. Also, a reading elective can be taken in place of RDG 530 if an equivalent Phonics and Linguistics (focused on Reading Science) course was taken in their past career.

Advisor Signature: _____ **Date** _____



MOUNT ST. JOSEPH
UNIVERSITY

GRADUATE PROGRAM ADVISEMENT SHEET

Dyslexia Certificate
CATALOG 2018-19

REFER TO MY MOUNT WEB SITE FOR ALL THE LATEST DIVISION AND PROGRAM INFORMATION:

GENERAL INFORMATION

- The Dyslexia Certificate is for the student who holds a bachelor’s degree in Education or a related field (e.g. psychology, speech pathology).
- Students are responsible for knowing college catalog and Education Division Graduate Student Handbook information. See student web site to download handbook.
- To qualify for the Dyslexia Certificate, candidates must also pass a Standardized Reading Test (same test required for the Reading Endorsement or a similar test approved by the program director).
- Once students have successfully completed the required coursework and passed the reading test the Dyslexia Certificate will be issued and will appear on the student’s transcripts.

PROFESSIONAL ORGANIZATION PARTICIPATION

- Graduate students are required to join at least one professional organization and document attendance for at least one local, state, regional, or national conference during their graduate program.
- Organization must be approved by advisor, and evidence of current membership must be submitted each year.

Year

Membership

Conference

Name: _____ ID #: _____

DYSLEXIA CERTIFICATE: COURSE REQUIREMENT CHECKLIST

Course No.	Course Name	Cr Hrs	Semester Taken	Grade	Substitute /Transfer Course	Pre Req	Co Req
Concentration Courses – 24 credits as follows:							
RDG 505	Psychology of Reading	3					
RDG 530	Phonics & Linguistics	3					
RDG 538	Diagnosis & Remediation of Reading Problems	3				RDG 505 RDG 530	
RDG 540	Fluency & Comprehension	3				RDG 505	
RDG 591	Evidence-Based Practicum I	3				RDG 505 RDG 530	
RDG 532	Advanced Phonics	3				RDG 530	
RDG 592	Evidence-Based Practicum II	3				RDG 538 RDG 540	
RDG 593	Dyslexia Certificate Advanced Reading Practicum	0				RDG 591	
21 TOTAL CREDITS REQUIRED FOR DYSLEXIA CERTIFICATE							

Advisor Signature: _____ **Date:** _____



MOUNT ST. JOSEPH
UNIVERSITY

GRADUATE PROGRAM ADVISEMENT SHEET

Master of Arts degree

Major in EDUCATION – READING SCIENCE CONCENTRATION
CATALOG 2018 – 2019

REFER TO THE myMOUNT STUDENT WEB SITE FOR ALL THE LATEST DIVISION
AND PROGRAM INFORMATION

GENERAL INFORMATION

- The Master of Arts degree, major in Education: Reading Science Concentration degree is for the student who holds a bachelor’s degree and teaching certificate/license and wishes to obtain significant background in teaching reading. This program also enables the student to add a State of Ohio Reading Endorsement to any standard Ohio certificate/license.
- Undergraduate courses taken to satisfy licensure requirements may not be used for graduate credit towards the MA degree. Appropriate substitute courses recommended by your advisor and approved by the Division of Graduate Education’s Chair may be used instead.
- Students are responsible for knowing college catalog and Education Division Graduate Student Handbook information. The handbook can be downloaded from the education web site.
- Maximum of 9 graduate hours of equivalent courses from other colleges may be transferred, as approved by the Division of Education’s Graduate Chair.

PROFESSIONAL ORGANIZATION PARTICIPATION

- Graduate students are required to join at least one professional organization and document attendance for at least one local, state, regional, or national conference during their graduate program.
- Organization must be approved by advisor, and evidence of current membership must be submitted each year.
- Go to myMOUNT for a list of approved organizations

Year	Membership	Conference

Name: _____ ID #: _____

MA EDUCATION, READING SCIENCE CONCENTRATION: COURSE REQUIREMENT CHECKLIST

Course No.	Course Name	Cr Hrs	Semester Taken		Grade	Pre Req	
PROFESSIONAL CORE COURSES: Transfer Credit may not be used for these courses							
RDG 505	Psychology of Reading	3					
EDU 500	Statistics and Research	3					
EDU 600	Integrative Project	1				EDU 500	
EDU 602	Ethics for Educators	3					
Course No.	Course Name	Cr Hrs	Semester Taken	Grade	Substitute /Transfer Course	Pre Req	Concurrent /Co Req
Concentration Courses – 24 credits as follows:							
RDG 530	Phonics & Linguistics	3					
RDG 532	Advanced Phonics	3				RDG 530	
RDG 538	Diagnosis & Remediation of Reading Problems	3				RDG 505 RDG 530	
RDG 591	Evidence-Based Practicum I	3				RDG 505 RDG 530 RDG 538	
RDG 540	Fluency & Comprehension	3					
RDG 592	Evidence-Based Practicum II	3				RDG 540	
RDG 504	Children & Adolescent Literature	3					
RDG 542	The Integration of Reading Comprehension and Writing Instruction	3				RDG 540	
34 TOTAL CREDITS REQUIRED FOR MASTER'S DEGREE		10 credits professional education core 24 credits Reading concentration					

Advisor Signature: _____ Date: _____

Exit Requirements

Reading Endorsement Exit Requirements

1. Complete all required courses
2. Maintain an overall 3.0 GPA
3. Pass OAE Reading Test Subtest 1 and 2
4. Completion of practicum hours across grade spans (K -3rd Grade; 4th – 8th; 9th – 12th)
5. Satisfy Professional Organization and Conference Attendance Requirements
6. Complete application for Ohio Reading Endorsement

Dyslexia Certificate Exit Requirements

1. Complete all required courses
2. Maintain an overall 3.0 GPA
3. Satisfy Professional Organization and Conference Attendance Requirements
4. Pass Reading Test
5. Complete graduation application within the time frame set by the College

Graduation Requirements for MA Degree

Degree seeking students must satisfy the following minimum requirements:

1. Complete all courses including the Integrated Research Project
2. Maintain an overall 3.0 GPA
3. Complete the application for Graduation within the time frame set by the College
4. Complete an exit advising session with the student's advisor
5. Satisfy Professional Organization and Conference Attendance Requirements

Application for Dyslexia Certificate & MA Degree

Students formally apply for graduation through the Education Department.

The degree application must be on file by the deadline specified in each semester or term's Class Schedule. Students applying for graduation after the application deadline must appeal in writing to the Registrar. If the appeal is approved the student will be charged a \$25.00 late application processing fee. If the degree requirements are not completed by the date (month/year) specified on the student's degree application, the student must re-apply for a new degree granting date. There is a graduation fee assessed. The graduation fee is a one-time charge with payment applied to the actual degree granting date. Candidates for a master's degree must have fulfilled all financial obligations to the University before a diploma or transcripts can be issued.

Graduation candidates will be eligible to participate in the ceremony corresponding to their application deadline and degree requirements completion (i.e., December graduation application participates in December ceremony, May graduation application participates in May). An August candidate with 12 or fewer credit hours to complete their degree will be given a one-time choice to participate in the May ceremony prior to the summer session in which they complete their requirements or the December ceremony after they have completed their requirements.

Three months prior to the May commencement ceremony, applied degree candidates will be contacted concerning: (1) the graduation fee; (2) ordering or renting of cap, gown, and hood; and (3) information regarding the ceremony participation. Questions concerning the graduation ceremony or diplomas should be directed to the Registrar's Office. Mount St. Joseph University.

Requirements for Student Participation in Professional Organizations

Effective in August, 2001, and thereafter, incoming graduate students, undergraduate or graduate, in the Department of Education are required to (1) join at least one professional organization and (2) attend one professional conferences while they are declared education majors.

- ✓ Graduate students need to document attendance for at least one local, state, regional or national professional conference during their graduate program at MSJ.
- ✓ Professional membership and conference opportunities will be publicized regularly by education faculty in advising sessions and in major courses, and by the Education Department via Orientation sessions, in newsletters, bulletin boards, and our website.

Recommend Professional Organizations:

International Dyslexia Association: <http://www.interdys.org/>

Society for the Scientific Study of Reading: <http://www.ssrweb.org/>

General Information

Advising

Once a student is formally accepted into the Graduate Education Department, the student is assigned an academic advisor. The advisor monitors the student's progress in the planned courses and assists the student in the MSJ course registration. A copy of this plan is filed in the student's file in the School of Education. It is the student's responsibility to contact the advisor each semester to register for courses and to meet with the advisor when there is a change in the planned course of study. All faculty members have voice mail and e-mail addresses for contact information.

Time Limit on Degree

Students have 5 years to complete all course requirements.

Conditions for Dismissal

A student who fails to meet the grade point standard of 3.0 in a graduate program for two consecutive grading periods will be dismissed from the graduate program.

A student who receives 2 failing grades in courses in a graduate program will be dismissed from the program.

The academic department reserves the right to recommend dismissal for reasons of poor scholarship, academic fraud or misconduct. Such recommendation is made to the chair of the department. When dismissed, students are ineligible to continue taking graduate courses.

Appeals for Reinstatement

Appeals for reinstatement must be submitted within 10 business days from the date of dismissal. Appeals must be in writing and addressed to the Provost. The appeal will be reviewed by the Provost's Office to determine whether to grant reinstatement.

A written appeal or petition must include the student's self-assessment of factors that contributed to poor academic performance and a statement indicating what will be or has been done differently to positively alter the situation.

The Provost or designee will solicit input appropriate to the appeal. The Provost or designee decides whether to grant or deny appeals and determines conditions of reinstatement in consultation with the Program Director/Chair, if granted.

Graduate Financial Aid

The Mount offers graduate students several options for paying for their education:

- Educational loans are available at low interest rates and are repaid after graduation. In addition to loan programs that are based on financial need, there are also some other long-term financing options that are not based on need. Contact the Student Administrative Services Office at (513) 244-4418 or via email at financial.aid@msj.edu.
- The University offers convenient interest-free monthly payment plans through Tuition Management Systems (TMS). For more information and an enrollment form, call (800) 356-8329 or visit the TMS Web site www.afford.com.

Counseling and Remediation of Professional Conduct

All students completing fieldwork in a preK-12 school are required to adhere to the School of Education's professional conduct standards, as outlined in the graduate handbook. Failure to meet these professional standards or failure in a practicum course may be grounds for an evaluation of a student's status in the education program. Counseling will be provided to develop a remediation plan which addresses the student's professional conduct. To continue as a student in the School the following steps must be completed:

- 1) Students will be required to meet with their education and content advisors, the Undergraduate or Graduate Chair, and/or the Dean of the School of Education.
- 2) A Professional Performance Report for remediation must be completed before a student may return to a new field experience.
- 3) A faculty review panel will determine an appropriate remediation plan if a student receives more than two Professional Performance Reports prior to graduation or if any single incident is of a serious nature.
- 4) If deficiencies are not satisfactorily addressed according to the remediation plan, the teacher candidate may/will be dismissed the education program.
- 5) A student may appeal this decision by registering a formal complaint to the School of Education Dean.

Reimbursement Policy

Tuition reduction for dropped courses is based on the date that the drop/add form is received in the Student Administrative Services Office. The postmark date is used if the form is mailed to Student Administrative Services. The reduction rate is valid through the last business day of each reduction period. Please remember that reducing the number of credit hours in a session may also reduce financial aid eligibility.

One Campus Online/Blended Online Course-Tuition Reduction Policy

Please note that Mount online and blended online courses do NOT follow the regular tuition reduction schedule. Online tuition is refunded based on the number of days the course has been in session. The schedule is listed below:

Days 1-5	100% refund
Days 6-10	75% refund
Days 11-15	50% refund
Day 16 or after	No refund

Logging in to an online/blended course is considered attendance in the class even if the student has not submitted any assignments or participated in any other aspect of the course.

Withdrawing from the program between sessions:

Withdrawing between sessions will result in a tuition credit based on the number of hours remaining in the program. Based on a pro-ration, students will be refunded 100% for sessions that have not yet begun. Tuition will be prorated from the withdrawal date if the full amount has been prepaid.

Graduate Grading System

The following grading system is used in graduate level courses:

<u>Grade</u>		<u>Quality Points</u>
A	Excellent	4.00
B	Acceptable	3.00
C	Below Standard	2.00
F	Failure	0.00
FA	Failure due to Absence	0.00
I	Incomplete (Incomplete grades, if not changed by the instructor, convert to an F at the end of the following semester).	0.00
IP	Current term in progress	0.00
NC	No credit	0.00
NR	Grade not reported by instructor	0.00
W	Withdrawal (Not calculated in GPA)	0.00
AU	Audit (Not calculated in GPA)	0.00
P	Pass (Not calculated in GPA)	0.00
SP	Satisfactory Progress (Grade option for thesis, research and internship courses no credit awarded-needs to be converted to a final grade upon completion of the course requirements)	0.00
U	Unsatisfactory	0.00

Refer to the appropriate graduate program description in this catalog for special academic policies specified within individual programs.

Graduate Programs Grade Point Average (GPA)

The grade-point average is obtained by dividing the total number of quality points earned by the total number of semester hours attempted for credit. All graduate programs require that students have a minimum cumulative GPA of 3.00.



MSJ Education Department Faculty and Staff



*Note: All numbers have the 244 prefix and have a 513 area code.

Mt. St. Joseph Operator: 513-244-4200

Toll free: 800-654-9314

Reading Science Faculty and Staff

- Corbo, Elizabeth, Ed.D.
 - Assistant Professor
 - Phone extension: 4522
 - Email: Elizabeth.corbo@msj.edu

- Maltinsky, Jan M.A.
 - Clinical Faculty
 - Phone extension: 4522
 - Email: Maltinsky.Jan@msj.edu

- Murdoch, Amy, Ph.D.
 - Associate Professor and Program Director of the Reading Science Program
 - E-mail: amy.murdoch@msj.edu
 - Extension: 3260
 - Cell Phone: 513-238-4766

- Good, Carla, M.Ed.—Helps with registration and advising of Reading Science Students
 - Student Services Coordinator
 - E-mail: Carla.Good@msj.edu
 - Extension: 3258

MSJ Office Staff

- Jennie Cunningham—Helps with Reading Endorsement Paperwork to the State of Ohio
 - Clinical Experience and Undergrad Program Assistant
 - E-mail: jennie.cunningham@msj.edu
 - Extension: 4801



Additional MSJ Phone Numbers

All 513 area codes

University Switchboard.....	244-4200
Bookstore	244-4416
Career and Experiential Education Center.....	244-4888
Children’s Center.....	244-4972
Computer Learning Center.....	244-4640
School of Education	244-4801
School of Education FAX.....	244-4867
Financial Aid Office	244-4418
Financial Aid FAX	244-4201
ISS Department.....	244-4357
The Learning Center	244-4202
Library.....	244-4216
Security.....	244-4226
Writing Center	244-4514
Wellness Center	244-4949

Help Desk 244-HELP (4357)

- Help with email, MSJ blackboard, computer passwords

Reading Science Program
Financial Aid and Billing Frequently Asked Questions

1 . When do I receive my financial aid? Does it differ for summer classes?

Students are awarded financial aid after they have been accepted into a degree, certificate, or teacher licensing program and have completed a FAFSA (Free Application for Federal Student Aid) online at www.fafsa.gov. **We recommend filing the FAFSA** prior to March 1st for the upcoming academic year. Our academic year begins with the summer term. New students are typically awarded within a few weeks after both documents – the admission notice and FAFSA results - have been received in our office. An award letter is mailed to the student’s home address on file with the College.

Students planning to attend the summer sessions are encouraged to complete a summer application (available on the financial aid page of the MSJ.edu website) to report the total number of credit hours they plan to take during the summer. This enables us to more accurately determine eligibility for funding.

**2 . What is needed to apply for financial aid? To receive a financial aid package?
FAFSA and admission to program (if I start in summer - is there a form to fill out?)**

Answered with Question 1

**3 . Who can I contact with questions?
Need contact person and email address for person in Fin. Aid**

Questions can be directed to the Student Administrative Services Representatives at 513-244-4418 or toll free at 1-800-654-9314 (extension 4418). Email correspondence can be sent to Financial.Aid@msj.edu

**4 . How many credit hours do I need to take in order to qualify for financial aid?
per semester? Is this the same in summer?**

Registration for six credit hours each semester are required to receive financial aid. During the summer sessions, students can combine the two sessions to equal the required six credit hours. NOTE: Reading Science MA students following the cohort plan typically take 4 credits in their final semester. Contact your advisor if this will not work for you.

5 . Is there any financial aid for students who want a Reading Endorsement?

Eligible students can receive federal student loan funding to assist with the tuition charges for the Reading Endorsement. Eligibility is determined with the completion of the FAFSA.

**6 . If I have tuition reimbursement from my employer - how does that work?
Who to contact/email/form/ \$ deposit etc.**

Students eligible to receive employer tuition reimbursement may participate in the College of Mount St. Joseph University's Tuition Deferment Plan to pay for their tuition. The following are required **each** term:

1. A **Tuition Deferment Plan** form must be completed **each** term and returned to the Student Administrative Services Office with manager's signature. A copy of the **Employer's Tuition Assistance Program Policy** stating the total yearly allowable reimbursement in dollar amount must be attached.
2. Payment of 1/3 tuition and \$15.00 Administration Fee by the confirmation date for **each** term you participate in the Deferment Program. **The \$15.00 Administration Fee is non-refundable if classes are dropped.**
3. Remainder of tuition is due 45 days after last day of session. Service fees will not be charged during the deferment period. Monthly statements will continue to be available through the Student Account Center only to confirm that charges are correct.

Interested students can contact the Student Administrative Services Office at 513-244-4418 with questions. Payment can be mailed to the University or pay by credit card via the phone.

