



# GRADUATE STUDIES

2023–2024



**Holy Family**  
UNIVERSITY

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# Holy Family University

## Philadelphia Campus

9801 Frankford Avenue  
Philadelphia, PA 19114-2009

## Newtown, Bucks County

One Campus Drive  
Newtown, PA 18940-1761

## General Telephone and Fax Numbers

	Telephone	Fax
Philadelphia Campus	215-637-7700	215-637-3826
Newtown, Bucks County	267-341-4000	215-504-2050
Financial Aid	267-341-3233	215-599-1694
Library	267-341-3315	215-632-8067

## School Closing Numbers

Philadelphia Campus	Day classes	124
	Saturday and Evening classes	2124
Newtown, Bucks County	Day classes	784
	Saturday and Evening classes	2784

*While this catalog was prepared based on the most complete information available at the time of publication, all information is subject to change without notice or obligation.*

*Holy Family University reserves the right to change without notice any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, faculty, offerings, program requirements, curricula, and courses. This document is not a contract or an offer of a contract.*

# Mission & Goals

## The Mission of the University

Holy Family University, a ministry of the Sisters of the Holy Family of Nazareth, offers education in the liberal arts and professions through graduate, undergraduate, and non-degree programs. As a Catholic University, Holy Family seeks direction and inspiration from the life and teaching of Jesus Christ, affirms the values of the Judeo-Christian tradition, and witnesses to the dignity of each person and the oneness of the human family. Holy Family University educates students to assume life-long responsibilities toward God, society, and self.

The following core values inform the University as it seeks to carry out its Mission:

**Family.** Holy Family University welcomes and cares for students, faculty, and staff as members of a diverse but interconnected family. A community united by a common Mission, the University promotes an atmosphere of mutual concern and attention to the spiritual, intellectual, social, emotional, and physical needs of all those whom it serves.

**Respect.** Holy Family University affirms the dignity of the human person through openness to multiple points of view, personalized attention, and collaborative dialogue in the learning process and in the interaction among members of the University community. The University seeks to instill appreciation of and respect for differences so that its graduates can function successfully in multicultural contexts.

**Integrity.** Intent upon forming persons of integrity who recognize the importance of life-long learning, Holy Family University advocates free and conscientious pursuit of truth and the responsible use of knowledge. It bases education upon a foundation in the liberal arts that highlights the humanities and the natural and social sciences. In keeping with the teachings of the Catholic Church, concern for moral values and social justice guides the University in designing programs and activities.

**Service and Responsibility.** Holy Family University incorporates its motto, *Teneor Votis* ("I am bound by my responsibilities"), into curricular, cocurricular, and extracurricular programs. Reflecting this motto, educational experiences at the University apply theory to practice and course content to serving human needs. The University educates individuals to become competent professionals and responsible citizens.

**Learning.** Holy Family University seeks to instill in its students a passion for truth and a commitment to seeking wisdom. It promotes values-based education, creative scholarship, informed and imaginative use of research and technology, and practical learning opportunities such as co-operative education and internship programs. The University seeks to strengthen ethical, logical, and creative thinking; to develop effective communication skills; to nurture an aesthetic sense; and to deepen global, social, and historical awareness.

**Vision.** Holy Family University envisions learning as a dynamic and fruitful exchange between traditional sources of wisdom and contemporary developments in knowledge. Throughout the teaching and learning process, the University seeks to embody Christian philosophical and theological perspectives. It offers an education grounded in a Judeo-Christian worldview that serves as a foundation upon which to address contemporary problems and to build a vision for the future.

*(Approved by the Holy Family University Board of Trustees, November 2000.)*

## **Goals of the Graduate Programs**

The graduate programs affirm the Mission of the University. They further support the Mission through their specific goals:

- To foster the development of professionals, scholars, and lifelong learners who can translate advanced study into effective problem-solving skills
- To facilitate the development of critical thinkers who can use their personal, professional, spiritual, and academic experiences in the analysis of current issues
- To produce informed users of research capable of making significant contributions in their chosen fields
- To support and encourage scholarship, intellectual inquiry, and professional responsibility that nurtures the growth and development of others.

The University offers graduate degrees and certification programs that prepare professionals in education, criminal justice, counseling psychology, nursing, accountancy and business administration in an intellectually challenging milieu.

## **Graduate Studies: Mission and Governance**

In the continuum of its Mission, the University offers programs of advanced study in several areas. The programs enable students to acquire depth in selected disciplines, reach advanced competency, and explore connectivity between specialized studies and human endeavors.

Academic Council oversees the review, evaluation, and approval of policies and procedures and programmatic changes as they relate to graduate education in general. The coordination of graduate curricula, the review and evaluation of pertinent academic regulations, and the exploration and development of graduate education opportunities is the responsibility of the Provost & Vice President for Academic Affairs in collaboration with the respective Deans and Directors.

Responsibility for student admission, advising and welfare, graduate curricula, and the day-to-day operation of the respective graduate programs is posited within each of the academic schools or divisions. The School Deans, in collaboration with relevant academic administrators and related services personnel, assume primary responsibility for these functions in the respective graduate programs. Committees within each of the academic units include administrators and representative faculty and students and serve in an advisory capacity to the School Deans in the execution of their responsibilities.

# Academic Calendar – 2023-2024

## Fall Semester – 2023 (2023FA) (August 28-December 17) (15 Week Semester)

Classes Begin.....	August 28
Labor Day ( <i>University Closed</i> ).....	September 4
Last Day to Add/ Drop Classes.....	September 11
Last Day to Petition to Graduate for Grad/Undergrad Students ( <i>Fall Completion</i> ).....	October 1
Indigenous Peoples' Day ( <i>University Closed</i> ).....	October 9
Fall Break (No Classes).....	October 10
Mid-Term Examinations.....	October 11-17
Last Day to Withdraw from Classes.....	November 20
Thanksgiving Holiday ( <i>No Classes</i> ).....	November 22
Thanksgiving Holidays ( <i>University Closed</i> ).....	November 23-24
Semester Examinations.....	December 12-17
Christmas Holiday ( <i>University Closed</i> ).....	December 25-January 1

*Note: Dates subject to change; please consult website calendar (www.holyfamily.edu).*

## Winterim – 2023 (2022WIN) (December 20-January 10)

Classes Begin.....	December 20
Last Day to Add/Drop.....	December 21 (12 Noon)
Classes End.....	January 10

*Note: Dates subject to change; please consult website calendar (www.holyfamily.edu).*

## Spring Semester – 2024 (2023SP) (January 16-May 11) (15 Week Semester)

New Year's Day ( <i>Observed</i> ).....	January 1
University Reopens.....	January 2
Martin Luther King Day ( <i>University Closed</i> ).....	January 15
Classes Begin.....	January 16
Last Day to Add/ Drop Classes.....	January 30
Last Day to Petition to Graduate for Grad/Undergrad Students ( <i>Spring Completion</i> ).....	February 1
Presidents' Day ( <i>University Closed</i> ).....	February 19
Mid-Term Examinations.....	February 25-March 2
Spring Break ( <i>No Classes</i> )*.....	March 4-8
Easter Break ( <i>University Closed</i> ).....	March 29-31
Last Day to Withdraw from Classes.....	April 12
Last Day to Petition to Graduate for Grad/Undergrad Students ( <i>Summer I Completion</i> ).....	May 1
Semester Examinations.....	May 6-11
Honors Convocation.....	TBD
Commencement.....	May 18

\*Full semester only

*Note: Dates subject to change; please consult website calendar (www.holyfamily.edu).*

## Summer Sessions – 2024 (2024SU) (May 20-August 16) (12 Weeks)

Summer Session 3 (2024SU) Begins.....	May 20
Memorial Day ( <i>University Closed</i> ).....	May 27
Last Day to Add/Drop (2024SU) Classes.....	June 3
Juneteenth ( <i>University Closed</i> ).....	June 19
Independence Day ( <i>University Closed</i> ).....	July 4
Last Day to Withdraw from (2024SU) Classes.....	August 9
Summer (2024SU) Ends.....	August 16

*Note: Dates subject to change; please consult website calendar (www.holyfamily.edu).*

## Summer Sessions – 2024 (2024SU1) (May 20 - June 28) (6 Weeks)

Summer Sessions 1(2023SU1) Begins.....	May 20
Memorial Day ( <i>University Closed</i> ).....	May 27
Last Day to Add/Drop Summer 1.....	May 28
Last Day to Petition to Graduate for Grad/Undergrad Students ( <i>Summer I Completion</i> ).....	May 1
Juneteenth ( <i>University Closed</i> ).....	June 19

Last Day to Withdraw from Summer 1 ..... June 21  
 Summer Session 2024SU11 Ends ..... June 28  
*Note: Dates subject to change; please consult website calendar (www.holyfamily.edu).*

### Summer Sessions – 2024 (2024SU2) (July 8- August 16) (6 Weeks)

Last Day to Petition to Graduate for Grad/Undergrad Students (*Summer 2/3 Completion*) ... August 1  
 Summer Session 2 (2024SU2) Begins ..... July 8  
 Last Day to Add/Drop Summer 2 Classes ..... July 15  
 Last Day to Withdraw from Summer 2 Classes ..... August 9  
 Summer Session 2 Ends ..... August 16  
*Note: Dates subject to change; please consult website calendar (www.holyfamily.edu).*

## 8 Week Terms

### Fall 2023

**2023FA1 ..... August 28-October 23**  
 Labor Day (University Closed) ..... September 4  
 Last Day to Add/Drop ..... September 5  
 Last Day to Petition to Graduate for Grad/Undergrad Students (*Fall Completion*) ..... October 1  
 Indigenous Peoples' Day (University Closed) ..... October 9  
 Fall Break (No Classes) ..... October 10  
 Last Day Withdraw ..... October 16  
 2023FA1 Ends ..... October 23

**2023FA2 ..... October 24-December 18**  
 Last Day to Add/Drop ..... October 31  
 Thanksgiving Holidays (*No Classes*) ..... November 22  
 Thanksgiving Holidays (*University Closed*) ..... November 23-24  
 Last Day to Withdraw ..... December 14  
 Last Day of Class ..... December 18  
*Note: Dates subject to change; please consult website calendar (www.holyfamily.edu).*

### Spring 2024

New Year's Day (*University Closed*) ..... January 1  
 University Re-Opens ..... January 2

**2024SP1 ..... January 16-March 8**  
 Martin Luther King Day (*University Closed*) ..... January 15  
 Last Day to Add/Drop Spring 1 ..... January 23  
 Last Day to Petition to Graduate for Grad/Undergrad Student (*Spring Completion*) ..... February 1  
 Presidents' Day (*University Closed*) ..... February 19  
 Last Day to Withdraw ..... February 26  
 Last Day of Class ..... March 8

**2024SP2 ..... March 11-May 3**  
 Last Day to Add/Drop ..... March 17  
 Easter Break (*University Closed*) ..... March 29-31  
 Last Day to Withdraw ..... April 19  
 Last Day to Petition to Graduate for Grad/Undergrad Students (*June Completion*) ..... February 1  
 Last Day of Class ..... May 12  
 Commencement ..... May 18  
*Note: Dates subject to change; please consult website calendar (www.holyfamily.edu).*



## Accreditation and Membership

Holy Family is accredited by:

**The Middle States Commission on Higher Education**

3624 Market Street, 2nd Floor West, Philadelphia, PA 19104

The Doctor of Psychology in Counseling Psychology degree is accredited by:

Office of Program Consultation and Accreditation

American Psychological Association

750 1st Street, NE, Washington, DC, 20002

202-336-5979

[apaaccred@apa.org](mailto:apaaccred@apa.org)

[www.apa.org/ed/accreditation](http://www.apa.org/ed/accreditation)

The baccalaureate degree in nursing, master's degree in nursing, and Doctor of Nursing Practice program are accredited by:

**The Commission on Collegiate Nursing Education**

655 K. Street NW, Suite 750, Washington DC 20001

202-887-6791

The associate degree in radiologic science is accredited by:

**The Joint Review Committee of Education in Radiologic Technology**

20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182

[www.jrcert.org](http://www.jrcert.org) • 312-704-5300

Several traditional undergraduate programs (Accounting, Management-Marketing, Sports Marketing-Management) offered by the School of Business and Professional Studies are accredited by:

**The Accreditation Council for Business Schools and Programs**

11520 West 119th St., Overland Park, KS 66213

*This accreditation does not apply to the accelerated undergraduate and graduate business degrees offered through the School of Graduate and Professional Studies.*

Teacher certification programs at the graduate and undergraduate levels are approved by:

**The Commonwealth of Pennsylvania**

Department of Education

333 Market Street, 1st. Floor, Harrisburg, PA 17126-0333

Holy Family Pre-licensure nursing programs are approved by:

**The Pennsylvania State Board of Nursing**

2601 North 3rd. Street, Harrisburg, PA 17110

Holy Family is a member of:

**The American Association of Colleges of Nursing (AACN)**

655 K. Street NW, Suite 750, Washington DC 20001

**The Veterans Administration**

810 Vermont Avenue, NW, Washington, DC 20420

## Affiliation

Holy Family University is a member of the Southeastern Pennsylvania Consortium for Higher Education (SEPCHE). SEPCHE consists of eight independent institutions of higher education in the Greater Philadelphia Region. These schools consist of Arcadia University, Cabrini College, Chestnut Hill College, Gwynedd-Mercy University, Holy Family University, Immaculata University, Neumann University, and Rosemont College.

## Correspondence

All mail correspondence should be addressed to:

**Holy Family University, 9801 Frankford Avenue, Philadelphia, PA 19114-2009**

Address specific inquiries as follows:

**Academic Affairs**  
**(Academic Policies and Procedures)**  
Vice President for Academic Affairs

**Accessibility Services**  
Director of Accessibility Services

**Alumni Relations**  
Exec Director Alumni Engagement & Annual Giving

**Bookstore**  
Bookstore Manager

**Business Affairs**  
Vice President for Finance  
and Administration

**Career Development Center**  
Director of Career Development

**Center for Academic Enhancement (CAE)**  
Director of Academic Enhancement

**Center for Teaching & Learning (CTL)**  
Executive Director of The Center for Teaching & Learning

**Counseling Services**  
Director of Counseling Services

**Dean of Students Office**  
Dean of Students

**Equity & Inclusion / Title IX**  
Director of Equity & Inclusion/Deputy Title IX Coordinator

**Financial Aid**  
Director of Financial Aid

**Gifts and Bequests**  
Vice President for University Advancement

**Health Services**  
Director of Health Services

**Holy Family University, Newtown**  
Administrative Coordinator, Facilities

**Housing**  
Director of Residence Life

**Human Resources**  
Assistant Vice President for Human Resources

**Information Technology**  
Vice President for Information Technology/Chief Information Officer

**Library Services**  
Executive Director of Library Services

**Mail**  
Mail Services Coordinator

**Student Engagement**  
Associate Director of Student Engagement

**Student Success**  
Director of Student Success

**Title IX**  
Title IX Coordinator

**Transcripts, and Student Records**  
Registrar

**Tuition and Fees**  
Director of Student Accounts

**Use of University Facilities**  
Director of Events and Meeting Services

# History, Facilities, and Services

## History: Past and Present of Holy Family University

Holy Family University is a regionally accredited Catholic, private, co-educational university.

The University is under the patronage of the Holy Family of Nazareth, the model for all families. Through various activities and the curriculum, concerted efforts are made to deepen the students' awareness of the Holy Family and the modern family as an important social unit.

Founding of Holy Family College in 1954 by the Sisters of the Holy Family of Nazareth marked the culmination of an evolutionary cycle begun in 1934 with the opening of the Holy Family Teacher Training School. During the early years, the college functioned as an affiliate of the Catholic University of America. Full accreditation by the Middle States Association of Colleges and Schools was extended to Holy Family in 1961, seven years after its founding. This regional accreditation has been renewed in 1971, 1981, 1991, 2001, and 2011. The Pennsylvania Department of Education approved the college for university status in 2002.

The graduate programs in Education were approved by the Pennsylvania Department of Education in March 1990, followed by the Nursing and Counseling Psychology programs in 1997, the Human Resources Management and Information Systems Management programs in Spring 2000, and the Accelerated Business Administration program in 2003. The graduate program in TESOL and Literacy was approved in 2008. The doctoral program in Educational Leadership and Professional Studies was approved in 2010.

Today, the University provides liberal arts and professional programs for more than 1,900 undergraduate students. The graduate programs in accountancy, business administration, education, counseling psychology and nursing serve approximately 600 professional and pre-professional men and women.

Since it was chartered on February 11, 1954, Holy Family has been a dynamic institution responding today in order to provide for tomorrow's needs. Despite its growth in numbers of students, its geographic expansion from Philadelphia into surrounding counties, its provision of residence opportunities, and its adoption of alternative pedagogical delivery strategies, the University's purpose remains essentially unchanged—to offer a high-quality, affordable, personalized, and values-centered education in the firm tradition of Catholic higher education. In living Holy Family's motto, *Teneor Votis*, the University community recognizes its responsibility to those whom it serves and realizes that its Mission is best extended by its students who are likewise deeply conscious of their ongoing responsibilities to themselves, others, their country, and their God in ways that transcend time and place.

## Philadelphia Campus

Originally, Holy Family University was part of the Torresdale–Andalusia land grant given to an ancestor of the Drexel–Biddle family in the era of William Penn. The 27 acres on which the University was first located were acquired by the Congregation of the Sisters of the Holy Family of Nazareth during the early 1920s. Since then, the campus has been enlarged by the purchase of 19 acres added on the property's north and south sides.

### Philadelphia Campus Facilities

**Alpha House**, the Early Childhood Center, is situated on Grant Avenue, east of Frankford Avenue. Alpha House provides nursery and kindergarten services for the University and local community. It is also available as a resource for the University's education and nursing majors. Alpha House is accredited by the National Association for the Education of Young Children and is staffed by certified teachers.

**Bookstore** is located on the first floor of the Campus Center at the Philadelphia Campus and offers online services for the Newtown site.

**Campus Center** serves as the hub of campus activities. It houses a chapel, a full-service cafeteria, 1,000 seat gymnasium, a state-of-the-art fitness center, University Bookstore, lounge areas, and Student Life offices.

**Career Development Center** is located on the second floor of the Campus Center, and houses the following support services: Career Exploration, Job Placement, Experiential Learning, and Internships.

**Center for Academic Enhancement (CAE)** is located on the second floor of the University Library. As part of the Center for Teaching & Learning, the CAE provides academic support services.

**Center for Teaching & Learning (CTL)** is located on the second floor of the University Library. The Center for Teaching & Learning provides faculty development and support for University faculty. The CTL also provides oversight to the Center for Academic Enhancement (CAE) which provides academic support of students and the Office of Accessibility Services which provides support for students with accommodations to otherwise qualified individuals with documented disabilities under the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the **Rehabilitation Act** of 1973.

**Computer Laboratories** are located in Room 302 of Holy Family Hall, four locations in the Education and Technology Center, Campus Center Commons and the main floor of the University Library providing electronic resources for students. Wireless network access is also available throughout the campus buildings and student residential halls. Open laboratory hours are available.

**Counseling Services**, located in the Campus Center, Room 202, provides confidential counseling and referral services.

**Delaney Hall** provides residential facilities for the Sisters of the Holy Family of Nazareth who are engaged in various ministries at the University.

**Education & Technology Center** contains eight general classrooms, four computer labs, and five classrooms specially designed to model primary and secondary classroom instruction for the University's education students. Additionally, the facility contains a 200-seat auditorium, three conference rooms, a teacher resource room, café, chapel, student and faculty lounges, and faculty and administrative offices. It also contains classroom, studio, and gallery space for the University's Art program.

**Equity and Inclusion** is located on the second floor of the Campus Center and assists in the coordination and strategies of the University's Title IX and Non-discrimination compliance efforts.

**Garden Residence**, located on Grant Avenue, provides apartment-style living for upperclassmen.

**Graduate and Adult Admissions Office** is located in Room 102 of Holy Family Hall and serves prospective graduate students.

**Holy Family Hall**, the main academic building, contains classrooms, science, computer and language laboratories, a major lecture hall, a communications suite, and administrative and faculty offices.

**Nurse Education Building** is a four-story classroom and office facility; it includes a nursing simulation and practice laboratories.

**Office of Accessibility Services**, located on the main floor of the Library, provides support for students with accommodations with documented disabilities under the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the **Rehabilitation Act** of 1973.\

**Office of the Registrar** is located on the second floor of Holy Family Hall and keeps the records and supports the learning environment by providing efficient and effective services to students, faculty, staff, and alumni. We offer registration opportunities, official academic transcripts, enrollment certifications, reporting to the National Student Clearinghouse, apostilles, and special letters by request. The office is also responsible for processing Military and Veteran's Benefits and International Student processes.

**Office of Student Success** is designed to be a space for students to find comfort, locate support resources, address any challenges they experience, and receive helpful coaching through their college experience. The Office offers individual student success appointments. Students access our Services for coaching in the following areas: time management, assignment tracking, motivation, focus, procrastination, communication assistance, resource referrals, understanding course/assignment directions, and if they just aren't sure where to go or what to do.

**Stevenson Lane Residence**, located on Stevenson Lane, offers contemporary campus housing.

**Student Engagement Office (SEO)** offers access to student organizations, activities boards, and Honor Societies. Located on the second floor of the Campus Center, the SEO office provides students with a space to acquire the education and qualifications to enhance life, skill sets, and shared experiences.

**Title IX Office**, located on the second floor of the Campus Center, oversees the University's response and process in regard to review, investigation, and resolution of reports of sexual misconduct, and coordinates compliance with Title IX, Section 504 of the Americans with Disabilities Act (ADA), the Clery Act, and local, state, and federal guidance. Additionally, the Title IX Office assures compliance of equal access and opportunity for all students.

**Undergraduate Admissions Center**, located on the second floor of the Education & Technology Center, serves prospective students and houses the Undergraduate Admissions Office.

**Philadelphia Campus Library** serves the research and information needs of the University community through online databases, academic journals, books and audiovisual materials, a children's literature collection and curriculum materials. These resources are supplemented by intercampus and interlibrary loan services. In addition, the Library offers wireless network access with printing capability and computer labs. Several group study rooms with technology are also available for reservation.

Librarians offer individualized research instruction and APA/MLA citation consultations as well as formal, in-class information literacy sessions at either campus or virtually.

The Library's online catalog, online research databases, and additional information are available via the library website at [www.holyfamily.edu/library](http://www.holyfamily.edu/library).

**University Archives** is located in the Library on the Northeast Philadelphia Campus. Spanning more than 50 years, collections housed in the archives cover the entirety of Holy Family's history. Researchers can explore it using records in a variety of genres and forms including, but not limited to, original letters and documents, photographs, publications, scrapbooks, and electronic media.

The University Archives provides information services that will assist the operation of the university and promote research and scholarship by making available and encouraging use of its collections. To this end, it serves the entire university community, targeting especially administration, academic affairs, campus events, institutional advancement, and human resources, as well as faculty and student scholarship and activities. It also serves individuals outside the university, particularly research scholars who have an interest in Holy Family's history or need access to its special collections.

# Holy Family University, Newtown, Bucks County

In 1995, a second location with a building suitable for classrooms and offices was purchased by the University in Newtown, Bucks County, 18 miles north of the Philadelphia Campus. Full use of the Newtown location was inaugurated in the Fall 1995 semester.

The University closed sale on a portion of its 155-acre tract in Newtown to Lockheed Martin Corporation in April 1996 and retained 79-acres of the original parcel for development. Currently, a 44,000 square-foot academic/administrative facility is located here.

## Newtown, Bucks County, Facilities

**Center for Counseling Studies and Services, Room 202**, provides facilities for clinical experience for students in the Master of Science in Counseling Psychology program as well as professional offices for faculty. The Center includes video and audio-equipped training areas for play therapy and group psychotherapy, an observation room for monitoring individual and group counseling practice sessions, and individual offices for therapy simulation. The Center is available for classroom experiences and to individual students for skills practice.

**Computer Laboratories** are located in Rooms 131 and offer a variety of software and hardware programs for computer instruction and student self-study. Open laboratory hours are available. Wireless access is also available.

**Art Therapy Room 234**, is a classroom with materials specific to the training of Art Therapists.

**The Multimedia Room, Room 138**, provides large-screen video-projection; a multimedia personal computer; a document workstation; TV and multimedia hardware; and recording and amplification equipment. Room 138 is also equipped with videoconferencing equipment to provide for interactive conferences or classes between the Philadelphia Campus and the Newtown location as well as with video conferencing sites worldwide.

**Multi-Purpose Room, Room 136**, has the capacity for large-group instruction, and it supports a local-area network.

**Nursing Simulation Laboratories, Room 242 and 237**, are equipped with nursing simulation equipment and practice facilities.

# University Services

**Academic Advising Center** – The Academic Advising Center offers full-time and part-time undergraduate students an opportunity to discuss academic progress, policies, procedures, and degree requirements. The Academic Advising Center is located in Room 215 of Holy Family Hall.

**Academic Support Services** – As part of the Center for Teaching & Learning, The Center for Academic Enhancement (CAE) offers diverse services designed to meet the learning needs of undergraduate and graduate students at all levels of achievement, in particular addressing undergraduate programs of study from developmental to honors courses. It is the goal of the CAE to help students improve skills and achieve greater academic success, and to encourage them to take full advantage of the learning experience. The CAE is located on the second floor of the University Library within the Center for Teaching & Learning.

**Accessibility Services** – As part of the Center for Teaching & Learning, the Office of Accessibility Services (OAS) facilitates reasonable accommodations for otherwise qualified students with documented disabilities is located in the Center for Teaching & Learning, first floor of the Library. To contact the Office of Accessibility Services, email [accessibilityservices@holysfamily.edu](mailto:accessibilityservices@holysfamily.edu) or call 267-341-3388. Students with disabilities (e.g., physical, learning, psychological, ADHD, etc.) who intend to seek accommodations in accordance with the Americans with Disabilities Act of 1990 (ADA) and/or Section 504 of the Rehabilitation Act of 1973 should contact the Office ideally, before the start of each semester to review the process for obtaining accommodations. Mid-semester requests may delay the provision of some accommodations. The process includes submission of necessary documentation, including provider verification from a qualified professional that supports need of an accommodation. Once documentation is received, the process for providing accommodations may take up to a few weeks. Effort is made to review documentation in a timely manner. Guidelines for documentation are available by contacting the OAS.

**Bookstore** – The Bookstore offers new, used or rentable textbooks required and/or recommended by instructors for class. A selection of trade books in related academic disciplines is also available for purchase. Special orders for books can also be processed at any time. A full line of school supplies, University-imprinted clothing and gifts, and numerous other items are available. The Bookstore honors Visa, MasterCard, Discover, and American Express credit cards, as well as Barnes & Noble gift cards. During the first two weeks of each semester and for the beginning of each summer session, the store has extended hours of operation. Books can also be ordered online at [www.holysfamily.bncollege.com](http://www.holysfamily.bncollege.com). Please call 267-341-3657 for further information.

**Campus Ministry** – Liturgies, prayer services, scripture readings, retreats, and social justice activities invite the involvement of all students. Those interested should contact the Director of Campus Ministry in the Campus Center, Room 224, during regular office hours or by appointment at 267-341-3261.

**Career Development Center** – includes Experiential Learning/Internship services to those seeking internship opportunities. The department also provides services to those students seeking information about career direction and long-term, meaningful employment within their field of study. The Career Development Center holds workshops on job-searching techniques, resume writing, and interviewing. The Career Development Center is open 8:00am to 4:00pm, Monday Through Friday, and is located on the second floor of the Campus Center.

**Counseling Services** – Counseling Services include individual and small group counseling, relaxation training and stress management, alcohol and other drug assessments, crisis intervention, support groups, educational programs on a variety of mental health and wellness issues, and referrals to local treatment providers and support services. The Center, located in Room 202 and 204 in the Campus Center, is open Monday through Friday on the Philadelphia Campus and by appointment at the Newtown site. Students may make appointments by contacting the Counseling Center via email at [counselingcenter@holysfamily.edu](mailto:counselingcenter@holysfamily.edu). Hours of operation are 8:00am to 4:00pm, Monday through Friday. All information shared with the Counseling Center staff is completely confidential with no out-of-pocket expense. The Counseling Center is available to respond to after-hours mental health crisis or emergencies as appropriate and may be reached through Public Safety at 267-341-3333. [counselingcenter@holysfamily.edu](mailto:counselingcenter@holysfamily.edu)

Additional information may be found in the Student Handbook, located at [www.holysfamily.edu/current-students/student-resources/student-handbook](http://www.holysfamily.edu/current-students/student-resources/student-handbook), or the Wellness Services website, [www.holysfamily.edu/current-students/student-resources/wellness-services](http://www.holysfamily.edu/current-students/student-resources/wellness-services).



**Dean of Students** – The Office of the Dean of Students strives to help students in their journey to reaching their full potential inside and outside the classroom. We support students through holistic wellness services and opportunities, promote accountability and responsibility in the Office for Student Conduct, and assure equitability and accessibility throughout campus and in the classroom. The Office facilitates the Campus Assessment, Response, and Evaluation (CARE) Team which receives reports of concerning or threatening student behavior that have the potential to lead to targeted violence. The Dean of Students provides support to faculty and staff within each college as they work with their students on college-specific issues. [dos@holysfamily.edu](mailto:dos@holysfamily.edu)

**Dining Services – Tiger Café and Cub Café**

**The Tiger Café** is located in the Campus Center and offers complete hot meals, a salad bar, cold cut sandwiches, soups, snacks, beverages, and desserts. A brunch is available on weekends.

**The Cub Café** is located in the ETC building and offers light grab-and-go meals, snacks, and beverages. *For more information regarding hours of operation, please check the website at Dining Services.*

**Health Services** – Health Services is located in Stevenson Lane Residence Hall and provides first aid, health screenings, counseling, referrals, and health insurance information. Appointments are required. More information is available on the Wellness website, [www.holysfamily.edu/current-students/student-resources/wellness-services](http://www.holysfamily.edu/current-students/student-resources/wellness-services). [healthservices@holysfamily.edu](mailto:healthservices@holysfamily.edu)

**International Affairs Office** – The International Affairs Office (IAO) provides advisement on immigration regulations and procedures. The IAO assists students and scholars (F-1 and J-1 status) with regulations for non-immigrant status which include but are not limited to visa guidance, employment authorization, travel guidance, employment authorization, travel guidance and procedures, school transfers, Social Security applications, and extension of stay issues. Information regarding non-immigrant status may be obtained through the International Affairs Office, Room 218, Holy Family Hall or by calling 267-341-3212.

**J-1/J-2 Visa – Exchange Visitors Program** – The Exchange Visitors' Program is administered by the United States Department of State and is used to bring international visitors to the United States. The University is authorized to sponsor international visitors in the following categories: professor, research scholar, short term scholar, and student. International visitors in these categories are eligible for the J-1 Visa, and dependents of J-1 Visa holders are eligible for the J-2 Visa. The Exchange Visitor Program and its J-1 Visa are distinguished by their underlying philosophy of educational understanding. Information concerning the Exchange Visitor Program may be obtained through the International Affairs Office, Room 218, Holy Family Hall, or by calling 267-341-3212.

**Office for Equity and Inclusion** exists to encourage inclusive excellence, educate the University and community, and examine the systems, policies, and processes at Holy Family University to ensure all persons across the spectrum of identity experience an equitable, accessible, and vibrant community in which to learn, work, and live. The Office for Equity and Inclusion embraces a comprehensive and holistic view of equity, diversity, and identity-leading to the richness that is humanity and enhances the University vision of Family and our values of Respect. The Office extensively assists in the coordination and strategies of the University's Title IX and Non-discrimination compliance efforts. [equity@holysfamily.edu](mailto:equity@holysfamily.edu)

**Office of Residence Life** – Holy Family University extends the learning experience beyond the classroom to create a holistic education that fosters a student's personal development. The University provides various residential housing experiences to help guide students through their own personal development within a supportive community.

**Office of Student Success** – The Office is designed to be a space for students to find comfort, locate support resources, address any challenges they experience, and receive helpful coaching through their college experience. The Office offers individual student success appointments. Students access our Services for coaching in the following areas: time management, assignment tracking, motivation, focus, procrastination, communication assistance, resource referrals, understanding course/assignment directions, and if they just aren't sure where to go or what to do. [studentsuccess@holysfamily.edu](mailto:studentsuccess@holysfamily.edu)

**Parking** – Students must register their cars to obtain a parking permit, as well as obtain an official student identification card during their first semester at Holy Family University. Parking permits may be obtained at the Public Safety Command Center in the Campus Center, Philadelphia Campus, or at the reception desk of the Newtown.

**Public Safety and Security** – The University offers 24-hour security coverage. Security officers may be reached through using the emergency telephones located on the parking lots and in each building or by dialing 267-341-3333. Call and 267-341- 4011 at the Newtown site.

**Student Engagement Office** – The Office for Student Engagement is responsible for developing campus programming at Holy Family University. The programs sponsored by the Student Engagement Office provide opportunities for students to develop their leadership skills outside the classroom. The Office for Student Engagement also fosters an environment for physical, mental, emotional, social, and spiritual growth, based on the University's core values of family, respect, service and responsibility, learning, integrity, and vision. [seo@holyfamily.edu](mailto:seo@holyfamily.edu)

**Student ID cards** Students must obtain an official student identification card during their first semester at Holy Family University. ID cards may be obtained in Room 105 of the Education and Technology Center, Philadelphia Campus, or at the reception desks of the Newtown. ID cards are necessary for building access, the use of the Library, LRC, and sports facilities, and must be carried while students are on campus. There is no charge for the initial card; however, the cost of replacing a lost ID is \$10, payable at the time of photographing. A \$10 late fee is also charged for IDs taken three weeks after the start of classes.

**Title IX Office** – The Title IX Coordinator oversees the University's process in regard to review, investigation, and resolution of reports of sexual misconduct, and coordinates compliance with federal, state, and local law. The Title IX Office is available to advise any individual, including a complainant, a respondent, or a third party, about the courses of action available at the University, both informally and formally, to aid any University community member regarding how to respond appropriately to reports of sexual misconduct, and to review appropriate University policy to ensure institutional compliance. The Title IX Coordinator is responsible for education and prevention efforts for the University, and coordinates the full compliance with all requirements as outlined by civil rights law. The Title IX Office is also responsible for assisting students in all reports of discrimination or harassment. The Title IX Coordinator is available at [titleix@holyfamily.edu](mailto:titleix@holyfamily.edu) and 267-341-3204, and the office is located in Campus Center second floor.

# **Financial Information**

## **Tuition and Fees for the 2023–2024 Academic Year**

### **TUITION AND FEES: ACADEMIC YEAR 2023-24** Effective July 1, 2023\*

#### **Graduate and Doctoral Programs**

<b>Graduate Programs</b>	
Tuition per Credit Hour – Non-Nursing Courses	\$822
Tuition per Credit Hour – Nursing Clinical Courses	\$941
Master of Education – Cohort MEd Program/Certificates; tuition per credit hour	\$541
General Fee per Semester/session	\$151
Malpractice Fee per Year	*see Course Fee List
<b>Other Related Fees – Graduate Programs</b>	
Auditing Fee per Credit	50% of per credit hour
Challenge Exam Fee	1/3 of credit hour
Co-op Internship Fee per Course per Semester	\$55
Graduation Fee	\$165
Course Fee	*see Course Fee List
<b>Doctoral Programs</b>	
Doctor of Nursing Practice (DNP), Tuition per Credit Hour	\$1,066
Doctor of Counseling Psychology (PsyD), Tuition per Credit Hour	\$1,066
Doctor of Education (EdD) Cohort Program, Tuition per Credit Hour	\$1,009
Doctor of Education (EdD), Traditional Program, Tuition per Credit Hour	\$1,123
General Fee per Semester/session	\$177
Family Nurse Practitioner/Doctor of Nursing Practice (APEA Pre-predictor exam)	\$33.95
Family Nurse Practitioner/Doctor of Nursing Practice (APEA University-predictor exam)	\$33.95
<b>Other Related Fees – Doctoral Programs</b>	
Graduation Fee	\$165
Course Fee	*see Course Fee List

\*Note: All cohort-based tuition pricing will be determined as follows:

- 1) Existing cohort pricing will remain the same throughout the duration of the cohort.
- 2) New cohorts starting after July 1 will be charged the prevailing tuition rate.

### **TUITION AND FEES: ACADEMIC YEAR 2023-24** Effective July 1, 2023\*

#### **Accelerated Programs**

<b>Undergraduate Programs</b>	
Tuition per credit hour	\$676
<b>Graduate Programs</b>	
Tuition per credit hour	\$848
<b>RN to BSN – Off site</b>	
Tuition per course	\$1,170
<b>RN to BSN Onsite</b>	
Tuition per course	\$1,404

<b>MSN Cohort - Offsite</b>	
Tuition per Course	\$2,080
<b>Online MBA and Online New Professionals MBA</b>	
Tuition per credit hour	\$676

<b>Other Related Fees</b>	
General Fee per Semester/session	\$151
Auditing fee per credit	50% of tuition per credit hour
Graduation fee	\$165
Course fee	*see Course Fee List

\*Note: All cohort-based tuition pricing will be determined as follows:

- 1) Existing cohort pricing will remain the same throughout the duration of the cohort.
- 2) New cohorts starting after July 1 will be charged the prevailing tuition rate.

**Academic Year 2023-2024 Course Fees**

Co-op Intern fee – Undergraduate	\$30
Co-op Intern Fee – Graduate	\$55
<b>Art Course</b>	
ARTS 102, 210, 211, 221, 223, 225, 310, 311, 316, 317, 319, 320, - 431, 499	\$25
ARTS 217, 218, 224, 327, 428	\$75
ARTS 226, 321, 322, 323, 324, 327	\$100
<b>Biology Courses</b>	
BIOL 120, 121, 206, 207, 208, 211	\$90
BIOL 300, 332	\$75
BIOL 408, 417, 418	\$140
<b>Business Administration Courses</b>	
BUSA 440	\$490
<b>Chemistry Courses</b>	
CHEM 120, 121, 207, 208, 299, 301, 302	\$90
<b>Counseling Psychology Courses</b>	
COUN 513, 560, 561, 563	\$20
CNDS 560, 561, 563	\$20
CNCC 560, 561, 563	\$20
CART 560, 561, 563	\$20
CART 502, 504, 505, 506, 507, 550	\$25
<b>General Sciences Courses</b>	
GSCI 104	\$75
<b>Nursing Courses</b>	
Malpractice Fee	
NURS 204, 341, 351, 431, 433, 442, 444, 461	\$30
NURS 614, 615	\$50
NURS 805, 806, 808, 809, 811, 812, 901, 902, 905, 906	\$50
<b>Nursing Clinicals</b>	
NURS 204, 341, 351, 431, 433, 442, 444, 461	\$1,050
<b>ATI Fees</b>	
JR/SR Level Traditional Students (cost per semester for 4 semesters)	\$717
2 <sup>nd</sup> Degree – 14 months (cost per semester for 3 semesters)	\$660
2 <sup>nd</sup> Degree – 22 months (cost per semester for 5 semesters)	\$542
3 <sup>rd</sup> Degree - Distance (cost per semester for 3 semesters)	\$660
Exam Soft - yearly	\$75
<b>Physics</b>	
PHY201L, 202L	\$30
<b>Psychology Courses</b>	
PSYC 311, 322	\$30

### **Sociology Courses**

SOCO 311, 322 \$30

### **Radiologic Science Courses**

#### **ASRS Course Fees**

RADS 104 \$100

RADS 106, 108, 114, 204, 215, 218 \$50

RADS 120, 122, 222, 232 \$305

RADS 200 \$385

#### **Post-Primary Course Fees**

RADS 424, 429, 434, 439 \$305

RADS 427, 437 \$300

### **Miscellaneous Fees**

Transcript \$10 and up depending upon delivery method

*The University reserves the right to revise fees and expenses without notice by action of the Board of Trustees. The general fee covers library expenses, health services, careers counseling, special lectures, other cultural activities, and a share in miscellaneous costs of operating the University as well as all technology including computing, AV services, and library systems.*

## **Five and Six Year Bachelor/Master Programs**

Accepted full-time undergraduate students will be permitted to take graduate credits as required by the respective graduate program during their last two undergraduate semesters. Students will be charged the full-time undergraduate tuition rate for this required graduate coursework, provided they are enrolled in 12-18 credits. Any graduate credits taken in excess of program requirements by graduate students enrolled in combined bachelor/master's degree programs will be charged at the current graduate tuition rate.

## **Graduation Fee**

Once a student has submitted an Application for Graduation via Self-Service and their exit interview has been completed, a graduation fee is applied to their account. The graduation fee is \$165 and covers the cost of the degree audits and evaluations, the diploma, the diploma cover, mailing fees and other incidental expenses associated with the graduation. All graduates are listed in the Commencement program and all graduates must pay the fee regardless of attendance at the Commencement ceremony.

## **Payment of Tuition and Fees**

Payment of bills must be received by the University on or before the date established by the Office of Student Accounts each semester. Failure to pay any outstanding balance in full when due will result in a late fee assessment of \$25. In addition to assessing a late fee, a financial hold will be placed on the student's account. A financial hold prohibits future registration, the release of grades, transcripts and diplomas. All delinquent balances must be satisfied in full to remove the financial hold. Holy Family University reserves the right to transfer delinquent accounts to a contracted collection agency and/or credit bureau.

The following payment options are available for students to finance their education:

- 1 Tuition and fees are payable in full at the beginning of each semester. Payment can be made by cash, check, money order, cashier's check or by MasterCard, Discover, Visa, or American Express credit cards. The Office of Student Accounts will bill students who register early. Fall bills are due August 15<sup>th</sup> and Spring bills are due December 15<sup>th</sup>. For students registering after the due date, payment is due at the time of registration. All credit or debit card payments are subject to a 2.75% convenience fee.
2. There are two semester payment plans available for full-time students: 5-month and 4-month payments. Both are available once the bills are generated, a month prior to the due date. To enroll, a student can login through Self-Service. Each plan has a \$35 enrollment fee. Part-time students are able to enroll in the 4-month payment plan each semester.

## **Withdrawal and Return of Funds Policy**

1. Traditional students who withdraw from classes are eligible for a tuition refund based on the following schedule:

Withdrawal from Summer Session 3, Fall and Spring semesters during:

the first two weeks 100%

after two weeks 0%

Withdrawal from Summer Sessions 1 or 2 during:

the first week	100%
after first week	0%

For the above refund policy, only tuition is refundable. Fees are not refundable with the exception of the laboratory/course fee, which is totally refunded if the student withdraws prior to the first scheduled class. General fees are non-refundable.

2. Students who are recipients of federal\* financial aid and who withdraw from all courses; drop out from all courses; are dismissed from all courses; or take a leave of absence from all courses prior to completing 60% of a semester must have their financial aid recalculated based on the percent of earned aid. (Once a student has completed more than 60% of the payment period, all financial aid is considered to be earned.)

The amount of federal financial aid that the student earns is determined on a pro-rata basis using the following formula:

$$\text{Percent Earned} = \frac{\text{Number of days completed up to the withdrawal date}^{**}}{\text{Total calendar days in the term}}$$

(with an allowance for any scheduled breaks that are at least 5 days long)

The percentage of aid that is unearned (i.e., returned to the government) is determined using the following formula:

$$\text{Percent Unearned} = 100\% \text{ minus the percent earned}$$

Unearned aid is returned as follows:

**The school returns the lesser of:**

- Institutional charges multiplied by the unearned percentage
- Federal financial aid disbursed multiplied by the unearned percentage

**The student returns:**

- Any unearned aid not covered by the school
- When the school and/or the student must return unearned aid, it must be returned to the appropriate program(s) as follows:
  1. Direct Federal Unsubsidized Loan
  2. Direct Federal Subsidized Loan
  3. Direct Federal PLUS Loan
  4. Direct Federal Graduate PLUS Loan
  5. Federal Pell Grant
  6. Federal SEOG
  7. Other Title IV grant programs

3. Students who are recipients of Department of Defense Tuition Assistance (DOD TA) Funds that: withdraw from all courses, drop all courses, are dismissed from all courses, or take a leave of absence from all courses prior to completing 60% of a semester must have their DoD TA funds recalculated based on the percent of earned funds, as per the DoD TA policy. (once a student has completed more than 60% of the payment period, all funds are considered to be earned.)

**8 week course withdraw**

Before or during week 1	100%
During week 2	75%
During weeks 3-4	50%
During week 5	40% (This is the 60% Completion Point)
During weeks 6-8	No Return

**16 week course withdraw**

Before or during weeks 1 or 2	100%
During weeks 3-4	75%
During weeks 5-8	50%
During weeks 9-10	40% (This is the 60% Completion Point)
During weeks 11-16	No Return

Loan amounts that are to be returned by the student are repaid in accordance with the terms of the loan's promissory note. Grant amounts that are to be returned by the student are considered a grant overpayment and arrangements must be made with the school or the U.S. Department of Education to return the funds.

The Office of Student Accounts will bill the student for any funds the school must return.

\* *Federal financial aid includes the Federal Pell Grant, Federal Supplemental Opportunity Grant (SEOG), Direct Federal Loan (subsidized and unsubsidized) and Direct Federal PLUS Loan.*

\*\* *Withdrawal date is defined as the actual date the student begins the institution's withdrawal process, the student's last date of academically related activity, or the midpoint of the term for a student who leaves without notifying the institution.*

For the purpose of refund computation, a week shall be defined as the period of seven consecutive days beginning with the official University opening and not the first day in actual attendance by the student. All Saturday classes are considered under the same policy.

Common refund examples are available and can be obtained by calling the Office of Student Accounts.

4. Students who are enrolled in 8-week sessions who withdraw from classes are eligible for a tuition refund based on the following schedule:

Withdrawal from Summer Sessions, Fall and Spring semesters during:

the first week	100%
after first week	0%

For the above refund policy, only tuition is refundable. Fees are not refundable with the exception of the laboratory/course fee, which is totally refunded if the student withdraws prior to the first scheduled class. General fees are non-refundable.

### **Tuition Appeal Policy**

All students are subject to Holy Family University's policy on withdrawal and refunds. However, students may request a tuition appeal when special circumstances prevent compliance with the published deadlines.

On rare occasions students may experience extenuating circumstances that warrant exceptions to the published policy. Students may request University consideration for an exception by completing the Tuition Appeal form. Tuition appeals are reviewed by the Assistant Controller/Director of Student Accounts.

#### Required Criteria

Students seeking an appeal must meet the following criteria:

1. A direct cause-and-effect relationship can be demonstrated between the extenuating circumstances and the student's ability to persist in his/her course(s).
2. Circumstances experienced and their resultant impact were not foreseeable and/or could not have been reasonably prevented during the time period in question.
3. Relevant documentation can be furnished from an appropriate authority to support the claim. Documentation must be on official letterhead of the office of the issuing authority and include the contact information. Examples include a letter from a physician, commanding officer, employer, etc. Please note that all documentation is kept confidential.

#### Exclusions

General fees are excluded from the refund request. The student will still be responsible for the general fee even if the appeal request is approved. General fees are not reversed, they are non-refundable.

#### Deadline to Request an Appeal

All requests for appeals to the Holy Family University refund policies must be submitted within **60 days** from the last day of the term which the circumstance occurred.

#### University Decision

The requesting student will be notified of the University's decision approximately **six to eight weeks** from the time of submission of **all documentation**.

Instructions for Submitting a Request for a Tuition Appeal:

Please note that submission of an appeal will not act as a withdrawal from ongoing classes. If you have any other questions, please contact the Office of Student Accounts at 267-341-3202.

**A complete request must include the following:**

1. Completed, **signed** and dated Tuition Appeal Form; *and*
2. A TYPED detailed personal statement (please limit this to 1 page); *and*
3. Relevant and supporting documentation that pertains to the time period at issue.

**Incomplete requests will be closed and denied but may be re-opened once the required documentation is submitted as long as they are received within 30 days from the date of the original denial.**

**A Tuition Appeal must meet the following Criteria:**

- All requests for appeals to the Holy Family University Refund Policies must be submitted **within 60 days** from the last day of the term during which the circumstance occurred.
- A direct “cause and effect” relationship can be demonstrated between the extenuating circumstances and the student’s ability to successfully complete his/her course(s).
- Circumstances experienced and their resulting impact were unforeseeable and/or could not have been reasonably prevented during the time period in question.
- **Relevant documentation can be furnished from an appropriate authority to support the claim.** Documentation must be signed and on official letterhead of the issuing authority and include the contact information for this authority. See below for examples of supporting documentation.

<b>Reason</b>	<b>Examples of Relevant and Supporting Documentation</b>
Medical Issue	A signed letter from physician/medical provider stating 1) the date(s) of the onset and duration of the condition and 2) how the condition impaired your ability to continue/complete courses. Please do NOT send medical records or bills.
Military Duty	Deployment orders/PCS orders/TPY orders; Memo from Commanding Officer to address issues not covered by military orders.
Death of Immediate Family Member	Death certificate or obituary. The submitted documentation must show date of death and family relationship.

- *The following issues cannot be addressed through this process:*
  - Satisfactory Academic Progress (SAP)
  - Disputes regarding denial of financial aid or the amount awarded
  - Alleged arbitrary and capricious grades
  - Complaints about class instruction or curriculum.

**Please e-mail, fax or mail your request to:**

**E-mail:**

[cwilliams@holyfamily.edu](mailto:cwilliams@holyfamily.edu)

**Fax:**

215-281-1690

**Address:**

Holy Family University  
Office of Student Accounts  
Holy Family Hall, Room 202  
9801 Frankford Avenue  
Philadelphia, PA 19114





# Holy Family

UNIVERSITY

TUITION APPEAL FORM  
Office of Student Accounts  
Holy Family Hall, Room 202  
9801 Frankford Avenue  
Philadelphia, PA 19114

Student Name (Last, First): \_\_\_\_\_ Student ID: \_\_\_\_\_

Undergraduate \_\_\_ Graduate \_\_\_ Extended Learning \_\_\_

Semester: Fall \_\_\_ Winterim \_\_\_ Spring \_\_\_ Summer \_\_\_ Year: \_\_\_\_\_

Subject	Course #	Section #	Withdrawal Date (if applicable)

**Action Requested:**

\_\_\_ Tuition Refund

\_\_\_ Re-open a previously DENIED request (time limit is 30 days from the date of initial decision)

**Required Documentation:**

1. Completed, **signed** and dated Tuition Appeal Form; *and*
2. A TYPED detailed personal statement (please limit this to 1 page); *and*
3. Relevant and supporting documentation that pertains to the time period at issue.

**Additional Information:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing my name I certify that the information presented is true to the best of my knowledge.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Non-Credit Offerings

No refund will be made upon withdrawal from non-credit courses, seminars, lectures, or workshops after the registration deadline. A service fee of \$20 will be deducted from all refunds to cover administrative costs if the student withdraws prior to the registration deadline.

## Financial Aid

**Direct Federal Unsubsidized Loans** - To be eligible for a Direct Federal Unsubsidized Loan, students must be enrolled half-time (at least three graduate credits for graduate students and at least three doctoral credits for doctoral students), be accepted in a degree or teacher certificate program, and be a U.S. citizen or national or permanent resident of the United States. Also, students must be making satisfactory academic progress to be considered for a Direct Federal Unsubsidized Loan.

Students may borrow up to \$20,500\*\* per academic year (depending on their costs) in the Direct Federal Unsubsidized Loan Program. (The aggregate borrowing limit for Direct Federal Loans is \$138,500, which includes Direct Federal Loans received for undergraduate study.) Direct Federal Unsubsidized Loans are not based on financial need and accrue interest while the borrower is attending school. The principal payments are deferred, but the student either pays the interest or allows it to accrue through capitalization. The interest rate is fixed each year. Federal regulations require that the loan be disbursed in two equal installments less an origination fee (see Various Financial Aid Policies for information on the timing of disbursements). Repayment of the loan begins six months after the student ceases to be enrolled half-time (fewer than three graduate credits for graduate students and fewer than three doctoral credits for doctoral students).

*\*\* Due to federal regulations, students enrolled in teacher certification programs who are seeking certification only (i.e., are not candidates for a master's degree) are considered fifth-year undergraduates for financial aid purposes and may borrow up to \$12,500 per academic year between the Direct Federal Subsidized and Direct Federal Unsubsidized Loans, with a maximum of \$5,500 from the Direct Federal Subsidized Loan, depending on financial need and costs.*

**Direct Federal Graduate PLUS Loan** – This loan is a non-need based federal loan designed to assist graduate students in financing their education above their Direct Federal Unsubsidized Loan eligibility, up to their cost of attendance. Students must be enrolled half-time (at least three graduate credits for graduate students and at least three doctoral credits for doctoral students), be accepted in a degree program (not a teaching certification only), and be a U.S. citizen or national or permanent resident of the United States. Also, students must be making satisfactory academic progress to be considered for a Direct Federal Graduate PLUS Loan.

Depending on credit worthiness, the student can borrow up to the cost of attendance minus other financial aid, including Direct Federal Unsubsidized Loans. The interest rate is fixed each year and begins accruing on the date of the first disbursement. An origination fee is deducted from the loan before it is disbursed. Repayment can begin either 60 days after the loan is fully disbursed or deferred until six months after the student graduates or drops to less than half-time (fewer than three graduate credits for graduate students and fewer than three doctoral credits for doctoral students).

Students who currently are in default on a federally funded loan or owe a refund on a federally funded grant received for attendance at any institution will not receive or be certified for a Direct Federal Unsubsidized Loan or Direct Federal Graduate PLUS Loan unless they can provide proof that they have rectified the aforementioned default or have made satisfactory arrangements for repayment through the federal loan rehabilitation program.

**Application Procedures** - To apply for a Direct Federal Unsubsidized Loan or Direct Federal Graduate PLUS Loan, students should visit Holy Family's website, [www.holyfamily.edu/finaid/forms](http://www.holyfamily.edu/finaid/forms). Students need to complete the Free Application for Federal Student Aid (FAFSA), as well as the Direct Federal Loan Master Promissory Note (MPN), which both have links on the "forms" page. Also, students need to download, print, complete and submit to Holy Family's Financial Aid Office the Summer Financial Aid Application if applying for a loan for summer sessions. Students that wish to apply for a Direct Federal Graduate PLUS Loan need to also go to [studentaid.gov](http://studentaid.gov), select "Loans and Grants" to apply for the Direct Federal Graduate PLUS Loan and to complete the Direct Federal Graduate PLUS Loan Master Promissory Note (MPN). After all forms are submitted, students may be asked (by Holy Family University, the federal processor, or loan agencies) to supply additional information. It is important to respond to all requests promptly to avoid delays in processing financial aid.

## Various Financial Aid Policies

1. Students must reapply for their loan by completing the FAFSA each academic year.
2. Students who borrow Direct Federal Unsubsidized or Direct Federal Graduate PLUS Loans are required to have entrance loan counseling prior to borrowing and exit loan counseling prior to graduation. This is normally done at [studentaid.gov](http://studentaid.gov).
3. Federal regulations require students to report to the Financial Aid Office any changes of enrollment or housing status or any changes in their financial situation (including receipt of gifts or outside scholarships and/or tuition reimbursement for expenses related to attending Holy Family).
4. Graduate students can only receive financial aid for graduate credits since undergraduate credits are not degree requirements.
5. Federal regulations do not allow repeated courses when evaluating eligibility for federal aid, except for failed courses and one repeat of a passed course. Students repeating a course that will not be counted for aid eligibility must make sure that they are registered for enough additional credits (without counting the repeated course) to be enrolled at least half-time (at least three graduate credits for graduate students and at least three doctoral credits for doctoral students).
6. Financial Aid is disbursed in two equal installments (fall/spring) and is not disbursed to accounts until after the add/drop period of each semester. Students enrolled in modular sessions (sessions shorter than 15 weeks, i.e. 6 week and/or 8 week sessions), will not have their aid disbursed to accounts until after the add/drop period of the last session of each semester.

### **Satisfactory Academic Progress Policy for Financial Aid**

Students receiving financial aid are required by federal regulation to be making Satisfactory Academic Progress in order to continue to receive aid while enrolled at Holy Family University.

### **Minimum Standards for Satisfactory Academic Progress for Financial Aid for Graduate Students**

Federal regulations require that an institution establish, publish, and apply reasonable standards for measuring whether a student, who is otherwise eligible for aid, is maintaining satisfactory academic progress in their course of study. The standards must be the same or stricter than the institution's standards for a student enrolled in the same academic program who is not receiving financial aid. ***For the purpose of satisfactory academic progress, financial aid includes all federal, state, and Holy Family University funded scholarships, grants, discounts, work, and loans.*** Listed below is the complete statement of Minimum Standards for Satisfactory Academic Progress for financial aid. Please refer to our web site for the most up to date version of this policy ([www.holyfamily.edu/finaid](http://www.holyfamily.edu/finaid)).

### **Maximum Timeframe for Completing Degree Requirements**

- Students are expected to complete their program of study (degree) in the number of semesters indicated in the catalog. Transfer students and students changing programs are placed in an appropriate semester on the basis of credits transferred. Such students are expected to complete their degree according to the remaining semesters in their program plus one additional semester to allow for scheduling difficulties.
- The maximum timeframe for completing degree requirements is seven years for master's degree and doctoral program candidates. Transfer credits earned at other institutions that are applicable to the student's program of study will be considered in determining the student's maximum time frame for program completion.

Students must make quantitative progress (pace of completion) and qualitative progress (minimum cumulative grade point average) toward their educational goals each academic year to receive aid. The academic year consists of the summer sessions and two regular semesters (Fall and Spring).

### **Quantitative Standards**

To be eligible for continued receipt of financial aid, students must satisfactorily complete at least 75% of all courses attempted.

### **Qualitative Standards**

To be eligible for continued receipt of financial aid, students must achieve a cumulative grade point average (GPA) of at least 3.0.

### **Measurement of Academic Progress**

Academic Progress measurement includes all semesters and is usually measured at the end of the Spring semester. Students beginning their program in the Spring semester will be evaluated based on their academic performance during their first Spring semester and at the end of each subsequent Spring semester. Also, the satisfactory progress standards are cumulative and will include all semesters of the student's enrollment, even those for which the student did not receive financial aid.

Failures and withdrawals are courses attempted, not completed. Incompletes are not counted toward credits completed until after the course work is successfully completed and posted by the Office of the Registrar. Repeat courses will be evaluated for satisfactory academic progress as outlined in the academic policy section of the *University Catalogs*.

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

Students who fail to meet these requirements will be notified in writing by the Financial Aid Office after information on academic progress is available at the end of the academic year (typically May). Students who fail to meet these requirements will not be considered for financial aid until all requirements have been met. Under no circumstances will financial aid be awarded retroactively to the semester(s) in which the requirements were not met. Students who fail to meet these requirements have the opportunity to make up the hours and grade point requirements needed during the Summer sessions (at their own expense). Once the Summer course work is posted by the Office of the Registrar, the student will be considered for financial aid for the next semester if the requirements are met. It is the student's responsibility to ensure the grades and credits completed have been properly posted with the Office of the Registrar and to notify the Financial Aid Office once this has occurred.

The student may also submit a completed Financial Aid Appeal of Unsatisfactory Academic Progress form, available at our web site [www.holyfamily.edu/finaid/forms](http://www.holyfamily.edu/finaid/forms). The appeal must include the following:

- The events that occurred within the past academic year that prevented the minimum requirements from being met. It should specify mitigating circumstances such as extended illness, death in the family, or other extraordinary extenuating circumstances. The Financial Aid Office may request additional documentation to support the appeal.
- What has changed in their situation that will allow them to make Satisfactory Academic Progress at the next evaluation. This should include an explanation of what actions will be taken to ensure the requirements are met the following year.

Approval or disapproval of this appeal will be made by the Financial Aid Appeals Committee. The student will be notified in writing of the committee's decision. If the appeal is denied, the student will remain ineligible for financial aid until the minimum requirements are met. If the appeal is approved, the student will be placed on Financial Aid Probation for one semester. The student may also be required to complete an Academic Plan if it is determined it is not possible for the student to meet the minimum requirements after just one semester's coursework. At the end of the probationary semester it will be determined if all requirements have been met. If so, the probationary status will be removed. If the requirements were not met at the end of the probationary semester, the student will be ineligible for further financial aid until the minimum requirements are met.

## **Veterans' Affairs Programs**

Holy Family University is committed to making a private, post-secondary education affordable for all veterans and their dependents. While we encourage veterans attending Holy Family to contact us with any questions pertaining to the processing of the U.S. Department of Veterans Affairs (VA) educational benefits, specific questions about eligibility for VA benefits should be addressed to the VA. Holy Family does not determine a veteran's eligibility for benefits. We assist in the communication of veteran student enrollment to the VA for purposes of certification and receipt of benefits.

Veteran students may be eligible for many different benefits and sometimes the decision to apply specific benefits may be irrevocable. Students are encouraged to use the VA GI Bill® Comparison Tool ([department-of-veterans-affairs.github.io/gi-bill-comparison-tool/](https://department-of-veterans-affairs.github.io/gi-bill-comparison-tool/)) to assist them in making the decision of which benefits to use for their education. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill) GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

Student eligibility is determined by the Department of Veterans Affairs and/or the Department of Defense, depending on the Chapter benefits. Students must present a Certificate of Eligibility to Holy Family's School Certifying Official (SCO), prior to any benefits being distributed. The Certificate of Eligibility can be mailed, faxed, or scanned and emailed. Students should apply online for VA Benefits. ([www.vets.gov](http://www.vets.gov))

Holy Family must receive the following information prior to submitting credits to the VA for payment of tuition & fees and monthly housing allowance:

- Students must submit an updated Certificate of Eligibility. The Certificate of Eligibility is sent to the student from the VA. The Certificate of Eligibility is for students utilizing all Chapter benefits except students utilizing Chapter 31 benefits.
- Chapter 31 recipients must submit an updated VA Form 1905 from their Voc-Rehab counselor.
- Students must fill out the VA Submission Form from the Holy Family University website. This form must be submitted for every term that the student would like credits submitted to the VA.

The Veterans Benefits and Transition Act of 2018 requires all Institutions of Higher Learning, such as Holy Family University, to confirm compliance with its requirements. As such, a Covered Individual is any individual who is entitled to educational assistance under Chapter 31 or Chapter 33 benefits.

Holy Family will not impose any of the following on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs under Chapters 31 or Chapter 33:

- Denial of access to classes, libraries, or other institutional facilities
- Requirement that a covered individual borrow additional funds
- Penalty, including the assessment of late fees

The Veterans Benefits and Transition Act of 2018 is limited to the portion of funds paid by the VA for certified tuition and fees.

Note: Charges not covered by educational assistance for Chapter 31 or Chapter 33 are the student's responsibility and is not included under The Veterans Benefits and Transition Act of 2018. The student can bring their account into a paid status by paying their remaining balance in full or by enrolling in a payment plan by the term due date.

Students receiving benefits from the VA are subject to the same Academic Policies and Standard Academic Progress requirements as our general student population. These policies include:

- Grading system
- Minimum grades considered satisfactory
- Academic Probation and Dismissal

Detailed information regarding each of these policies can be found in the appropriate section of this catalog.

Additional information regarding Veterans Benefits at Holy Family can be found at [www.holyfamily.edu/veterans-affairs](http://www.holyfamily.edu/veterans-affairs)

Holy Family University's School Certifying Officials are:

*Jean Dixon*  
Assistant Registrar

*Cheryl Hoffman*  
Assistant Registrar

Holy Family Hall Room 216  
Office: (267) 341-3212  
vabenefits@holyfamily.edu

# General University Policies and Procedures

## Student Expectations

While help is available in the respective school and program offices for planning, the student has the ultimate responsibility for academic planning. Students should read the Graduate Catalog and other material published and distributed by the academic schools. In doing so, the student can best be assured of completing the program in the desired time.

## Responsibilities of Students

Holy Family University students bear a certain level of responsibility for the high-quality academic and interpersonal environment at Holy Family University. To ensure adequate communication and to protect students' rights, the following responsibilities are enumerated:

1. Students are responsible to know and observe all regulations and policies of Holy Family University. To this end, students are expected to consult University and school publications (e.g., catalogs, handbooks, course syllabi) as well as the website for all relevant regulations, dates, times, and deadlines pertaining to academic programs and services as well as degree completion.
2. All graduate students must obtain an ID card. A valid ID card is required for use of the Library, computer facilities, and building access. Students are expected to have their IDs with them at all times.
3. Students are expected to meet all financial responsibilities in order to continue in coursework and complete degree requirements.
4. Students are encouraged to save all catalogs and course syllabi. The University will not be responsible for providing students with more than a course description for any given course subsequent to completion of the course and/or degree program.
5. Students are expected to obtain handbooks and other materials prepared and distributed by the respective schools of concentration and to familiarize themselves with program, certification, and licensure requirements as presented in these publications. Each student is required to understand and adhere to the prerequisites, criteria, and procedures for field and practicum placements, student teaching, and clinical and internship experiences.

## Student Code of Conduct

Holy Family expects conduct of each student in full accord with the University's interests, standards, and ideals. Holy Family's Student Code of Conduct and disciplinary process as described in the *Student Handbook* and on Holy Family's website, [www.holyfamily.edu](http://www.holyfamily.edu), was developed to hold students accountable for their behavior on or off campus. The University reserves the right to dismiss at any time, students whose personal conduct brings discredit to the University. In such cases, the fees due or already paid to the University will be neither remitted nor refunded in whole or in part.

The current Student Handbook, containing the Student Code of Conduct and disciplinary process is available at <https://www.holyfamily.edu/student-handbook>

It is understood that by attending Holy Family University, students accept all conditions and regulations, understand all policies and procedures, and refer to the Handbook if there are any questions about applicable policies, procedures and regulations.

## Code of Ethical/Professional Standards and Conduct

Graduate programs at Holy Family University prepare students to take positions of responsibility and leadership within their communities and professions. Many departments and programs require supervised off-campus clinical experience in which students are expected to conduct themselves as professionals-in-training. Students are expected to abide by the standards and codes that govern their professions, as well as to demonstrate the meaning and value of ethical conduct, personal honesty, and professional integrity. Behavior in violation of ethical or professional standards of the field and/or Holy Family University constitutes grounds for immediate dismissal from the program. Students should consult relevant program handbooks for further information.

## Academic Integrity

Holy Family University, true to its motto, Teneor Votis (“I am bound by my responsibilities”), educates men and women both intellectually and morally to assume their responsibilities toward God, themselves, and society. The University expects from its students the highest standards of honor and integrity in meeting their academic responsibilities.

In addition, academic honesty is essential for effective evaluation of student scholarship and growth. Anything less than complete integrity undermines the basic educational process.

Violations include, but are not limited to, copying tests, laboratory reports, etc., purchasing work to present as one’s own, obtaining tests or test questions illegally, either verbally or otherwise, using notes during testing or collaborating with another to obtain test information.

Plagiarism is another form of cheating. This is defined as using in a written or oral assignment or project the ideas or words of another without acknowledging the source. When one repeats, without quotes, the ideas or words of an author, paraphrases an author’s ideas, or presents an author’s line of thought without acknowledging that author, the user is guilty of plagiarism, a serious breach of academic honesty.

Similarly, the use of computers to obtain and/or disseminate information for dishonest purposes, as well as misrepresentations concerning the source, development, or application of computer software, constitutes a serious violation of academic integrity.

Anyone who willfully assists another in the breach of integrity is held equally responsible and is subject to the same penalties.

Academic dishonesty in any form is regarded as a breach of honor and integrity, an evasion of personal responsibility, and an attempt to misrepresent progress. Violations of standards will not be tolerated at Holy Family University and will be subject to progressive sanctions. Initial violations of academic integrity will result in a failure of a given course, ineligibility for honors recognition, and dismissal from those programs in which ethical codes of conduct mandate such action. A second proven violation of academic integrity will result in dismissal from the University.

## **Grievance Procedures**

### **Academic Disputes and Grade Challenges**

The appeal procedure shall act as a vehicle for communication and decision-making between student and faculty and provide a process through which an academic grievance can be resolved. Justifiable cause for an academic grievance shall be defined as any act that is perceived as either a prejudiced or capricious action on the part of a faculty member in the evaluation of a student’s performance (e.g. challenges involving academic integrity, grades). Resolution of academic disputes involving faculty and students which are unrelated to either grade challenges/academic integrity will also be subject to due process as defined below.

1. If a student questions a decision or other academic action taken by a faculty member, the first level of appeal is to discuss the matter with the faculty member and provide in writing any additional information which may affect the faculty member’s decision/action. This action is to be taken by the student within five (5) business days from the date of the incident. The faculty member will be expected to respond to the student’s appeal within three (3) business days. Mediation, defined here as discussion with the immediate persons involved with no legal representation, is optional but not required for complaints to be fully processed.
2. If the issue is not resolved to the satisfaction of all parties, the student may submit within three (3) business days a written statement that includes the facts of the case and the proposed solution to the Program Administrator/Department Chair. Within fourteen (14) business days the Program Administrator/Department Chair will conduct an investigation.
3. All aspects of the student’s complaint and the investigation will be kept confidential to the extent possible with regard to complaint filing, investigation and disposition. The investigation will be conducted in an impartial manner and will include an impartial decision-maker. If the school program designee cannot remain impartial, he/she will remove him/herself from the proceedings and assign the matter to the appropriate School Dean who will start the time frame from the date at which they received the complaint.
4. Upon completion of the investigation by either the Program Administrator or Department Chair the student will receive within ten (10) business days a written determination which contains the outcome of the complaint and the basis for the decision rendered.

5. The student may appeal the finding of the Program Administrator/Department Chair in writing to the School Dean within five (5) business days. The written appeal will be reviewed in an impartial manner and the Dean will provide a written decision to the student within ten (10) business days from the date on which the appeal was received.
6. The student may appeal the Dean's decision to the Provost & Vice President for Academic Affairs within five (5) business days. The decision will be reviewed in an impartial manner by the Provost & Vice President and a panel representing a balanced cross section of the campus community. The Provost & Vice President for Academic Affairs will provide a written decision to the student within ten (10) business days from the date the written appeal is received. The final appeal is to the Provost & Vice President for Academic Affairs.
7. Appeals involving grades must be presented by the conclusion of the semester following receipt of the grade in question. (For example, if the grade being challenged was received in Fall 2013, the grade appeal must be presented by the conclusion of Spring 2014.) Once initiated, the grade appeal will follow the process and time-line outlined above. Any grade challenge older than this one-year time frame will not be considered.
8. Retaliatory conduct against any individual who has filed a complaint, who is the subject of harassment, who has provided information as a witness, or who has submitted an appeal will not be tolerated and will be grounds for discipline up to and including expulsion or termination. Further, complainants will be disciplined for filing false statements or testimony during an appeal and/or investigation.

## General Grievance

A general grievance processes and procedures may refer to grievances of the following:

- a student or students towards another student or students.
- a student or students towards a university administrator, faculty, or staff member or third-party vendor (i.e. Public Safety, Housekeeping, Dining Services).

At any time, should a student feel they need to discuss a concern, the student is directed to the Office of the Dean of Students. The following procedures shall apply:

- Student initiates General Grievance via email to the Office of the Dean of Students at dos@holyfamily.edu. A response will be provided within three (3) business days.
- A meeting will be scheduled with the reporting student.
- The Office of the Dean of Students will make determination for the appropriate process of which the grievance falls within, if applicable. Examples may include, but are not limited to, Sexual Harassment & Nondiscrimination Policy, Student Code of Conduct, or the Academic Grievance.)
- The Office of the Dean of Students will communicate directly with a reporting student regarding the reported matter. The University reserves the right to limit communication regarding specific outcomes or sanctions.

## Section 504/ADA Grievance Procedures

Holy Family University prohibits discrimination on the basis of disability for faculty, staff, students, and visitors. Holy Family University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints by any member of the Holy Family University community alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973 (§29 U.S.C. 794) of the U.S. Department of Education regulations implementing the Act, and the Americans with Disabilities Act, 1990 Title II & III (§42 U.S.C. 126). Section 504 and the ADA, Sections Title II & Title III prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance. The Law and Regulations may be examined in the Office of the Dean of Students located in the Campus Center at the Philadelphia Main Campus.

Any participants, beneficiaries, applicants, or employees, including students, staff, faculty, and visitors who believe they have been subjected to discrimination on the basis of disability, or are unsatisfied with accommodations provided by the Office of Accessibility Services, may file a grievance under this procedure. It is against the law for Holy Family University to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. The Section 504/ADA Coordinator should be notified immediately if anyone associated with the grievance procedure is subjected to retaliation as a result of that person's participation in the grievance process.

Holy Family University has both informal and formal mechanisms in place to resolve concerns about disability discrimination, denial of access to services, accommodations required by law, or an auxiliary aid they believe they should have received ("disability-related issues"), such as:

- Disagreements regarding a requested service, accommodation, modification of a University practice or requirement, or denial of a request
- Inaccessibility of a program or activity



- Violation of privacy in the context of a disability

#### Informal Process

Holy Family University encourages anyone with concerns about a disability-related issue to first discuss the matter with the Office of Accessibility Services who will attempt to facilitate a resolution. Individuals are not required to pursue the informal process first and may engage the formal grievance process as their first step if preferred.

Office of Accessibility Services  
Philadelphia Campus, Library, First Floor  
267-341-3388, accessibilityservices@holyfamily.edu

The Office of Accessibility Services will move forward in its best efforts to identify a resolution within ten working days from the date the disability-related issue is raised. The Office of Accessibility Services may refer the matter to the Section 504/ADA Coordinator if deemed necessary, or if formal processes are required.

Should the complaint need to be made against the Office of Accessibility Services itself, a formal grievance may be filed as described below.

The purpose of the informal process is to make a good faith effort to resolve the issue quickly and efficiently; however, the individual may ask to implement the formal process at any time during the informal resolution or instead of the formal resolution.

#### Formal Grievance

A formal grievance must be filed with the Section 504/ADA Coordinator within 21 working days of the date of the Informal decision, if applicable, or within 30 calendar days of the occurrence of the disability-related issue.

Office of the Dean of Students  
Philadelphia Campus, Campus Center, Second Floor  
Section 504/ADA Coordinator, Associate Dean of Students  
equity@holyfamily.edu

The grievance must be in writing and include the following:

- The grievant name, address, email address and phone number
- The grievant university ID number
- A full description of the situation
- A description of the efforts which have been made to resolve the issue informally, if any
- Any evidentiary items available
- A statement of the requested remedy, e.g. requested accommodation

If the grievance involves confidential medical information, the Section 504/ADA Coordinator will maintain the confidentiality of that information and will not release that information without the individual's permission, except as allowed by law.

#### Process

The Section 504/ADA Coordinator will review the grievance for timeliness and appropriateness under this grievance procedure and notify the grievant if the grievance has been accepted.

The Section 504/ADA Coordinator may commence an investigation. Should it be necessary, the Section 504/ADA Coordinator will select a trained investigator who will promptly initiate an investigation. The investigator will be an individual who is trained on disability or civil rights issues. In undertaking the investigation, the Section 504/ADA Coordinator or investigator may interview, consult with and/or request a written response to the issues raised in the grievance from any individual the investigator believes to have relevant information, including but not limited to faculty, staff, students, and visitors to Holy Family University. All parties will have an opportunity to provide the investigator with information or evidence that the party believes is relevant to his or her grievance. All parties involved will receive a fair and equitable process and be treated with care and respect. The investigator will respect the privacy of all parties.

The University will make every effort to complete an investigation within thirty (30) calendar days of the filing of the written complaint. At the request of the grievant, the Section 504/ADA Coordinator will determine whether the formal grievance process can and should be expedited. Informal resolution upon preliminary review may be recommended and reviewed by the complainant.

### Findings and Notification

Within five (5) working days of the completion of the investigation, the investigator will make a recommendation regarding appropriate actions to be taken. The investigator will summarize the evidence that supports the recommendation, and the grievant will be advised in writing of the outcome of the investigation.

### Appeal

Within five (5) calendar days of receiving the determination from the Section 504/ADA Coordinator, the grievant or the party against whom the grievance is directed, if any, may appeal the determination. To appeal, the party must file a written request for review with the Section 504/ADA Coordinator. The written request for appeal must be based on the grounds of improper procedure, or new evidence that was unavailable at the time of the investigation. The Section 504/ADA Coordinator will refer this appeal to the Dean of Students, or their designee, if the individual appealing the decision establishes standing for the appeal consideration.

The Dean of Students, or their designee, will provide the person appealing with a copy of the appeal written decision within five (5) calendar days of the filing of the appeal. The appeal decision will be the final determination of Holy Family University.

The individual also may file a complaint with the U.S. Department of Education, Office of Civil Rights, at any time before, during or after the University's Section 504/ADA grievance process.

## Protection of the Individual and Campus Community

### Non-Discrimination Statement

Holy Family University seeks to foster an inclusive and healthy educational and work environment based on respect, the dignity of each person and the oneness of the human family. The University prohibits harassment, discrimination, retaliation, and bias incidents in any form, including, but not limited to, those based upon race, color, religion, religious-expression, age, sex, sexual orientation, gender identity or expression, national or ethnic origin, ancestry, disability, marital status, military/veteran status, or any other characteristic protected by federal, state or local laws, in the administration of its educational policies, admissions policies, employment policies and practices, financial aid programs, athletic programs, and other school-administered activities and rights and privileges generally accorded or made available to employees and students at the University. Holy Family University is dedicated to ensuring an environment free of discrimination or harassment of any kind, and promotes equal opportunity and inclusion in its employment and education. All University employees, faculty members, students and community members are expected to join with and uphold this commitment to maintaining a positive learning, working, and living environment.

Title IX of the U.S. Education Amendments of 1972 ("Title IX") is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. All Holy Family University faculty, staff, and administrators are responsible for reporting actions that violate the provision of Title IX. Sexual harassment, which includes acts of sexual violence, is a form of sexual discrimination prohibited by Title IX. Under Title IX, discrimination on the basis of sex can also include sexual harassment which is defined as conduct on the basis of sex that satisfies one or more of the following:

- An employee of the College conditioning the provision of education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
- Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
- Sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Any person may report violations of the nondiscrimination policy, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute discrimination, sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the Title IX Coordinator. The following person has been designated to handle inquiries regarding the non-discrimination policies and/or laws: Marianne Price, M.S., Title IX Coordinator; 9801 Frankford Ave., Campus Center, Philadelphia, PA, 19128; 267-341-3204; [mprice@holyfamilly.edu](mailto:mprice@holyfamilly.edu).

Information regarding grievance procedures, how to report or file a formal complaint, and how the University will respond can be found at [www.holyfamily.edu/title-ix](http://www.holyfamily.edu/title-ix). Retaliation will not be tolerated against any person for making a good faith report of discrimination based on that person's participation in any allegation, investigation, or proceeding related to the report of discriminatory conduct.

Inquiries about the application of Title IX may be referred to Holy Family University's Title IX Coordinator, to the Assistant Secretary, or both. The Assistant Secretary contact information is U.S. Department of Education, Office of Postsecondary Education, 400 Maryland Avenue, S.W., Washington, DC 20202, Main Telephone: 202-453-6914.

### **Family Educational Rights and Privacy Act of 1974 (FERPA)**

The University may disclose certain personally identifiable information, designated as directory information, concerning students in attendance. The following categories of information have been designated as directory information: the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended. Any student who does not wish directory information released must so inform the Office of the Registrar in writing within 30 days after the start of the fall semester. In any event, the University may disclose directory information from the record of an individual who is no longer in attendance at the University without public notice or prior permission.

Under Section 438 of the General Education Provisions Act, students have the right to inspect and review their educational records within 45 days after making a request. The procedures for making such requests are available in the various offices where these records are maintained.

**Academic:** Registrar, Holy Family Hall

**Admissions:** Undergraduate Admissions Building and Holy Family Hall

**Financial Accounts:** Office of Student Accounts, Holy Family Hall

**Judicial Records:** Dean of Students, Residence Life and Student Conduct & Advocacy, Campus Center

**Student Aid:** Financial Aid, Holy Family Hall

**Student Aid\* & Admissions:** Financial Aid and Admissions, Holy Family Hall

**Evaluations\*\*:** Experiential Learning Office, Campus Center

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The student has the right to challenge the content of his or her educational record and may, if necessary, request a formal hearing on the matter.

The University shall obtain the written consent of the student before disclosing personally identifiable information from the educational records, except if the disclosure is to instructional, administrative or other authorized individuals, including representatives of approval or accreditation agencies. A record of all disclosure, other than to the subject student, will be maintained by the appropriate office and may be reviewed by the student.

A more complete description of the guidelines prepared for compliance with the act is available in the Office of the Registrar at all times.

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

\* *The University is not required to permit a student to inspect financial statements of parents.*

*\*\* Evaluations of nursing and education students are retained in their departmental offices.*

## **Sexual Harassment & Nondiscrimination Policy**

Holy Family University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Holy Family University has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Holy Family University values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

Sexual Harassment & Nondiscrimination Policy and applicable Grievance Procedures are available in full for review and download at: <https://www.holyfamily.edu/current-students/student-life/title-ix>

## **Photography and Videography; Privacy Policy and Releases**

Photographs and videos are taken at a wide variety of events in order to communicate our image and activities to the outside world. These photos and videos are used for educational, news, publicity, and promotional purposes.

In regards to the University's taking of photographs or videos and their subsequent use for publicity or other purposes, each student is bound by the following releases:

- I hereby authorize Holy Family, its officers, employees, trustee members, agents, and/or assignees to photograph, audio record, video record, obtain, reproduce, and/or use my likeness for marketing, educational, or other such reasonable use.
- I hereby acknowledge that my photograph, recording or video recording is being or will be taken, and I authorize such photography, audio recording, and/or video recording.
- I hereby release Holy Family University, its officers, employees, trustees, agents, and/or assignees from any and all potential or actual claims, legal liabilities, lawsuits, costs, or damages associated with or arising from the photographing, recording, use, and/or reproduction of my likeness in the form of photographs, audio recordings, and/or video recordings.

The University has an opt-out election if a student prefers not to have his or her photo- graph or image published in University materials, and in such cases the University will make a good faith effort to exclude the student's photograph or video from publication.

## **Protection of Human Subjects - Institutional Review Board (IRB)**

Holy Family University requires that all research involving human subjects conducted by faculty, students, or staff affiliated with the University be reviewed and approved by the Institutional Review Board (IRB) prior to initiation, regardless of the source of funding and regardless of its federal status as an exempt, expedited, or a full review project. Research is defined by federal guidelines as a systematic investigation designed to develop or contribute to generalizable knowledge and should be distinguished from potentially similar activities such as employing innovative techniques and administrative data collection. Information regarding the IRB and appropriate forms may be downloaded from the University website.

## **Safety and Security Procedures**

In accordance with both federal and Pennsylvania legislation, Holy Family University provides a publication regarding safety and security policies and procedures on campus. This publication may be obtained from the Public Safety Office. Holy Family also offers 24-hour security coverage through the Department of Public Safety. Security personnel may be reached through the use of the emergency telephones located in each academic building and parking lots or calling 267-341-3333.

## **Campus Assessment, Response, Evaluation (CARE) Team**

The health, well-being, and safety of our University community is our greatest concern. Students are encouraged to access campus support services such as the Counseling Center, Health Services, the Office of Disability Services, Campus Ministry, Academic Advising, and the Center for Academic Enhancement, as needed.

Student behavior that violates University policy typically is resolved through the University's grievance procedure. However, when a student's behavior is determined by the University to present an immediate risk or substantial threat to cause bodily harm to themselves or to others, the Dean of Students may refer to the University's Campus

Assessment, Response, Evaluation (CARE) Team to address appropriate next steps in assuring the safety and security of the student and campus community.

The CARE Team has three primary functions. The CARE Team gathers information, analyzes this information through an objective set of standards or rubric, and then develops and engages in an intervention and assessment plan for any students of concern. In the event that a student has exhibited behaviors that are of concern to University administrators and/or community members, the CARE Team will assist the Dean of Students in assessing the care of any student of concern.

The key functions of the CARE Team include:

- Educate the campus community about behaviors of concern.
- Create a reporting and referral procedure for students of concern.
- Provide support to faculty, staff, administration, and students in assisting individuals who display concerning or disruptive behaviors.
- Serve as the central point of contact for individuals reporting concerning student behavior.
- Accurately assess the risk posed by a report or series of reports.
- Investigate, as necessary, a report to bring all available information to the Team for consideration.
- Create and follow over-arching principles and guidelines in the form of operational protocol to assure that each case is managed with consistency and effectively.
- Coordinate follow-up and intervention.

The CARE Team has direct authority to take action and coordinate intervention, without University delay. Direct authority by the CARE Team may include recommendations for interim suspension actions, to enact recommendation for timely warnings, to enact recommendation for emergency notification, to enact recommendation for mandatory psychological assessment, and to recommend initiation of involuntary leave. As safety permits, a student will be required to meet with the Dean of Students and/or a designee to identify options to mitigate behavior that may threaten the safety of the student, others, and/or University community. During this meeting, the student will have the opportunity to discuss the CARE Team procedures.

CARE Team procedures and recommendations will be implemented if it is determined that a student poses an immediate risk of danger or substantial threat to themselves, or to others, and/or the behavior causes an imminent threat of disruption of, or interference with the normal operation of the University.

As safety permits, after consulting with the University CARE Team, the Dean of Students, or their designee, determines if the recommendations are sufficient and will move forward with implementation. The Dean of Students will take all reasonable steps to contact the parents or legal guardian (if necessary) of a dependent student, and/or any University authorities deemed necessary. The University may direct the student to remove themselves from campus (i.e., all classes, residence halls/buildings, and all University activities) until the University is satisfied the student no longer presents an imminent or substantial threat to themselves, or to others.

During the period the student is off campus, the student may be required to meet with the Director of the Counseling Center for a full evaluation. The evaluation must be based on the behavior, actions, and statements related to the imminent risk, as well as current medical knowledge to determine the nature, duration, and severity of risk.

After determining that the student is no longer an imminent threat to themselves, others, or to the University community and the normal operations of the University, the Dean of Students will authorize the student to return to the campus and participate in activities. The student's eligibility for continuation on campus will be dependent upon their subsequent behavior and the absence of any renewed threat of harm or disruption on campus.

In some cases, interim leave or permanent withdrawal of the student from the university may be recommended and/or required. In no case will a student's mental or physical condition itself be the basis for withdrawal by the University.

The CARE Team procedures do not take the place of the University grievance processes. Should the behavior violate the University Code of Conduct or University policies or regulations, the student may be subject to the necessary adjudication process, as deemed appropriate.

# Master's Program Admissions Policies and Procedures

## General Admission Requirements

Students must possess at least the following qualifications for admission to any of the master's degree programs:

- Hold a baccalaureate degree from a regionally accredited college or university
- Have an undergraduate grade point average (GPA) of 3.0 or above on a 4.0-point scale or have completed at least six hours of graduate work earning a GPA of 3.0 or better.

Each master's program may have specific additional requirements. Please consult the program of interest to review any additional admission requirements that may apply.

## General Procedures for Admission

The applicant should submit the following satisfactory information to the Graduate Admissions Office at least six weeks before the semester begins:

- A completed application form including a personal statement of 250 to 500 words concerning the applicant's interests and reason for requesting admission (The personal statement should contain information pertinent to the specific program to which application is being made.)
- Official transcripts from any and all previously attended colleges and universities
- Two letters of recommendation from individuals familiar with the applicant's academic achievement and potential for graduate work (optional for some programs)

All documents received as part of the admission procedure become the property of Holy Family University. Documents will not be duplicated, returned to the applicant, or forwarded to any other college, university, individual, or agency.

Any omission, misrepresentation, or misstatement of a material fact on the application may be the basis for denial of admission or, if admitted, dismissal from graduate study.

Priority will be given to applications received by the following dates:

Fall semester	July 1
Spring Semester	November 1
Summer semester	April 1

## Transfer of Credit

Upon applying to a graduate program, a student may present for evaluation graduate credits completed elsewhere within the last seven years and not applied toward completion of a degree. Acceptance of such credits will depend upon whether or not the courses are related to the program, whether the student has obtained a grade of B or better in the course(s), and whether or not the college giving credit for the course would consider the course as acceptable for application to their degree program. Transfer credits are not posted on a student's record until the student successfully earns six graduate credits at Holy Family University. Applicants should review any additional specific requirements concerning the acceptance of transfer credits by a given graduate program. After admission, all courses taken at other institutions for transfer credit require prior approval from the School Dean or designated program official of the school in which the student is matriculated.

Maximum allowable transfer credits are dictated by the total credits in the graduate program. **Up to nine graduate credits** can transfer into a 30 to 39-credit graduate program. **Up to fifteen graduate credits** can transfer into a graduate program with 40 or more credits.

Credits for certification programs can only be accepted on a case-by-case basis.

Credits for a degree completion or graduate nursing program can only be accepted on a case-by-case basis.

No credits can be transferred into the Psy.D. program.

## Procedure for Admission of International Students

Holy Family University is authorized under Federal law to enroll non-immigrant alien students. (8 CFR 214.3 [j]).

Full-time international degree seeking students must meet all required admission standards described herein as well as provide and maintain all required documents for non-immigrant international student status eligibility. Students

with non-immigrant international enrollment status are limited to full-time face or blended (hybrid) programs. Students with non-immigrant international status are not permitted to enroll in fully online degree programs.

International applicants who have completed a baccalaureate degree at a college or university outside of the United States are required to produce minimum scores for the TOEFL test of 550 on the paper-based test, 79 on the internet-based test, or 213 on the computer-based test. Prospective students may submit IELTS scores in place of TOEFL scores. A score of 6.0 or better is required on the IELTS test for admission. Additionally, international students are required to provide evidence of immunization against measles, mumps, and rubella as well as evidence of the ability to provide medical insurance coverage during their proposed stay in the United States. Such applicants must arrange with World Education Services (WES – [www.wes.org](http://www.wes.org)) to have a document-by-document review of their education credentials, which includes a course-by-course evaluation. World Education Services must confirm that the applicant's undergraduate experience is the equivalent of four years of undergraduate study at an accredited United States college or university, culminating in the bachelor's degree. Finally, international students are required to certify that sufficient funds to support their academic and personal living expenses are available during their stay in the United States. After the Admissions Office receives the necessary documents needed to make a favorable decision, the I-20 form will be issued. Because of the complexities involved in the admission of international students, all must apply well in advance of the anticipated date of enrollment, preferably at least four months prior to the desired start term.

## Acceptance to a Graduate Program

Once all required documentation has been received, credentials will be reviewed by the respective program. Applicants will be notified of the admission decision in writing following the review. Upon admission, registration may be scheduled for the next term according to the published dates for new students. Prospective students should apply early. Completion of the application process may require two to six weeks.

The following are cases of special or limited admissions:

**Provisional Status Students** – have not submitted all records required for admission but have presented evidence of graduate school capabilities. The Graduate Admissions Committee approves these students for admission with special status. Enrollment is permitted for one semester while records are being completed.

**Probationary Status Students** – have not met all the criteria for regular admission but show reasonable promise for success in graduate studies and may be accepted on a probationary basis. An academic deficiency in preparatory studies will be determined by the requirements of the department or program to which the applicant seeks admission. Students accepted on probation must consult an advisor to determine specific courses to be taken in their area or program of study. The student may not register for more than six credits while on probationary status. Students who attain a grade of B in each of the initial graduate courses attempted are removed from probation and continue as regularly accepted students. Students who do not attain this standard will be dismissed from the program.

**Visiting Students** – are seeking a degree elsewhere but need a specific course that is not being offered at the home institution. The visiting student must submit an application and a letter from his or her home institution giving permission to take the specific course at Holy Family University.

**Non-Degree Students** – are special status students not enrolled in a degree program and may register as a non-degree graduate student. The Graduate Admissions Committee approves these students for admission with special status. The student may enroll for any graduate course for which he or she has the necessary prerequisite coursework. Academic programs may restrict enrollment in selected courses or give scheduling preferences to the degree-seeking students.

Enrollment as a non-degree student does not ensure admission to a degree program. Directors of academic programs, at their discretion, may approve a maximum of six hours of coursework with grades of B or higher taken by a special status student toward the master's degree.

# Master's Program - Enrollment and Fulfillment of Degree Requirements

Traditional graduate students must complete the program of study within seven calendar years from the date of acceptance into a program of graduate studies. Students admitted to a degree program are expected to enroll continuously until the program is complete. Continuous enrollment is defined as completing a minimum of six credits per academic year, including Summer sessions, at Holy Family University. Failure to maintain continuous enrollment may affect progress toward degree completion. The timeline of seven years for degree completion will not be extended for students who fail to maintain continuous enrollment.

Students who fail to complete the program of study within the prescribed seven-year period must file a petition for extension with the School Dean. Recommendations concerning requests for a program extension and those conditions governing it will be made by the School Dean to the Provost & Vice President for Academic Affairs after consultation with the student and relevant personnel within the school of study. The Provost & Vice President for Academic Affairs approves all requests for program extensions and communicates the final decision to the student. Coursework that falls outside the seven-year limit for degree completion is subject to program review and possible repetition.

Students who fail to enroll in courses for a period of two years or longer will be required to apply for readmission to graduate studies. Students readmitted in this way will be bound by program requirements in effect at the time of readmission. Not all coursework previously completed in a given program may be applicable to degree completion under new/revised program requirements in effect at the time of readmission.

## Degree Requirements

The responsibility for meeting the requirements for the degree rests with the student.

The basic requirements for graduation are:

- The completion of all requirements specified in the particular program
- A cumulative GPA of 3.0 or better and no more than one course with a grade of C+ (see specific course exceptions requiring a grade of B or higher)
- Fulfillment of all University responsibilities: payment of bills, including graduation fees, return of equipment and/or library materials, and so forth
- Completion of the *Application for Graduation* via Self-Service no later than October 1 for a December graduation date, February 1 for a May graduation date, May 1 for a July graduation date, July 1 for an August graduation date.

Graduate students are expected to submit graduation applications on time. Graduation applications received after deadline dates will not be considered for the filing graduation date. Therefore, students who submit applications late will not complete degree requirements until the next regularly posted completion date.



## **Exemption from an Academic Requirement**

Certain program requirements may be waived because of prior experience or coursework taken by the student. Requests for exemptions are submitted to the School Dean and approved by the Provost & Vice President for Academic Affairs. An exemption does not reduce the number of credits required for the program.

## **Registration**

Students register for courses on published dates (See the University's website, [www.holyfamily.edu](http://www.holyfamily.edu)). Those who register early will be billed and will pay tuition according to the billing dates specified each semester by the Office of Student Accounts Office. Students who register near the starting date for classes will be expected to pay tuition at the time of registration. Classes are closed when maximum enrollment is reached. Additional sections of courses may/may not be made available during a given semester at the discretion of the School Dean.

## **Advising**

Meetings with faculty advisors should take place regularly. Students should call the appropriate program office for an appointment with an advisor before completing registration in any given semester.

## **Attendance**

Students must be well prepared and attend classes regularly. Participation in class activities is an important part of the learning experience. The educational value of the course is enhanced by the ability of students and instructors to share insights and experiences.

## **Course Cancellations**

Holy Family University will make every effort to meet the academic needs of each graduate student by offering courses outlined in the catalog in a timely manner. However, the University reserves the right to change or cancel, without notice or obligation, any course offering and/or location published in the academic schedule because of insufficient enrollment or for any other reason. Cancellation can occur up to and including the first week of class.

## **Course Load**

For financial aid purposes, a full-time course load for master's degree students is a minimum of six graduate credit hours per semester and for doctoral degree students is a minimum of six doctoral credit hours per semester. A half-time course load is ordinarily three credits per semester for master's degree students and three doctoral credit hours per semester for doctoral degree students. Students should contact the Financial Aid Office for Summer session requirements.

## **Course Number System**

Master's courses are numbered in the 500s and 600s to reflect academic progression in the graduate program curriculum. Faculty advisors answer questions concerning course sequences as they relate to each program. Post-Master's and Doctoral courses are numbered 700-900.

## **Course Schedules**

Current information is available through Self-Service which is accessed via the University's website. Course offerings for the Fall, Spring and Summer terms are available through Self-Service. Priority registration dates are listed on the Registrar's webpage.

## **Credit for Courses**

Three semester hours of credit are granted for completion of most graduate courses. For completion of one class hour per week for a 15-week session, one credit is given. Credits for each semester are indicated after the course description.

## **Drop/Add Adjustments**

Registration adjustments, dropping or adding courses, may be made online using Self-Service. Self-Service will not allow a student to drop to zero credits online. Total withdrawal from all courses must be made in writing through the Office of the Registrar. Students are personally responsible to initiate and complete drop/add adjustments. Drop/add adjustments will not be made after the date specified on the academic calendar. Once enrolled in a course, those students who never attend will be administratively withdrawn from the course. Enrollment adjustments may affect academic progress toward degree completion and/or financial aid status. It is the student's responsibility to investigate the impact of registration adjustments on his or her continued academic progress and available funding.

**Please note: Students in the Nursing, Criminal Justice and Counseling Psychology programs must have an advisor's signature to drop or add courses.**

## Late Drop (Withdrawal) from a Course

After the published drop/add period ends, students may still change their enrollment in a course through the process of late drop (withdrawal). If necessary, a student may process a late drop (withdrawal) for a course up to one month before the beginning of the final examination period (Fall and Spring semesters) or one week before the end of Summer sessions. Forms for processing a late drop (withdrawal) from a course are available through the Office of the Registrar. Students are personally responsible to initiate and complete late drop adjustments. Students' transcripts will show a W for all courses for which a late drop is processed.

Only in cases of documented illness or for other serious cause will the administration allow a change in enrollment without penalty after the late drop deadline published in the course brochure for a given semester. Appeals to the policy or deadline are to be made in writing and submitted with supporting documentation of cause to the Office of the Registrar. Such exceptions will be reviewed on an individual basis by the Provost & Vice President for Academic Affairs.

## School Terms

The regular academic year is composed of two semesters, Fall and Spring, which are 15 weeks each. In addition, three Summer sessions are available to Holy Family students, to all other qualified applicants seeking to accelerate or supplement their programs in other colleges and universities, and to professional men and women seeking refresher or enrichment courses. Designed to fit between the fall and spring semesters, Winterim offers a series of undergraduate and graduate courses in a manner consistent with the Pennsylvania Department of Education requirement of 42 hours of instructional time for a typical three-credit course.

## Withdrawal from a Graduate Program

To withdraw from a graduate program, the student must meet the following requirements:

- Resolve all financial indebtedness to the University
- Submit in writing the *Withdrawal from University* form, indicating the intent to withdraw from the program. Forms are available on the Office of the Registrar website.

The date of the filing of the withdrawal letter at the Office of the Registrar is considered to be the date of withdrawal in all cases.

## Grading Policy

Grade	Description	Percent Ranges	Quality Points
A	Outstanding Performance	94-100%	4.0
B+	Superior Performance	90-93%	3.5
B	Satisfactory Performance	86-89%	3.0
C+	Marginal competence Limited application to degree completion.	81-85%	2.5
C	Unacceptable toward completion of degree or certification requirements. Course must be repeated.	77-80%	2.0
F	Failure/No credit	≤ 76%	0.0
I	Work not completed within semester, with approval to complete later ( <i>see related policy under Incomplete Grades</i> )		
W	Authorized withdrawal from course		
M	Missing grade not submitted by instructor		
AU	Audit: carries no grade		
P	Pass		

Grades represent student achievement as evaluated by the instructor. All students are expected to maintain a GPA of B (3.0) to remain in good academic standing. A student may graduate from a program with one grade of C+.

**(Exception:** a grade of B or higher is required in student teaching, internships, practica, and clinicals in order to complete graduation requirements.) A second grade of less than B earned in any course must be repeated the next time the course is offered. If a third grade less than a B is earned in any course, the student will be dismissed from the program.

Any courses in which a grade below a B is earned may be repeated only once. When a course is repeated, both grades will appear on the transcript, but only the most recent grade will be used in calculating the student's GPA.

## Incomplete Grades

Failure to complete course requirements at the end of a given semester may result in the assignment of a grade of I (Incomplete) at the discretion of the instructor. Grades of Incomplete must be removed; that is, all work must be completed, and the final grade submitted to the Registrar within 90 days of the end of the final examination period. If the student does not complete the course requirements or the final grade is not submitted by the instructor by the specified deadline date, an automatic failure will be recorded in the Office of the Registrar.

## Academic Standing and Retention

Academic standing for each student will be reviewed by the Provost & Vice President for Academic Affairs and the respective schools after each grading period. Students whose grade point average falls below 3.0 will be placed on academic probation. If a student is placed on academic probation, he or she must meet the Program Director or Academic Advisor in the school of study to develop an academic plan. Failure to develop such a plan will jeopardize continuance in the program. Students who continue on probation after two successive semesters will be dismissed from the University.

## Dismissal

Students are expected to abide by the regulations set forth by Holy Family University and the written policies and procedures of their respective programs. The University reserves the right to dismiss a student at any time for unsatisfactory academic performance or for conduct detrimental to the University or to the welfare of other members of the University community. Directors of programs also reserve the right to dismiss a student if it is determined that a student's conduct is unprofessional or is not consistent with the Code of Ethics of his or her intended profession. Consult specific program handbooks for further information.

Continued failure to maintain a minimum average of C results in dismissal from the University. Generally, students dismissed for academic reasons are asked not to return to the University unless a substantial improvement in academic performance and a more mature approach to the responsibilities of college life are demonstrated. The evidence supporting this improvement should be indicated in a letter addressed to the Provost & Vice President for Academic Affairs. An application for readmission to the college should also be completed and submitted to the Registrar.

## Final Grades and Transcripts

Final grades are available online to all students without account holds. Paper grade reports are sent only upon request. Please see the Registrar's section of the website for information concerning paper grade report requests.

The Office of the Registrar issues transcripts. Please consult the Registrar's section of the website for the transcript request procedure and list of fees. The office will not release transcripts for individuals with outstanding debts or other holds until all accounts are settled.

Ordinarily, official copies are mailed directly to the individual, school, or agency designated by the student.

The Office of the Registrar requires at least 48 hours' notice to process a transcript. During peak activity periods there may be a delay. Persons requesting transcripts during these times — two weeks prior to and following the beginning and end of semesters and Summer sessions — should anticipate a delay.

Transcripts from other colleges that are submitted to the Office of the Registrar become the property of Holy Family University and are included in the student's official file. These transcripts are not released to students or to other institutions and may not be copied.

## Degree Completion and Commencement

The degree completion date is determined by the filing deadline for the *Application for Graduation*. The student and the School Dean in the school of study will be notified of the results of this audit and the student's eligibility to graduate.

To participate in the Commencement ceremony and receive a diploma, students must have filed the required **Application for Graduation** by the appropriate deadline and fulfilled **all** academic and financial obligations. Students who have successfully completed all academic requirements are encouraged to participate in Commencement.

Students who have not filed graduation applications and/or completed all degree requirements successfully will not be permitted to participate in Commencement.

### **Graduation Fee**

Once a student has submitted an Application for Graduation via Self-Service, a graduation fee is applied to their account. The graduation fee is \$165 and covers the cost of the degree audits and evaluations, the diploma, the diploma cover, mailing fees and other incidental expenses associated with the graduation. All graduates are listed in the Commencement program and all graduates must pay the fee regardless of attendance at the Commencement ceremony.

## **Doctoral Program Admissions Policies and Procedures**

Policies and Procedures will be under each program

## **Master's Degree Programs**

### **Academic Programs**

- Master of Business Administration (MBA)
- Master of Education (MEd)
- Master of Fine Arts in Creative Writing (MFA)
- Master of Science in Accountancy (MS)
- Master of Science in Counseling Psychology (MS)
- Master of Science in Nursing (MSN)

## **Doctoral Degree Programs**

### **Academic Programs**

- Doctor of Psychology in Counseling Psychology (PsyD)
- Doctoral Program in Educational and Organizational Leadership (EdD)
- Doctor of Nursing Practice (DNP)

# SCHOOL OF ARTS AND SCIENCES

## MFA in Creative Writing

Keith Kopka, Ph.D., *Director of Master's Program in Creative Writing*

### Mission Statement

The mission of Holy Family University's Low-residency MFA is to prepare graduates to publish and work within the diverse field of creative writing. The hybrid structure of the MFA respects students' time, as well as the growing demand for professionalization by focusing on faculty mentorship, immersive experiential learning, as well as rigorous craft-focused instruction. Students hone their skills by working one on one with award-winning, internationally renowned faculty in a program that recognizes the expanding role of creative writing beyond the traditional academy.

In fulfillment of this mission the program:

- Emphasizes a sustainable practice of writing that encourages discipline, revision, creativity, and growth
- Recognizes the connection with tradition and audience by adopting curriculum that focuses on an understanding of craft, genre conventions, and intention, as well as ways to challenge expectations and audiences through experimentation
- Promotes the cultural importance of writing and its connection to diversity, community, and social justice.
- Engages with the professional elements of the writing life and prepares students for publishing/professional opportunities

### Program Outcomes for the Graduate Program in Creative Writing

The overarching goal of the program is to prepare students to publish and work within the diverse field of creative writing. To this end, graduates of the Master of Fine Arts in Creative Writing program will demonstrate skills and knowledge aligned with the following program goals:

Identify exemplary and diverse model texts from which to draw inspiration

Demonstrate knowledge of craft and literary analysis through an engagement with relevant works, critical thinking, reading, and writing

Generate opportunities for professionalization, research, and community engagement

Improve one's ability to write, edit, and revise writing

- Generate a substantial body of written work
- Produce a creative thesis in a primary genre of study

### Specific Program Admission Information and Requirements

The Graduate Program in Creative Writing strives to admit students who demonstrate both the creative and academic abilities required to be successful given both the rigor and unique format of the low-residency program. The ideal candidate will have earned a bachelor's degree from an accredited institution and will have earned a GPA of 3.0 or higher.

Other application requirements include:

- A personal statement that provides insight into the applicant's desire to obtain an MFA, artistic vision, personal history of writing, potential contribution to the program, and readiness to meet the requirements of the program.
- A writing sample consisting of original writing in the applicant's primary genre (10-15 pgs. of poetry, 20-30 pgs. of prose).
- Official transcripts from all previous institutions of higher education attended by the applicant.

\* Candidates may be asked to participate in a telephone, Zoom, or in-person interview with the Program Director or other program faculty members.

## Master of Fine Arts, Creative Writing – 48 Credit Hours

For the most-up-to date information about program curriculum, please see a faculty advisor or communicate with the program director.

### The Core Curriculum

The low-residency MFA is based on one-on-one mentoring relationships between students and faculty. The program requires limited time on campus (two residency periods each year in January and in June). This allows students to complete their degree from anywhere in the world. This accessibility provides a unique learning environment. However, academic rigor, a focus on an individual's growth as a writer, as well as an emphasis on completing publishable works remain central to the focus of the program.

### Core Curriculum (48 Credits)

Craft 1	3
Interdisciplinary Practice 1	3
Writing Mentorship 1	3
Residency 1	3
Craft 2	3
Interdisciplinary Practice 2	3
Writing Mentorship 2	3
Residency 2	3
Craft 3	3
Interdisciplinary Practice 3	3
Writing Mentorship 3	3
Residency 3	3
Writing Mentorship 4	3
Creative Thesis	3
Residency 4	3
Capstone Prep/Presentation	3

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**Total credits: 48**

\*Candidates have five calendar years from the time of enrollment to complete the MFA degree.

### ENGL 501 Craft 1 (3 credits)

Genre specific investigation of craft with an emphasis on literary analysis and criticism. The course may also be interdisciplinary.

### ENGL 502 Craft 2 (3 credits)

*Prerequisites: ENGL 501*

Genre specific investigation of craft with an emphasis on literary analysis and criticism. The course may also be interdisciplinary.

### ENGL 503 Craft 3 (3 credits)

*Prerequisites: ENGL 501, 502*

Genre specific investigation of craft with an emphasis on literary analysis and criticism. The course may also be interdisciplinary.

### ENGL 505 Interdisciplinary Practice 1 (3 credits)

Genre specific and individualized course of interdisciplinary study that will improve creativity, critical thinking, originality, and skill for crafting creative work while providing opportunities for community engagement and professionalization.

### ENGL 506 Interdisciplinary Practice 2 (3 credits)

*Prerequisites: ENGL 505*

Genre specific and individualized course of interdisciplinary study that will improve creativity, critical thinking, originality, and skill for crafting creative work while providing opportunities for community engagement and professionalization.



**ENGL 507 Interdisciplinary Practice 3 (3 credits)**

*Prerequisites: ENGL 506*

Genre specific and individualized course of interdisciplinary study that will improve creativity, critical thinking, originality, and skill for crafting creative work while providing opportunities for community engagement and professionalization.

**ENGL 510 Residency 1 (3 credits)**

*Prerequisites: ENGL 501, 505, 511*

Residency experiences may include workshops, seminars, lectures, panel discussions, individual meetings with mentors, public readings, or other applicable content.

**ENGL 511 Writing Mentorship 1 (3 credits)**

Genre specific and individualized course of study that will improve creativity, critical thinking, originality, and skill for crafting creative work.

**ENGL 520 Residency 2 (3 credits)**

*Prerequisites: ENGL 502, 506, 521*

Residency experiences may include workshops, seminars, lectures, panel discussions, individual meetings with mentors, public readings, or other applicable content.

**ENGL 521 Writing Mentorship 2 (3 credits)**

*Prerequisites: ENGL 511*

Genre specific and individualized course of study that will improve creativity, critical thinking, originality, and skill for crafting creative work.

**ENGL 530 Residency 3 (3 credits)**

*Prerequisites: ENGL 503, 507, 531*

Residency experiences may include workshops, seminars, lectures, panel discussions, individual meetings with mentors, public readings, or other applicable content.

**ENGL 531 Writing Mentorship 3 (3 credits)**

*Prerequisites: ENGL 511, 521*

Genre specific and individualized course of study that will improve creativity, critical thinking, originality, and skill for crafting creative work.

**ENGL 540 Residency 4 (3 credits)**

*Prerequisites: ENGL 541*

Residency experiences may include workshops, seminars, lectures, panel discussions, individual meetings with mentors, public readings, or other applicable content.

**ENGL 541 Writing Mentorship 4 (3 credits)**

*Prerequisites: ENGL 511, 521, 531*

Genre specific and individualized course of study that will improve creativity, critical thinking, originality, and skill for crafting creative work.

**ENGL 550 Creative Thesis (3 credits)**

*Prerequisites: ENGL 501, 502 503, 505, 506, 507, 510, 511, 520, 521, 530, 531*

Genre specific and individualized course of study that will improve creativity, critical thinking, originality, and skill for crafting a "book-length" work.

**ENGL 560 Capstone Prep/ Presentations (3 credits)**

*Prerequisites: ENGL 501, 502 503, 505, 506, 507, 510, 511, 520, 521, 530, 531*

Genre specific and individualized course of study that will result in the composition of an academic, publishable craft essay.

# Counseling Psychology

Jennifer DeCicco, PhD, Interim Dean, School of Arts and Sciences

Patrick McElwaine, PsyD, Director of Master's Program in Counseling Psychology

Diane Menago, PsyD., Doctoral Program in Counseling Psychology and Clinical Training Director

## Master's Program in Counseling Psychology Mission Statement

The mission of the Graduate Program in Counseling Psychology is to graduate well rounded scholar-practitioners who can integrate theory, research and practice.

In fulfillment of this mission the program:

- Emphasizes service, self-reflection, ethical behavior and professional competence
- Adopts a standards based curriculum
- Promotes respect for human dignity and diversity
- Engages in activities that enhance and enrich human development and improve quality of life
- Provides the knowledge and skills necessary for certification/licensure
- Utilizes evidence based practices

Consistent with Holy Family's tradition of "Teneor Votis" (I am bound by my responsibilities) students are inspired to advocate for social justice, shape public policy and witness to the dignity of each person and the oneness of the human family.

## Program Outcomes for the Graduate Program in Counseling Psychology

The overarching goal of the program is to prepare students to become competent scholar-practitioners who are eligible for state licensure or certification. Graduates of the Master of Science in Counseling Psychology program demonstrate skills and knowledge in the following areas:

- Human growth and development, including an understanding of biopsychosocial models of development;
- Personal characteristics, professional orientation, and ethical practices of counselors consistent with the American Counseling Association Code of Ethics and state and federal laws that govern the practice of counselors;
- Theoretical approaches to counseling and case conceptualization, including articulation of a personal theory of counseling and an integrative approach to wellness and prevention as a professional counselor;
- Helping relationships and counseling skills and techniques;
- Group dynamics, process, and counseling, including process-oriented groups and psychoeducational groups;
- Career development and practice that is appropriate to the student's employment setting;
- Multicultural and social justice issues in counseling, including an approach to advocacy for the profession and diverse client populations;
- Appraisal and assessment;
- Research and program evaluation methods, including use of research and evaluation methods necessary to identify and critique evidence based practices and to use data to improve program outcomes;
- Diagnostic systems and the use of diagnosis in evidence-based practice;
- Clinical Mental Health Counseling, Professional School Counseling, Marriage and Family Therapy or Art Therapy specific roles, skills, duties, and issues (depending on students' selected programs of study).

## Specific Program Admission Information and Requirements

The Graduate Program in Counseling Psychology is ethically bound and strives to only admit as matriculated students those who demonstrate the academic ability and social/emotional skills maturity required to be successful given the academic rigor and training required of the program. Applicants are considered for admission based on their academic ability, expression of interests and goals, life experiences, and personal interview. Students whom the admission committee determines not to meet the admission requirements are not admitted to the program.

### Specific Admission Requirements

In addition to the general admission requirements previously outlined, applicants must meet the following requirements for admission to the Master of Science in Counseling Psychology program:

- Submission of results of the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT) prior to being considered for admission if the undergraduate cumulative grade point average is less than 3.0 on a 4.0-point scale

- Successful completion of a personal interview.

Admissions to the Counseling Psychology program are rolling, with the majority of admissions in the Fall semester and with a limited number of admissions in the Spring and Summer. Notification of acceptance into the program is usually completed within two weeks of the personal interview.

#### **Undergraduate Prerequisite Requirements\***

An undergraduate course with a minimum grade of C in general psychology is required prior to admission to the program. In addition, the following two undergraduate prerequisite courses are required prior to enrollment in selected courses in the Counseling Psychology program:

- Statistics
- Research Methods or Experimental Psychology

These prerequisites are foundational courses for continued work on the graduate level. They must be completed with a grade of C or better. These courses can be taken at any college or university while enrolled in Holy Family's Counseling Psychology program. See the following course descriptions, for specific undergraduate prerequisite requirements.

*\* Undergraduate prerequisite courses are not considered as part of the graduate degree program and therefore cannot be used as credits for financial aid purposes.*

## **Bachelor of Arts in Psychology/Master of Science in Counseling Psychology Program**

The School of Arts and Sciences offers a BA/MS program that enables students to complete requirements for the degrees of Bachelor of Arts in Criminal Justice, Psychology, or Pre-Art Therapy and Master of Science in Counseling Psychology in six years. Undergraduates seeking admission to the dual degree program must have a minimum overall GPA of 3.5 and are eligible to apply in the spring semester of the junior year (the deadline for applications is April 1). To apply for admission, candidates must submit the following materials to the Admissions Office:

- Completed application to the Graduate Program in Counseling Psychology including statement of goals
- Official undergraduate transcript(s)
- Letter of recommendation from the academic advisor and one other full time faculty member

Following review of all application materials and a successful interview with graduate program faculty, admission to the dual degree program will require the approval of the Graduate Program Director and the Dean of the School of Arts and Sciences. Accepted students will be permitted to take no more than twelve credits of graduate course work during the senior year of undergraduate study. These twelve graduate credits will be charged at the undergraduate tuition rate.

Additional information can be provided by the student's academic advisor or by the Graduate Program Director.

### **Academic Program Description**

In order to provide students with the opportunity to develop the skills required to practice as professional counselors with expertise in the areas of community, private, school, correctional, or higher education settings, the program uses a scholar-practitioner training model. Through involvement with program coursework students become active and involved learners. Students engage in both in-class and out-of-class cooperative, collaborative, and experiential learning that through interaction, exposure, immersion, and problem-solving enables students to integrate class material into their current knowledge and experiential base. Student advocacy and service learning is integrated into the academic experience to prepare the developing professional for a life-long role as an agent for change on a local, national and global level. The skill labs, practicum, and internship courses provide students with the professional experiences to synthesize course material with real-life counseling experiences to develop the skills appropriate for beginning practitioners.

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

- Art Therapy
- Clinical Mental Health Counseling
- School Counseling

The Master of Science in Counseling Psychology program is built around a central core curriculum that is designed to help students develop knowledge and general counseling skills that can be applied in a variety of contexts. The concentration curriculum helps students develop those specific counseling skills required for proficiency in the student's area of interest.

The Counseling Psychology program, concentrated at the University's Newtown, Bucks County location, is designed for students who are available to attend classes scheduled in the evening. Blended (online and face-to-face) or online courses are available for specific courses. The majority of the students in the Counseling Psychology program study on a part time basis (3-6 credit hours a semester), although a significant number of Counseling Psychology students do attend the program on a full-time basis (9 credit hours a semester).

### **Eligibility for Licensure as a Licensed Professional Counselor (LPC)**

All 60-credit concentrations of study in the Master of Science program in Counseling Psychology fulfill the educational requirements for licensure as a:

- Professional counselor in the Commonwealth of Pennsylvania
- Professional counselor of mental health and/or associate counselor of mental health in the state of Delaware
- Professional counselor and/or associate counselor in the state of New Jersey

All 60-credit concentrations fulfill the general and course-specific requirements for students to take the National Counselor Exam (NCE). Successful completion of the NCE allows the student to apply for the LPC license.

The National Board of Certified Counselors (NBCC) has designated the Graduate Program in Counseling Psychology at Holy Family University as an affiliate program to the NBCC. This allows students matriculated into the Master's

program to sit for the NCE up to six months prior to or after graduation. Holy Family University is one of a handful of higher education institutions within Pennsylvania with this designation.

Students interested in fulfilling the educational requirements for licensure must be aware of the licensure requirements and work closely with their faculty advisor to ensure that all educational and internship requirements for licensure are fulfilled. All professional licenses require additional supervised post-master's experience. Refer to the state regulations for further information regarding the LPC licensing guidelines.

### **Eligibility for Certification as a Registered Art Therapist**

In addition to being eligible for licensure as a professional counselor, students choosing the Art Therapy concentration are also eligible to apply for the credential of Registered Art Therapist (ATR). Refer to the Art Therapy Credentials Board (ATCB) for further information regarding the ATR guidelines.

### **Eligibility for Certification as a School Counselor**

*In addition to being eligible* for licensure as a professional counselor, students choosing the School Counseling concentration are also eligible to apply for the credential of Certified School Counselor. Refer to the Pennsylvania Department of Education for further information regarding the guidelines.

### **Advisement**

The Master of Science in Counseling Psychology program views advisement as crucial to successful completion of the program. Advisement in the program is best characterized as a mentoring relationship between a student and a faculty member. This mentoring relationship is grounded in mutual trust, dignity, collegiality, equality, and professionalism. The goal of this advising/mentoring relationship is to assist the student in developing an identity as a counseling professional who is engaged in a lifelong learning process.

Upon admission to the program, each student is assigned a faculty advisor. This faculty advisor will have expertise in the student's area of concentration. The faculty advisor is the student's resource person in dealing with the program and the University. Students are encouraged to meet with their faculty advisor on a regular basis. Students must meet with their faculty advisor for course selection, approval of practicum and internship sites, comprehensives, and other administrative issues. Appointments may be made in person or by calling 267-341-4000. Faculty office hours are posted at the faculty office.

### **Impaired Student Policy**

#### **Purpose**

This policy, in compliance with the 2014 American Counseling Association's Code of Ethics, outlines the Graduate Counseling program's obligation to identify, address and assist in the remediation (if possible) of students who have impairments that interfere with their ability to be successful counselors. The specific 2014 ACA Code of Ethics sections that support this policy are Section C.2.g, "Impairment," Section F8, "Student Responsibilities," and Section F9, "Evaluation and Remediation of Students."

#### **Definition:**

##### ***Impaired Student***

An impaired student is someone who has significant physical, mental or emotional problems that are likely to harm a client and is likely to affect the student's ability to participate within and graduate from the University with requisite knowledge, skills and temperament required to be a successful professional counselor. Some signs and symptoms of such impairment could include, but are not limited to, a pattern of the following:

- Unusual or inappropriate behavior
- Negative changes in academic performance
- Frequent or unexplained absences and/or tardiness from academic responsibilities
- Frequent or unexplained illnesses or accidents
- Significant inability to contend with routine difficulties and act to overcome them
- Violations of the Student Code of Conduct as indicated in Holy Family University's Graduate Catalog
- Violations of the good academic performance requirement as indicated in Holy Family University's Graduate Catalog under sections Grading and Academic Standing and Retention.

#### **Remediation Action**

Remediation action for such impairment may include but is not limited to:

- Scheduled monitoring meetings with the student's academic advisor<sup>SEP</sup>
- Additional remedial or professional training related to the impairment or deficit
- Academic support (tutoring, additional class work with the course professor, etc.)
- Counseling and other forms of mental health treatment

- Self-structured behavioral change
- Additional field experiences
- Leaves of absence with return to program contingent on remediation of the student's impairment and consistent with University policy
- Other as seen necessary by the Program Director and faculty.

### ***Impaired Student Policy Process***

This policy focuses on the behavior of the impaired student and not on any underlying medical or other condition or disability. If impairment is caused by a disability, it shall be the student's obligation to comply with University Policy as outlined in Holy Family University's Graduate Catalog with regard to disability accommodations. It is the policy of the Graduate Program in Counseling Psychology at Holy Family University:

- To identify the impaired student
- Address the issue with the student
- Create a remediation plan and assist students in securing remedial assistance
- Monitor student progress with meeting the requirements of the remediation plan
- Dismiss those students from the program for whom remediation attempts have not been successful
- Provide student recourse in a timely manner to address the decision to require them to see assistance or dismissal from the program

Confidentiality of all referred and identified students and of individuals making referral shall be maintained to the extent possible and permitted by law.

Any University policies outlined in Holy Family University's Graduate Catalog supersede this policy. These policies outline under what conditions students must be dismissed from the Graduate Program. The Impaired Student Policy does identify students having difficulty in the above areas, will create a remediation plan with the student to rectify such concerns, and will monitor student progress in meeting the remediation plan but the Graduate Program in Counseling Psychology is bound by the University process and dismissal policies as outlined in the Holy Family University Graduate Catalog.

### ***Identification Process***

- **Ongoing** – Identification of student impairment is an ongoing process. Student attitude and behavior on-campus, inside the classroom and as a representative of the Holy Family Counseling Psychology program in the community are contexts for assessment of potential impairment. Course work, practica, and internships provide both students and faculty opportunities to identify personal barriers students may experience that interfere with their ability to be successful in the counseling profession. Any concerns regarding the student's progress or appropriateness for the counseling profession are brought directly to the student's academic advisor and the Program Director or designee if appropriate.
- **Semester** – Each semester graduate counseling faculty are asked to evaluate every student in his/her classes. In addition, the academic standing of all students in the program is reviewed on a semester basis. Student Progress reports and student grades are reviewed by program faculty and students experiencing difficulty and/or barriers to his/her success are identified

### ***Student Notification Process***

- **Step One** – A meeting is held between the student and his/her academic advisor. The focus of the meeting is:
  - To review faculty and program concerns
  - Afford the student the opportunity to share his/her perception and understanding of the situation/issues
  - Provide advising recommendations.

Full documentation is kept of this meeting in the student's program file and the student is given a written summary outlining the agreed upon advising recommendation. Depending on the level of faculty, student, program or University concern this step may be skipped.

- **Step Two** – A meeting is held between the student, other program faculty as appropriate, and the student's academic advisor. The focus of the meeting is:
  - To review faculty and program concerns,
  - Afford the student the opportunity to share his/her perception and understanding of the situation/issues, and
  - Create a formal remediation plan.

Full documentation is kept of this meeting in the student' program file and the student is given a formal remediation plan signed both by the student and his/her academic advisor. The remediation plan is also

reviewed and signed by the Program Director or designee. A Step Two meeting is held either because of the significance of student, faculty, program or University concern/s or due to the ineffectiveness of the Step One remediation plan.

- **Step Three** – A meeting is held between the student, other program faculty as appropriate, the student's academic advisor and the Program Director. The purpose of this meeting is to determine whether the student's impairment can be remediated. Data on student progress toward remediation or lack thereof is reviewed and discussion is held to determine whether the student should continue in the program at this time or is required by the University policies outline in the Graduate Catalog to be dismissed from the program. All dismissal decisions are made during or shortly after the Step Three meeting. Full documentation is kept of this meeting in the student's program file.

### **Formal Remediation Plan**

The purpose of the remediation plan is to give the student assistance in creating actions that will help the student overcome the barrier/s or issue/s that are interfering with his/her ability to successfully complete the program and become the successful counselor. The creation of the plan is a joint effort between student, his/her academic advisor and the program. The plan should include:

- Clearly defined student problem areas that interfere with his/her ability to complete the program and become the successful counselor
- Clear mutually agreed upon objectives that will assist the student in remediating the problems they are experiencing
- Action steps to meeting those objectives
- Expected outcome and consequences should these outcomes not be realized
- Time frames by which these objects should be accomplished.

The formal remediation plan should be signed by the student, faculty member and the program director or designee.

### **Monitoring of the Impaired Student**

Impaired students will be monitored for adherence to the remediation plan on a regular and continuous basis. Monitoring will be completed not only through the identification processes listed above but also through ongoing review through the Graduate Counseling program's bimonthly Program Meeting.

### **Dismissal**

Student dismissal will be based on the formal dismissal policies found in Holy Family University Graduate Catalog, failure to adhere to the remediation plan, or continued failure to remediate the barrier/s or the issue/s interfering with the student's ability to practice successfully as a professional counselor.

### **Student Appeal Process**

The student has the right to appeal the conclusions and/or decisions made through this Impaired Student Policy process; identification, remediation plan, and dismissal. The purpose of this appeal process is to secure, at the lowest possible level an equitable solution to the student's concerns. The appeal process follows the guidelines delineated in the Graduate Catalog.

# Master of Science in Counseling Psychology – 60 Credit Concentrations

For the most-up-to date information about program curriculum, please see a faculty advisor.

## The Core Curriculum

The Master of Science in Counseling Psychology program offers a central core curriculum that is the basis for all concentrations. This core curriculum enables students to develop educational and counseling skills that can be applied in a variety of contexts. Because of its generic nature, this core curriculum provides an excellent preparation vehicle for those students wishing to pursue doctoral studies.

### Core Curriculum (27 Credits)

*COUN 501	Substance Abuse: An Introduction to Identification and Treatment	3
*COUN 502	Career and Vocational Counseling	3
*COUN 503	Introduction to Counseling & Guidance Theory	3
*COUN 504	Introduction to Counseling Skills, Laboratory Level I	3
*COUN 506	Human Development: A Life Span Approach	3
*COUN 507	Counseling Multicultural and Diverse Populations	3
*COUN 513	Counseling Practicum	3
*COUN 520	Research Methods for the Behavioral Sciences	3
*COUN 545	Assessment: Principles and Applications in Counseling	3

*\* All courses marked with an asterisk have to be completed prior to internship.*

### Concentration Area Requirements

Concentration area requirements enable students to develop an expertise in their area of interest. These requirements are in addition to the central core curriculum requirements.



## Clinical Mental Health Counseling

Students completing the Clinical Mental Health Counseling concentration will, as part of their degree program, complete all the educational requirements to sit for the National Counselor Exam. This concentration prepares master level clinicians to work with adolescents and adults in the community setting. The Clinical Mental Health Counseling concentration is appropriate for individuals wishing to develop expertise in counseling adolescents and adults and/or gaining the credentials to assume supervisory positions in community agency settings. The total degree hours required for this concentration is 60. This concentration requires a 600-hour internship and a 100-hour practicum.

### Required Courses for Specialty Area (21 Credits)

COUN 505 Group Counseling	3
COUN 515 Professional Orientation and Ethics for Clinical Mental Health	3
COUN 521 Survey of Community Counseling Agencies	3
COUN 540 Psychopathology & Diagnosis Using the DSM	3
COUN 560 Internship in Counseling Psychology I: Clinical Mental Health Counseling	3
COUN 561 Internship in Counseling Psychology II: Clinical Mental Health Counseling	3
COUN 562 Professional Seminar: Culminating Experience	3

### Electives (12 credits)

*\* All courses marked with an asterisk have to be completed prior to internship.  
This is a license-eligible concentration.*

## Correctional Counseling

Students completing the Correctional Counseling concentration will, as a part of their degree program, complete all the educational requirements to sit for the National Counselor Exam. This concentration provides a basic foundation in counseling theory and skills with additional coursework in criminological theory, victimology, and correctional counseling practice. The program prepares graduates for success in a wide array of settings including, but not limited to federal and state prisons, court clinics, forensic psychiatric units, child advocacy centers, reintegration programs and other institutional and community-based correctional programs. The total degree hours required for this concentration is 60. This concentration requires a 600-hour internship, a 100-hour practicum, and mandatory faculty mentoring/advising meetings.

### Required Courses for Specialty Area (30 credit hours)

*COUN 505	Group Counseling	3
*COUN 531	Legal and Ethical Issues in Counseling	3
COUN 536	Trauma: Biology, Principles and Treatment	3
*COUN 540	Psychopathology & Diagnosis Using the DSM	3
COUN 570	Crisis Management Intervention	3
CNCC 525	Management of Special Populations	3
CNCC 578	Correctional Counseling	3
CNCC 560	Internship in Counseling Psychology I - Correctional Counseling	3
CNCC 561	Internship in Counseling Psychology II - Correctional Counseling	3
COUN 562	Professional Seminar: Culminating Experience	3

### Electives (3 credits)

*\*All courses marked with an asterisk have to be completed prior to internship.  
This is a license-eligible concentration.*

## Art Therapy

This concentration provides a basic foundation in counseling theory and skills with additional coursework in art therapy theory and practice. The program prepares graduates for success in a wide array of settings including, but not limited to mental health, rehabilitation, medical and forensic institutions; community outreach programs; wellness centers; schools; nursing homes; corporate structures; open studios and independent practices. Students completing the Art Therapy concentration will, as a part of their degree program, complete all the educational requirements to apply for Licensed Professional Counselor as well as the educational requirements to apply for the credential of Registered Art Therapist (ATR). The program of study requires a studio art requirement, core counseling courses and specialized art therapy courses taught by registered art therapists.

### Studio Art Content Requirements (required for ATR certification):

- Eighteen (18) semester credits (or 27 quarter credits) in studio based art courses.
- Studio art coursework can be at the graduate or undergraduate level.
- Students must have successfully completed coursework in a variety of two- and three-dimensional art media and processes.
- At least 12 credit hours must be completed prior to beginning the art therapy coursework. The remaining six (6) may be completed after beginning the first art therapy course that will count toward this requirement but must be completed within a year of beginning graduate coursework in art therapy.
- Studio based courses taken within an art therapy program do not satisfy the prerequisite studio art courses.
- In lieu of academic based studio coursework, the student can earn up to six (6) credits from a portfolio demonstrating competency, provided the applicant obtains a letter from a full-time or pro rata faculty member who has current ATR-BC or ATCS status and who teaches in a program that is within a regionally or nationally accredited institution of higher education, and who has reviewed the portfolio and is willing to attest that the student has demonstrated such competency. Applicants may also use non-credit art instruction.

The total degree hours required for this concentration is 60. This concentration requires a 600-hour internship, a 100-hour practicum under the supervision of an art therapist.

### Required Courses for Art Therapy Specialty Area (33 credit hours)

CART 502	Art Therapy: Theory & Practice	3
*CART 503	Professional Orientation and Ethics for Art Therapists	3
CART 504	Metaphor, Materials & Art Therapy Techniques	3
CART 505	Art Therapy: Adult Assessment Skills	3
CART 506	Art Therapy: Child and Adolescent Skills	3
CART 507	Art Therapy for Multicultural & Diverse Populations	3
*CART 550	Group Counseling for Art Therapists	3
CART 560	Internship in Counseling Psychology I – Art Therapy	3
CART 561	Internship in Counseling Psychology II – Art Therapy	3
CART 562	Professional Seminar: Culminating Experience in Art Therapy	3
COUN 540	Psychopathology & Diagnosis Using the DSM	3

*\*All courses marked with an asterisk have to be completed prior to internship.  
This is a license-eligible concentration.*

## School Counseling – Certification and/or LPC

The School Counseling concentration is a Pennsylvania Department of Education-approved certification program in PK-12 school counseling. Students completing this concentration in addition to being eligible for certification as PK-12 school counselors will also have the option to fulfill the educational requirements to sit for the National Counselor Exam. This concentration requires a 600-hour internship and a 100-hour practicum in a school setting.

### Required Courses for Specialty Area (27 Credits)

*COUN 510	Group Counseling for School Counselors	3
COUN 511	Computers & Technology in School Counseling Settings	3
*COUN 517	Professional Orientation and Ethics for School Counselors	3
COUN 541	Administration of School Counseling Programs	3
CNDS 560	Internship in Counseling Psychology I–School Counseling	3
CNDS 561	Internship in Counseling Psychology II–School Counseling	3
COUN 562	Professional Seminar: Culminating Experience	3
COUN 575	Counseling Students with Learning, Emotional and Intellectual Disabilities	3
COUN 576	Meet the Needs of English Language Learners for School Counselors	3

### Electives (6 credits)

\* All courses marked with an asterisk have to be completed prior to internship.

## **Master of Science in Counseling Psychology 48-credit option (LPC eligible)**

This option allows students earn a Master's Degree in Counseling after completing 48 credits of coursework. Student wishing to apply for licensure as an LPC may do so with this degree and an additional 12 credits of coursework. This degree allows students to apply to doctoral programs that require a Master's Degree while maintaining the option of LPC licensure. Students will complete the following coursework.

COUN 502	Career Counseling
COUN 503	Counseling Theories
COUN 504	Counseling Skills
COUN 505	Group Counseling
COUN 506	Human Development
COUN 507	Multicultural Counseling
COUN 515	Professional Orientation and Ethics
COUN 520	Research
COUN 540	Psychopathology
COUN 545	Assessment

### **3 electives**

COUN 513	Practicum*
COUN 560	Internship I*
COUN 561	Internship II*

\*(Practicum and Internships may be in any of the existing MS concentrations: Mental Health, School Counseling, Art Therapy or Corrections Counseling)

CEXAM-MS Comprehensive Exam (not for credit but must be passed prior to degree completion)

## **Master of Science in Counseling Psychology 36-credit option (not LPC eligible)**

This option allows students earn a Master's Degree in Counseling after completing 36 credits of coursework. Students wishing to apply for licensure as an LPC may not do so with this degree. This degree allows students to apply to doctoral programs that require a Master's Degree. Students will complete the following coursework.

COUN 503	Counseling Theories
COUN 504	Counseling Skills
COUN 505	Group Counseling
COUN 506	Human Development
COUN 507	Multicultural Counseling
COUN 515	Professional Orientation and Ethics
COUN 520	Research
COUN 540	Psychopathology
COUN 545	Assessment
COUN 513	Practicum*
COUN 560	Internship I*
COUN 561	Internship II*

\*(Practica and Internships may be in any of the existing MS concentrations: Mental Health, School Counseling, Art Therapy or Corrections Counseling)

CEXAM- MS Comprehensive Exam (not for credit but must be passed prior to degree completion)

# Other Program Requirements for the Master of Science in Counseling Psychology

## Comprehensive Examination

All Masters in Counseling Psychology students are required to pass a comprehensive examination over the core competency areas prior to internship. In order to be eligible to sit for the comprehensive examination, students must have completed all the core courses, have an overall average of B or better, and be a student in good standing (i.e., not on probation or in remediation). Core courses include the following:

<b>Content Area</b>	<b>Holy Family Core Course Equivalent</b>	
Human Growth and Development	COUN 506	Human Development: A Life Span Approach
Social and Cultural Foundations	COUN 507	Counseling Multicultural Populations
Helping Relationships	COUN 503 COUN 504	Intro Counseling Theories Intro Counseling Skills Lab I
Group Work	COUN 505 <b>or</b> COUN 510	Group Counseling Group Counseling School Counselors
Career and Lifestyle Development Appraisal	COUN 502 COUN 545	Career Vocational Counseling Assessment: Principles and Applications in Counseling
Research and Program Evaluation	COUN 520	Research Methods
Professional Orientation and Ethics	COUN 515 <b>or</b> COUN 517 <b>or</b> COUN 531 <b>or</b> CART 503	Professional Orientation and Ethics for Clinical Mental Health Professional Orientation and Ethics for School Counselors Legal and Ethical Issues in Counseling Professional Orientation and Ethics for Art Therapists

## **Counselor Preparation Comprehensive Examination (CPCE)**

The Counselor Preparation Comprehensive Examination (CPCE) is used as the Program's comprehensive exam. The CPCE is researched, developed, and distributed by both the Research and Assessment Corporation for Counseling (RACC) and the Center for Credentialing and Education (CCE), two affiliate corporations of the National Board for Certified Counselors (NBCC). It is a highly valid and reliable way to make judgments about a student's progress toward mastery of the subject matter of professional counseling.

*Please see the Graduate Program in Counseling Psychology Master's Comprehensive Handbook for further information on the examination and the examination process.*

## **Field Experience**

The field experience for Counseling Psychology comes at the end of the student's studies following thorough preparation in the theory and skills necessary to function as a competent counselor. Through mentoring from the site supervisor and the on-campus supervisor, the student will develop his or her professional identity, as well as knowledge and skills.

A student considering field experience is required to apply as outlined in the Graduate Program in Counseling Psychology Student Handbook and must agree to abide by the ethical standards of the American Counseling Association. Each student intending to participate in the field experience must complete a required sequence of coursework with an overall cumulative grade point average of B or better prior to internship. All field experiences must be approved by the Graduate Counseling Psychology Field Experience Committee.

The University reserves the right to postpone or deny a student a field experience if the student shows academic, personal, or ethical issues that would be incongruent with the role of the professional counselor. Please review the Graduate Program in Counseling Psychology Student Handbook for further information.

## **Postgraduate Programs**

The Counseling Psychology program at Holy Family University offers the following two postgraduate programs: Postgraduate Licensure program and Postgraduate Certificate program in School Counseling. All courses in the postgraduate programs are only offered at Holy Family University's Newtown location. Admissions for these postgraduate programs are rolling and do not require a personal interview with program faculty.

### **Postgraduate Licensure Program**

This program is designed to assist practicing master-level counselors gain the additional educational requirements for licensure eligibility. To be eligible for this program the applicant must have:

- Obtained a 48 credit master's degree in counseling or a field closely related to the practice of professional counseling from an accredited institution of higher education. The master's program must have included a practicum or internship and should have included coursework in five of the following areas: human growth and development, social and cultural foundations, helping relationships, group work, career and lifestyle development, appraisal, research and program evaluation, professional orientation, and clinical instruction
- Submitted an application form
- Submitted official transcripts of all graduate work
- Completed a personal interview with Program Director.
- After acceptance into the program the applicant must meet with the Program Director or designee. The purpose of this meeting is to review the applicant's educational and career history, review course requirements, and create an educational plan with him or her.

### **Postgraduate Certificate Program in Art Therapy**

This program is designed for the Master's level counselor who desires to become certified as an Art Therapist (ATR). To be eligible for this program, the applicant must have:

- Completed all of the studio art pre-requisites outlined in the Art Therapy concentration description
- Obtained a 36-48 credit master's degree in counseling or a field closely related to the practice of professional counseling from an accredited institution of higher education. The master's program must have included a practicum or internship and should have included coursework in five of the following areas: human growth and development, social and cultural foundations, helping relationships, group work, career and lifestyle development, appraisal, research and program evaluation, professional orientation, and clinical instruction



- Submitted an application form
- Submitted official transcripts of all graduate work
- Completed a personal interview with Program Director
- After acceptance into the program the applicant must meet with the Program Director or designee. The purpose of this meeting is to review the applicant's educational and career history, review course requirements, and create an educational plan with him or her.

### **Postgraduate Certificate Program in School Counseling**

This program is designed for the prospective student with a master's degree in counseling who wishes to obtain the additional coursework required to become certified as PK-12 school counselor. To be eligible for this program, the applicant must have:

- Obtained a master's degree in counseling from an accredited institution of higher education
- Submitted an application form
- Submitted official transcripts of all graduate work
- Completed a personal interview with Program Director.

After acceptance into the program the applicant must meet with the Program Director or designee. The purpose of this meeting is to review the applicant's educational and career history, review course requirements, and create an educational plan with him or her.

## Counseling Psychology Course Descriptions

### **CART 502 Art Therapy: Theory and Practice (3 credits)**

An overview of art therapy theory and practice, including historical evolution of theoretical frameworks, and current state of the profession.

### **CART 503 Professional Orientation and Ethics for Art Therapists (3 credits)**

An overview of art therapy and counseling ethical, legal, and professional issues, credentialing and licensing standards.

### **CART 504 Metaphor, Materials and Art Therapy Techniques (3 credits)**

An exploration of creativity, symbolism, visual expression, metaphor, and art therapy techniques through readings, discussion, writing assignments and art-based experientials.

### **CART 505 Art Therapy: Adult Assessment Skills (3 credits)**

Introduction to art therapy assessment and application of assessment and skills in working with diverse adult psychosocial issues.

### **CART 506 Art Therapy: Child and Adolescent Skills (3 credits)**

An overview of stages of normal artistic development and art therapy within the developmental context of child and adolescent populations.

### **CART 507 Art Therapy for Multicultural and Diverse Populations (3 credits)**

An overview of multicultural counseling and art therapy, exploring implications of diversity encountered in art therapy practice.

### **CART 550 Group Counseling for Art Therapists (3 credits)**

Theories of group counseling, group dynamics, skills, and techniques are integrated with art therapy theory and practice.

### **CART 560/561/563 Internship in Counseling Psychology I, II, III – Art Therapy (3 credits)**

*Prerequisite: See Internship Handbook for specific criteria. Only open to art therapy concentration students and only with permission of Program Director or Designee.*

The internship provides an opportunity for students to synthesize and apply coursework in art therapy in a counseling setting.

### **CART 562 Professional Seminar: Culminating Experience in Art Therapy (3 credits)**

*Prerequisite: Only open to art therapy concentration students and only with permission of Program Director or Designee.*

Students will develop knowledge and skills necessary for conducting original independent research in Art Therapy.

### **COUN 501 Substance Abuse: An Introduction to Identification and Treatment (3 credits)**

Provides knowledge about mood-altering chemical substances including their basic pharmacology, their physiological effect, and their psychological consequences. Students learn to recognize the signs of need for treatment for an addiction. Students learn about prevailing treatment techniques in a theoretical context as well as research on treatment effectiveness. Relevant legal issues will be introduced. The impact of substance abuse on the family, the workplace, and the larger society will be stressed.

### **COUN 502 Career Vocational Counseling (3 credits)**

*Prerequisites: An undergraduate course in statistics or permission of the Program Director or designee.*

Includes information regarding theories of lifestyle and career development, sources of occupational information, and methods of career counseling and assessment. Both theory and the practical application of career counseling will be explored through lectures, class discussion, readings, writings, and projects.

### **COUN 503 Introduction to Counseling and Guidance Theory (3 credits)**

Introduces students to the current approaches of psychological counseling. Emphasis is on both theory and practical applications of the various approaches. Through lectures, class discussions, readings, films, case studies, and role-play situations, students will be encouraged to examine the various theories and integrate them into their own style of counseling.

**COUN 504 Introductory Counseling Skills: Laboratory Level 1 (3 credits)**

*Prerequisite: Only open to degree students and only with permission of the Program Director or designee.*

Helps students become proficient in using the basic psychological counseling techniques used in the helping relationship. Through active classroom experiences, laboratory training, and exploration of field opportunities, students will develop basic counseling skills.

**COUN 505 Group Counseling (3 credits)**

*Prerequisite: COUN 504 or permission of the instructor. Only open to degree students or with permission of Program Director or designee.*

Explores, through didactic and experiential learning activities, various theoretical approaches to groups, learn and apply basic principles of group dynamics, develop ethical, legal, and professional standards relative to group leadership, learn member roles and functions in group, and relate these issues to the leader's interpersonal style and behavior. Specific applications to developmental stages (e.g., children, adolescents, elderly) will be explored.

**COUN 506 Human Development: A Life Span Approach (3 credits)**

Examines the research and theories of development in the cognitive, social, emotional, and physical domains throughout the life span. Emphasis is placed on the application of theory and research findings to challenges faced by children and adults from a variety of cultural, socioeconomic, and ethnic backgrounds.

**COUN 507 Counseling Multicultural and Diverse Populations (3 credits)**

Promotes awareness of the diversity of American culture and educates counselors about trends, issues, and communications in a multicultural society. This course provides studies of changing family and society systems that are both a product and generator of cultural diversity. Topics of gender and racial equality are included as are issues such as those found in urban and rural settings. Previously underrepresented populations are included in the presentation of the present culture.

**COUN 508 Introduction to Individual Psychology: Theory, Research and Techniques (3 credits)**

Introduces students to the theory and counseling approach developed by Alfred Adler at the turn of the 20th century. Adler's ideas permeate all of contemporary psychology theory and practice, and students will gain a thorough foundation in the theory, research, and practical applications of Individual Psychology, including how this theory can be integrated with other approaches and techniques. Topics to be covered include: family constellation, birth order and ordinal position, lifestyle, social interest, purposefulness of behavior, the four misguided goals of behavior, striving for superiority, inferiority feelings and the inferiority complex, and safeguarding tendencies.

**COUN 509 Counseling Practicum (1 credit)**

*Prerequisite: Faculty advisor approval. Only open to degree students or with permission of Program Director or designee.*

Offers students an entry-level, supervised, fieldwork experience that extends the entire semester. The purpose of the experience is to expose students to the practice of counseling in the agency, community, school, or higher education setting. All practicum sites must be approved, and all students are expected to complete at least 100 to 120 hours of practicum. Students are expected to conduct individual, family, couple, and/or group counseling sessions; gain a deeper understanding of the role of the counselor, the organizational structure, and operations of their practicum site; and be involved in on-site supervision, on-site staff development, and other experiences as determined by the on-site and campus supervisors.

**COUN 510 Group Counseling for School Counselors (3 credits)**

*Prerequisite: COUN 504 or permission of the instructor. Only open to degree students or with permission of Program Director or designee.*

Introduces the use and process of group counseling in the elementary and secondary school setting. Through the use of didactic and experiential learning activities students will learn the essential knowledge and skills required for understanding, organizing, implementing, and working with groups within the school setting. Students will learn to be effective group leaders. Students will be exposed to the different theoretical approaches to groups. They will come to understand the function and purpose of groups in the school setting as well as the basic principles of group dynamics and the ethical, legal, and professional issues associated with group programs in the school setting. They will also come to understand leadership and group development, member roles and functions, and their own interpersonal style of group leadership.

**COUN 511 Computers and Technology in School Counseling Settings (3 credits)**

*Prerequisite: General familiarity with and understanding of the operation of the computer, including Microsoft Windows or Apple Mac, Microsoft Word, and the use of the Internet for basic communications and research.*

Features authentic assessment of a variety of hands-on, technology-based projects, the knowledge of which is essential for all school counselors. The student will learn how to use technology in the guidance setting for

information management and processing, program management, and communication. The counseling uses of the Internet, word processing, databases, spreadsheets, drawing, desktop publishing, website development, and presentation software will be integral parts of this course.

**COUN 513 Counseling Practicum (3 credits)**

This course serves an entry-level supervised field experience in counseling. Students are expected to complete 100 hours of field experience in an approved school, institution, agency, or program which includes both observational and direct service to students/clients and families in addition to classroom instruction and group supervisors with faculty.

**COUN 515 Professional Orientation and Ethics for Clinical Mental Health Counselors (3 credits)**

Examines the history, philosophy, roles and functions of the professional clinical mental health counselor. Students will become aware of professional counselor organizations, accreditation regulations, licensure, self-care strategies, advocacy and other counselor expectations. Students will demonstrate proficiency in applying ethical and legal considerations in professional clinical mental health counseling.

**COUN 517 Professional Orientation and Ethics for School Counselors (3 credits)**

Examines the history, philosophy, roles and functions of the professional school counselor. Students will become aware of professional counselor organizations, accreditation regulations, self-care strategies, advocacy and other school counselor expectations. Students will demonstrate proficiency in applying ethical and legal consideration in professional school counseling.

**COUN 518 Psychology of Wellness (3 credits)**

Provides a framework for counselors to develop an awareness of one's own physical and mental health and its impact on the ability to help those with whom they work.

**COUN 520 Research Methods for the Behavioral Sciences (3 credits)**

*Prerequisites: Courses in undergraduate statistics and research or permission of the Program Director or designee.*

Provides hands-on experience with methods used to gather information in the behavioral sciences. Discussions focus on the basics of research, including theory construction, design, and ethics. Students will be introduced to a variety of research methods, including naturalistic observation, historical analysis, single subject studies, survey methods, quasi/true experiments, and program evaluations methods.

**COUN 521 Survey of Community Counseling Agencies (3 credits)**

Provides an overview of counseling service delivery systems in the community. Emphasis will be on availability of resources and means of accessing them. Prevention and outreach activities will be considered in addition to traditional counseling and mental-health agencies. Other topics include effective referral, client empowerment, and social policy.

**COUN 526 Suffering and Hope (3 credits)**

Engages the complex and very real experiences of human suffering within the context of the Judeo-Christian Faith traditions. Various biblical accounts of suffering's meaning and purpose (such as the Book of Job) will be systemically investigated to provide the pastoral counselor a grounding in this difficult aspect of life. Insights from the noted theologians will be studied to assist in the application of properly responding to the question of suffering.

**COUN 531 Legal and Ethical Issues in Counseling (3 credits)**

Designed to introduce the student to the legal and ethical concerns in working with students in schools and clients in the community. Students will learn the ethical standards of the American Counseling Association as well as Pennsylvania school code and state law as it applies to the role of the counselor. Examples of issues to be addressed include varieties of consent, confidentiality, and privileged communication, the rights of parents, child abuse reporting, and dual relationships, among others.

**COUN 535 Advanced Counseling Skills: Cognitive and Behavioral Techniques (3 credits)**

*Prerequisites: COUN 503 and COUN 504*

Provide students with knowledge, historical development, assessment tools and hands-on application. Contemporary model such as mindfulness, trauma focused therapy and complementary and alternative models (CAMs) will be covered.

**COUN 536 Trauma: Biology, Principles and Treatment (3 credits)**

Effects of trauma, assessment, examines current diagnostic methods controversies, and psychobiology and provides evidence-based practices for trauma-related issues that include: distress reduction and affect regulation training, cognitive interventions and emotional processing.

**COUN 540 Psychopathology and Diagnosis Using the DSM (3 credits)**

Familiarizes students with the current psychiatric diagnostic system as exemplified by the DSM. An emphasis is placed on appropriate interviewing skills to collect necessary information; determination of the appropriate classification for a group of symptoms manifested by a client, and understanding the nature of the client's disorder, including its origin, are integral parts of this course.

**COUN 541 Administration of School Counseling Programs (3 credits)**

Introduces the theory and practice of school counseling programs. Students will develop an understanding of the history of school counseling programs and will be given the tools to design, implement, and evaluate a comprehensive counseling program.

**COUN 545 Assessment: Principles and Applications in Counseling (3 credits)**

Students learn practical and ethical administration of individual assessment and application of assessments in planning counseling interventions and program evaluation.

**COUN 557 Human Sexuality (3 credits)**

Introduction to psychosexual development from a social, historical and cultural perspective with emphasis on sexual concerns, beliefs and behavior as presented in counseling settings.

**COUN 560/561/563 Internship in Counseling Psychology I, II and III: Clinical Mental Health Counseling (3 credits)**

*See the Internship Handbook for the specific criteria. Only open to degree students and only with permission of the Program Director or designee.*

Provides an opportunity for students to synthesize and apply what has been learned in their coursework in an actual job setting. This internship is an intensive work experience that is similar to a regular job in the counseling field. Through mentoring by supervisors on site and on campus, students will develop their professional identity as well as their knowledge and skills.

**COUN 562 Professional Seminar: Culminating Experience (3 credits)**

*Only open to degree students and only with permission of the Program Director or designee.*

Serves as the culminating experience in the Masters in Counseling Psychology program. Students will integrate learning and experience from throughout their training and produce an integrative paper on a topic of current interest in the field.

**COUN 570 Crisis Management Intervention (3 credits)**

Provides students with a model for Campus Crisis Intervention. Students will also learn how to write effective policies and procedures, deal with the media, and interact with parents during crisis situations. Students will relate current crisis situations to the class and have an opportunity to practice facilitating a crisis through role playing and class presentations.

**COUN 572 Psychopharmacology (3 credits)**

Acquaints students with fundamentals of psychotropic drugs. Basics of pharmacology, adverse effects, indications, drug interactions and boundaries of practice will be discussed.

**COUN 575 Counseling Students with Learning, Emotional and Intellectual Disabilities (3 credits)**

Encourages the understanding of the characteristics, etiology and contributing factors of specific disabilities found in school aged children. Students will apply appropriate evidence-based interventions, instructional and school based consultation practices. They will become familiar with the current DSM diagnostic system and special education regulations for the disorders discussed.

**COUN 576 Meeting the Needs of ELL for School Counselors (3 credits)**

Prepares future school counselors to work effectively and with multicultural competence with students who are English Language Learners.

**COUN 598 Special Topic in Counseling Psychology (1-3 credits)**

Offered: Fall, Spring and Summer

**CNCC 525 Management of Special Populations in Corrections (3 credits)**

Analyzes selected problems currently confronting corrections professionals in both institutional and community settings. Considers issues such as overcrowding, excessive costs, ineffective programs, corruption, brutality, security, inmate violence, gender issues and professionalism.

**CNCC 560 Internship I Correctional Counseling (3 credits)**

The internship provides an opportunity for students to synthesize and apply coursework in working with offenders in a counseling setting.

**CNCC 561 Internship II Correctional Counseling (3 credits)**

The internship provides an opportunity for students to synthesize and apply coursework in working with offenders in a counseling setting.

**CNCC 563 Internship III Correctional Counseling (3 credits)**

The internship provides an opportunity for students to synthesize and apply coursework in working with offenders in a counseling setting.

**CNCC 578 Correctional Counseling (3 credits)**

An introduction to the theories and methods of a multicultural approach to counseling offenders within institutional and community-based correctional systems.

**CNDS 560/561/563 Internship in Counseling Psychology I, II, and III – School Counseling (3 credits)**

*See the Internship Handbook for the specific criteria. Only open to degree students and only with permission of the Program Director or designee.*

Provides an opportunity for students to synthesize and apply what has been learned in coursework in an actual school counseling setting. This internship is an intensive work experience in a secondary and elementary school setting under the supervision of a certified school counselor. The work experience is similar to a regular job as a school counselor. Through mentoring by supervisors on site and on campus, students will develop their professional identities, as well as their knowledge and skills.

# Doctor of Psychology in Counseling Psychology (PsyD)

Rochelle Robbins, PhD, *Dean, School of Arts and Sciences*  
Diane Menago, PsyD., *Doctoral Program Director and Director of Clinical Training*

## Mission Statement

The Doctor of Psychology in Counseling Psychology (PsyD) program at Holy Family University is committed to a practitioner-scholar training model that is evidence-based and practice informed, utilizing interventions that reflect the foundational values of the discipline of Counseling Psychology. Our view of clinical training is consistent with the American Psychological Association's Standards of Accreditation for Health Services Psychology (HSP) and the guidelines for professional psychology training developed by National Council for Schools and Programs in Psychology (NCSP)

The program develops psychologists who will make a difference in the communities in which they work through scholarship, teaching, activism and research, and promote psychological wellness for individuals, couples, families, groups and diverse social systems. The training experience is thoroughly informed by the values of social justice, feminism and multiculturalism with an emphasis on training students who are socially conscious advocates, well-versed in working with diverse identities.

The PSYD program will prepare graduates to become license-eligible psychologists in the State of Pennsylvania.

The Doctor of Psychology in Counseling Psychology (Psy.D.) program at Holy Family University is an APA-accredited doctoral program. APA has granted the Psy.D. program accredited on contingency status through March 18, 2027.

Questions related to the program's accreditation status should be directed to the Commission on Accreditation:

Office of Program Consultation and Accreditation  
American Psychological Association  
750 1st Street, NE, Washington, DC, 20002  
[202-336-5979](tel:202-336-5979)  
[apaaccred@apa.org](mailto:apaaccred@apa.org)  
[www.apa.org/ed/accreditation](http://www.apa.org/ed/accreditation)

## Goals

The PsyD Program is designed to ensure that each student meets the competencies essential for achieving its three aims.

### **Aim #1: To develop graduates with knowledge of the fundamental theories and scientific foundations of psychology**

- Objective 1.1 Students demonstrate the ability to implement appropriate methodologies to evaluate clinical practice and outcome.
- Objective 1.2 Students will demonstrate foundational knowledge of and empirical evidence supporting the theories of personality, social psychology, cognitive aspects of behavior, human development, biological basis of behavior and psychopathology.
- Objective 1.3 Students will demonstrate foundational knowledge of the history of psychology as it pertains to the development of these theories and their scientific foundations.

### **Aim #2: To produce graduates prepared for the ethical and competent practice of psychology across the lifespan with diverse populations**

- Objective 2.1 Students demonstrate understanding and applicability of pertinent ethical codes and legal principles.
- Objective 2.2 Students demonstrate proficiency of the theory and practice of psychotherapy.
- Objective 2.3 Students demonstrate proficiency of practice-informed and evidence based approaches to psychotherapy.
- Objective 2.4 Students demonstrate proficiency in providing psychological assessment and interpreting assessment procedures.

- Objective 2.5 Students demonstrate proficiency in the integration of issues stemming from individual diversity in clinical interventions and assessment.

**Aim #3: To develop scholars prepared to contribute to the development of the profession**

- Objective 3.1 Students demonstrate proficiency in providing supervision and consultation for psychotherapy.
- Objective 3.2 Students demonstrate proficiency in the teaching of psychology.
- Objective 3.3 Students demonstrate understanding of, and proficiency in, emerging and expanding roles for the professional psychologist.
- Objective 3.4 Students will demonstrate proficiency in scholarly utilization of the canon of discipline knowledge to contribute to the ongoing development of psychology

## **Doctor of Psychology in Counseling Psychology Outcomes**

**Students in the Doctor of Psychology program will demonstrate the competency in the following areas:**

### **Competency 1: Research**

*Students will demonstrate the ability to:*

- Independently formulate and conduct research and scholarly activities (such as critical literature reviews, program development/evaluation, clinical case studies, efficacy studies, theoretical papers, dissertation research).
- Evaluate scientific research in the selection and implementation of clinical interventions.
- Utilize clinical data to inform diagnostic formulations and treatment plans.

### **Competency 2: Ethical and Legal Standards**

*Students will demonstrate the ability to:*

- Act in accordance with and resolve ethical dilemmas in accordance to with current APA Ethical Principles of Psychologists and Code of Conduct, relevant laws governing health service psychologists, and appropriate professional standards and guidelines.
- Conduct oneself in an ethical manner in all professional activities.

### **Competency 3: Professional Values, Attitudes and Behaviors**

*Students will demonstrate the ability to:*

- Behave in ways that reflect the values and attitudes of the profession of psychology, including integrity, department, professional identity, accountability, lifelong learning, and concern for the welfare of others.
- Engage in self-reflection regarding personal and professional functioning.
- Engage in activities to maintain and improve well-being and professional effectiveness.
- Actively seek supervision and demonstrate openness and responsiveness to feedback.
- Respond professionally in increasingly complex situations with a greater degree of independence as they progress across levels of training.

### **Competency 4: Individual and Cultural Diversity**

*Students will demonstrate the ability to:*

- Understanding of how their cultural history, attitudes, and biases affect how they view and interact with people of diverse backgrounds.
- Knowledge of the current theoretical and empirical knowledge base as it relates to addressing diversity in all professional activities including research, training, supervision/consultation, and service.
- Identify how individual differences and diversity impact psychological distress, diagnosis and treatment.

### **Competency 5: Communication and Interpersonal Skills**

*Students will demonstrate the ability to:*

- Develop and maintain a wide range of effective relationships with colleagues, communities, organizations, supervisors, supervisees, and those receiving professional services.

### **Competency 6: Assessment**

*Students will demonstrate the ability to:*

- Apply an understanding of client strengths, cultural and individual differences, and psychopathology to the assessment process.
- Select and apply assessment methods from the best practices empirical psychometric literature.
- Collect relevant culturally sensitive assessment data using multiple sources and methods appropriate to the identified goals and questions of the assessment.
- Interpret assessment results following current research and professional standards and guidelines to inform case conceptualization, classification, and treatment recommendations.
- Interpret assessment results with an awareness of their decision-making biases.



- Communicate the assessment findings both orally and in writing in a manner that is accessible to a wide range of audiences.

### **Competency 7: Intervention**

*Students will demonstrate the ability to:*

- Develop evidence-based intervention plans specific to service delivery goals.
- Implement interventions informed by the current scientific literature, assessment findings, client diversity characteristics, and socio-political contextual variables.
- Evaluate case conceptualization and intervention effectiveness to improve intervention goals and methods consistent with ongoing evaluation.

### **Competency 8: Supervision**

*Students will demonstrate the ability to:*

- Understand and apply supervision models and practices.
- Employ theories of clinical supervision.

### **Competency 9: Consultation & Inter-professional/Interdisciplinary Skills**

*Students will demonstrate the ability to:*

- Be informed of and respect for the roles and perspectives of multi-disciplinary professions.
- Be informed of consultation models and practices.
- Function in a consultation role as part of a multidisciplinary team.

## **Structure of the Doctoral Program**

The program is based on a cohort model where students are admitted to the program in Fall semesters only. Students are expected to enroll in three classes each semester, except for summer (2-3 classes) and during the 4<sup>th</sup> and 5<sup>th</sup> years in the program when they are doing their dissertations and internship. Accepted doctoral students are expected to maintain continuous enrollment each semester and during the summer sessions.

The program has a strong commitment to the recognition of issues such as culture, race, and ethnicity as well as areas of diversity such as gender, age, socioeconomic status, sexual orientation, and ability. The program facilitates the development of clinicians who are able to promote psychological wellness across lifespan development for individuals, couples, families, groups, and diverse social systems. The training experience is thoroughly informed by the values of social justice, feminism, and multiculturalism.

Students are expected to meet a minimum of three full-time academic years of graduate study with a minimum of two of the three years of training being completed in residence in Holy Family's Counseling Psychology Psy.D. program. You will also be expected to complete a full-time, one-year pre-doctoral internship as a requirement of graduation from the program, at an internship site accredited by the APA (or the equivalent thereof).

### **Doctoral Candidacy Requirements**

Students may refer to themselves as "PsyD student" upon enrolling in the doctoral program and beginning the coursework. Candidacy status suggests an active, advanced student who is pursuing the last part of the doctoral degree. Therefore, students may refer to themselves as "PsyD Candidate" only upon completing all required coursework and passing both parts of the comprehensive examination.

The Doctor of Psychology in counseling Psychology is a ninety (90) credit program, as outlined below.

### **Advanced Content Requirements (54 credits)**

PSYD 801	Professional Identity & Ethical Practice in Coun. Psychology	3*
PSYD 802	Multiculturalism & Feminism in Counseling Psychology	3*
PSYD 803	History & Systems of Psychology	3*
PSYD 804	Cognitive & Affective Bases of Behavior	3*
PSYD 805	Advanced Developmental Psychology	3*
PSYD 806	Advanced Theories	3*
PSYD 807	Career Psychology	3
PSYD 811	Biological Bases of Behavior	3*
PSYD 812	Personality Theory & Assessment	3*
PSYD 813	Advanced Psychopathology & Evidence Based Practice	3*
PSYD 814	Intellectual Assessment	3*

PSYD 815	Advanced Research Design	3
PSYD 817	Advanced Data Analysis	3
PSYD 818	Advanced Cognitive Behavior Therapies	3
PSYD 819	Supervision and Consultation: Theory & Practice	3
PSYD 820	Social Justice & Advocacy in Counseling Psychology	3
PSYD 830	Group Psychology	3*
PSYC 831	Advanced Psychopharmacology*	

### Teaching in Higher Education (6 credits)

PSYD 809	Teaching Psychology I: Classroom Based Formats	3
PSYD 810	Teaching Psychology II: Alternative Formats	3

### Psychology Field Placement (21 credits)

PSYD 822	Externship I	3
PSYD 823	Externship II	3
PSYD 824	Externship III	3
PSYC 825	Externship IV	3
PSYD 906	Advanced Doctoral Internship I	3
PSYD 907	Advanced Doctoral Internship II	3
PSYD 908	Advanced Doctoral Internship III	3

### Psychology Dissertation (minimum of 9 credits)

PSYD 902	Dissertation I	3
PSYD 903	Dissertation II	3
PSYD 904	Dissertation III	3

### Elective

PSYD 905	Dissertation IV (may be repeated)	1
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**Doctoral students who complete the course requirements (noted above\*) apply to take their comprehensive exams. After they pass the comprehensive exams.**

## Admissions Process for Doctoral Studies

Applicants must possess the following qualifications for admission to the Doctor of Psychology in Counseling Psychology program:

- A master's degree in Counseling or a related field from an accredited college or university.
- 3.5 GPA from Master's program. Masters level transcripts will be verified to ensure appropriate coursework and field experience prior to beginning the program.
- Three satisfactory letters of recommendation from individuals familiar with the applicant's academic or professional work.
- An application form with a nonrefundable application fee.
- A 250-500 word personal statement of clinical and research interests. The quality of the applicant's statement will be of critical importance to the success of the application for admission.
- Official transcripts of all previous college or university work.
- CV or resume
- Interview with program faculty.

Applicants for admission to the Doctor of Psychology program are expected to demonstrate strong academic skills and a deep commitment to the field.

Applicants are expected to have an earned master's degree or equivalency from a regionally accredited institution. Applicants will have earned a grade point average of 3.5 in all previous graduate level work. They must be able to demonstrate strong oral and written communication skills as well as strong reasoning ability.

The applicant for admission to the Doctor of Psychology program will:

- Submit an application for admission to the doctoral program directly to PSYCAS:  
<https://psycas.liaisoncas.com/applicant-ux/#/login>
- demonstrate strong oral and written communication skills as well as strong reasoning ability
- Possess a Master's Degree in one of the following areas: counseling, counseling psychology, human services psychology, or a related field. Students may be accepted with other degrees after an audit is completed of their transcripts. After an audit is conducted, a determination may be made regarding pre-requisite masters level courses that will need to be completed by the student.
- Submit official undergraduate and graduate transcripts of all previous and current college-level and graduate-level coursework.
- Submit a current score for the Test of English as a Foreign Language (TEOFL) if English is not the applicant's first language. Minimum score of 600 (written) or 250 (computer-based) required for admission.
- Submit three strong letters of recommendation from both academic and professional contacts
- Submit an in-depth statement outlining the candidate's clinical interests and areas of preferred research, and goals for doctoral training
- Submit copies of all certifications and licenses
- Submit CV or resume

Only applicants who have sent in all of the required admissions materials by the stated deadline will be reviewed.

## Application Review Process

- Initial Screening: The Director of the Doctoral Program and/or Director of Clinical Training will screen applications to ascertain whether or not an applicant meets the program's basic admission standards. This process may be conducted in conjunction with the input of other doctoral faculty members.
- Interview: Applicants who pass the initial screening may be offered an interview by the interview committee. The details of this interview process will be forwarded to perspective candidates.
- Information gathered from the application and the interview will be reviewed and recommendations for admission finalized.
- Acceptance or non-acceptance notices will be mailed to applicants. Applicants are admitted for the Fall semester of each academic year only.

## Registration

Students register for courses on published dates with the help of their advisor. (See the University's website, [www.holyfamily.edu](http://www.holyfamily.edu)). Those who register early will be billed and will pay tuition according to the billing dates specified each semester by the Office of Student Accounts. Students who register near the starting date for classes will be expected to pay tuition at the time of registration.

## Assignment of Academic Advisor

All accepted students will be assigned an academic advisor upon acceptance to the program, who will be a full-time faculty member in the Counseling Psychology Doctoral Program. The advisor will help students plan progress through their program of study and assist students with other academic matters.

## Course Number System

Doctoral courses are numbered 800-999 to reflect academic progression in the graduate program curriculum. Faculty advisors answer questions concerning course sequences as they relate to each program.

## Drop/Add Adjustment

Drop/add adjustments may be made only with the approval of the Registrar and must be completed in writing on forms provided through the Office of the Registrar. Students are personally responsible to initiate and complete drop/add adjustments. Drop/add adjustments will not be made after the date specified. Once enrolled in a course, those students who never attend will be administratively withdrawn from the course. Enrollment adjustments may affect academic progress toward degree completion and/or financial aid status. Students are responsible for investigating the impact of registration adjustments on their continued academic progress and available funding.

### **Full-Time Status and Continued Enrollment**

After an applicant is admitted to the program, the student is required to maintain continuous enrollment during the Fall, Spring and Summer terms throughout the doctoral degree program. Students who take six credits per semester and six credits during the Summer session are considered full-time. Because of course sequencing and the developmental nature of the program, it is advantageous to take the courses as scheduled to ensure progression and timely program completion

### **Late Drop (Withdrawal) from a Course**

After the published drop/add period ends, students may still change their enrollment in a course through the process of late drop (withdrawal). If necessary, a student may process a late drop (withdrawal) for a course up to one month before the beginning of the final examination period (Fall and Spring semesters) or one week before the end of Summer sessions. Forms for processing a late drop (withdrawal) from a course are available through the Office of the Registrar. Students are personally responsible to initiate and complete late drop adjustments. Students' transcripts will show a W for all courses for which a late-drop is processed.

Only in cases of documented illness or for other serious cause will the administration allow a change in enrollment without penalty after the late drop deadline published in the course brochure for a given semester. Appeals to the policy or deadline are to be made in writing and submitted with supporting documentation of cause to the Registrar. Such exceptions will be reviewed on an individual basis by the Vice President for Academic Affairs.

### **Withdrawal from a Graduate Program**

To withdraw from a graduate program, the student must fulfill the following requirements:

- Resolve all financial indebtedness to the University and
  - Submit in writing the *Withdrawal from University* form, indicating the intent to withdraw from the program.
- Forms are available in the Office of the Registrar.

The date of the filing of the withdrawal letter at the Office of the Registrar is considered to be the date of withdrawal in all cases.

## Grading

A	Outstanding Performance	4.0
B+	Superior Performance	3.5
B	Satisfactory Performance	3.0+
C+	Marginal competence. Limited Application to degree completion.	2.5
C	Unacceptable toward degree completion or certification requirements. Course must be repeated	2.0
V	Work not completed within semester, with approval to complete later (see related policy under Incomplete grades)	
W	Authorized withdrawal from course	
M	Missing grade not submitted by instructor	
AU	Audit; pass; carries no grade	

Grades represent student achievement as evaluated by the instructor. All students are expected to maintain a GPA of B (3.0) to remain in good academic standing. Students must complete all courses with a grade of B or higher. A grade of C+ or lower may be grounds for dismissal. The grade appeal process is described under Academic Disputes/Grade Challenges.

## Incomplete Grades

Failure to complete course requirements at the end of a given semester may result in the assignment of a grade of I (Incomplete) at the discretion of the instructor. Incomplete grades can only be considered for extenuating circumstances. Grades of Incomplete must be removed; that is, all work must be completed and the final grade submitted to the Office of the Registrar within 90 days of the end of the final examination period. If the student does not complete the course requirements or the final grade is not submitted by the instructor by the specified deadline date, an automatic failure will be recorded in the Office of the Registrar. In unusual circumstances, extensions to the deadline dates may be granted at the discretion of the faculty member, who will convey that determination in writing to the School Dean and the Registrar.

## Academic Standing and Retention

Academic standing for each student will be reviewed by the Provost & Vice President for Academic Affairs and the respective schools after each grading period. Students will be notified in writing if they do not meet program standards.

## Dismissal

Students are expected to abide by the regulations set forth by Holy Family University and the written policies and procedures of their respective programs. The University reserves the right to dismiss a student at any time for unsatisfactory academic performance or for conduct detrimental to the University or to the welfare of other members of the University community. The Director of the Doctoral Program and the School Dean can also recommend dismissal of a student. Dismissal proceedings will be conducted by a University committee and the student will have the option of presenting information at the dismissal meeting. The Director of the Doctoral Program and the School Dean can also recommend dismissal of a student if it is determined that a student's conduct is unprofessional or is not consistent with the Code of Ethics of his or her intended profession.

## Final Grades and Transcripts

Final grades are available online to students without account holds. Paper grade reports are sent only upon request. Please see the Registrar's section of the website for information concerning paper grade report requests.

The Office of the Registrar issues transcripts. Students may request transcripts in person, by mail, or by fax. Telephone requests will not be honored. The request must be in writing and include the signature of the student authorizing the release of his or her records. There is a fee for each copy of a transcript and the payment in cash, check, money order, or credit card should accompany the request. Additional fees are charged for special processing or mailing requests. Please consult the Registrar's section of the website for the transcript request procedure and list of fees. The office will not release transcripts for individuals with outstanding debts or other holds until all accounts are settled.

Ordinarily, official copies are mailed directly to the individual, school, or agency designated by the student.

The Office of the Registrar requires at least 48 hours notice to process a transcript. During peak activity periods there may be a delay. Persons requesting transcripts during these times — two weeks prior to and following the beginning and end of semesters and Summer sessions — should anticipate a delay.

Transcripts from other colleges that are submitted to the Office of the Registrar become the property of Holy Family University and are included in the student's official file. These transcripts are not released to students or to other institutions and may not be copied.

## Degree Requirements

The responsibility for meeting the requirements for the degree rests with the student.

The basic requirements for graduation include the following:

- The completion of all requirements specified in the particular program
- A cumulative GPA of 3.0 or better and no grade lower than a B in any course
- Fulfillment of all University responsibilities: payment of bills, including graduation fees, return of equipment and/or library materials, and so forth
- Filing of the *Application for Graduation* via Self-Service no later than October 1 for a December graduation date, February 1 for a May graduation date, May 1 for a July graduation date, July 1 for an August graduation date.

Graduate students are expected to submit graduation applications on time. Graduation applications received after deadline dates will not be considered for the filing graduation date. Therefore, students who submit graduation applications late will not complete degree requirements until the next regularly posted completion date.

Students must successfully defend their dissertations and receive approval from their entire dissertation committees, the Director of the Doctoral Program, and the School Dean. These final approvals are necessary in order for doctoral students to graduate.

## Enrollment and Fulfillment of Degree Requirements

Graduate students must complete the program of study within seven calendar years from the date of acceptance into the doctoral program. Students admitted to the doctoral program are expected to enroll continuously until the program is complete (*see Full-Time Status and Continued Enrollment*).

Students take the written content Comprehensive Examinations after they have completed all of their doctoral-level coursework (noted above \*). Students take the Clinical Comprehensive Exam during the PSYC 825 Advanced Practicum IV course. Upon successful completion of the comprehensive examinations, students will advance to doctoral candidacy. After receiving all necessary approvals of the dissertation proposal as outlined in the Doctoral Student Handbook work on the dissertation begins.

If a student must suspend work on the dissertation for educational or personal reasons acceptable to the committee chairperson, the student should petition for a planned educational leave of absence. This suspension of studies must be approved by the Director of the Doctoral Program for up to four semesters.

## Degree Completion and Commencement

The degree completion date is determined by the filing deadline for the Application for Graduation. Once the petition has been filed, an exit audit will be conducted by the Director of Graduate Services. The student and the Director of the Doctoral Program will be notified of the results of this audit and the student's eligibility to graduate. Graduation is

also contingent upon a successful oral defense of the dissertation and final revisions to the written document must be made by the appropriate deadlines.

To participate in the Commencement ceremony and receive a diploma, students must have filed the required *Application for Graduation* by the appropriate deadline and fulfilled all academic and financial obligations. Students who have successfully completed all academic requirements are encouraged to participate in Commencement. Students who have not filed graduation applications and/or completed all degree requirements successfully will not be permitted to participate in Commencement

## Doctor of Counseling Psychology Course Descriptions

### **PSYD 801 Professional Identity and Ethical Practice (3 credits)**

This course examines the history, philosophy, roles, and functions of the professional counseling psychologist. Students will become aware of the American Psychological Association, accreditation regulations, self-care strategies, advocacy and other counseling psychology expectations. Students will demonstrate proficiency in applying ethical and legal considerations in professional counseling psychology.

### **PSYD 802 Multiculturalism and Feminism in Counseling Psychology (3 credits)**

This course is designed for psychologists in training to develop advanced competencies for counseling interventions with diverse populations. Particular attention will be given to multicultural and feminist theories and the related techniques for counseling diverse populations. Special attention will be given to working with minority, non-dominant and oppressed clients.

### **PSYD 803 History and Systems of Psychology (3 credits)**

Traces the origins of psychology from philosophy and physiology and its development into the science of modern psychology. Emphasis on major paradigms of the 20<sup>th</sup> century and their evolution.

### **PSYD 804 Cognitive and Affective Bases of Behavior (3 credits)**

This course addresses the essential features of how human behavior is shaped and modulated by cognition, affect, and their interaction. These include theories and empirical bases of learning, perception, memory, language, motivation, affect, emotion, and executive function and additional factors that influence cognitive performance, emotional experience, and their interaction.

### **PSYD 805 Advanced Developmental Psychology (3 credits)**

*Pre-requisites: Master's Level course in Human Development*

This course is a critical exploration of human development from a life-span perspective. There will be an emphasis on how different views of human nature can contribute to an understanding of human development. Biological, psychological, cognitive and socioemotional processes will be discussed within social contexts.

### **PSYD 806 Advanced Theories (3 credits)**

*Prerequisite: Masters-level Theories course*

*This course provides an in-depth, advanced review of theory and practice derived from commonly used psychological theories and interventions. A comprehensive review of the common conceptual constructs and factors that facilitate change in counseling, without regard to a particular theoretical approach, will be covered.*

*Students will develop skills drawing upon core elements of various theoretical constructs to gain competency in conceptualizing cases using an integrated model of psychotherapy in a multicultural context.*

### **PSYD 807 Career Psychology (3 credits)**

*Pre-requisites: Master's Level courses in Career Counseling, Counseling Skills, and Assessment*

Studies how work affects the individual psychologically. Examines career and vocational psychology theories; information resources related to career psychology and counseling. Explores the needs and concerns of clients from various cultural backgrounds and experiences, current issues, related to career development through the life stages, family and career, and a broad societal context.

### **PSYD 809 Teaching Psychology: Classroom Based format (3 credits)**

This course will provide the student with an introduction to pedagogical theory, course construction, and classroom based strategies as they can be applied to the teaching of psychology.

### **PSYD 810 Teaching Psychology: Alternative Formats (3 credits)**

This course will review contemporary literature on developing a creative quality matters based on-line learning environment. Introduction to pedagogical theories, styles, and strategies as they apply to college teaching of psychology in an online environment will be reviewed.

### **PSYD 811 Biological Basis of Behavior (3 credits)**

This course will provide the student with the basics of the relationship between the brain and nervous system structures, and behavior. Topics will include nervous system structures and what behaviors they involve, pathophysiology and resulting behavioral disorders, and methods of neuropsychological investigation.

### **PSYD 812 Personality Theory Assessment (3 credits)**

*Pre-requisites: Master's Level Counseling Assessment Course*



This course provides students with the in-depth knowledge and necessary skills necessary to administer, score, and interpret selected psychological inventories that focus on personality, social and emotional assessment. There will be an emphasis on examining ethical issues and multicultural factors that may impact the results of assessment.

**PSYD 813 Advanced Psychopathology and Evidence Based Practice (3 credits)**

This course will focus on advanced exposure to psychopathology and diagnostics. The course will focus on tools for assessing psychopathology, methods of diagnostic classification, differential diagnostic skills, discussion of cross-cultural diagnostic issues, and the most evidence based treatment approaches for each of the major diagnostic categories.

**PSYD 814 Intellectual Assessment (3 credits)**

*Pre-requisites: Master's Level Counseling Assessment Course*

This course provides students with the in-depth knowledge and necessary skills necessary to provide individual cognitive assessment throughout the life span. There will be an emphasis on examining ethical issues and multicultural factors that may impact the results of assessment.

**PSYD 815 Advanced Research Design (3 credits)**

*Pre-requisite: PSYD Student or Permission of Program Director*

In depth exploration of the nature of the research process and guidelines for formulating research questions and testable hypotheses. Reviews the methods of operationalizing variables and indicators, formulating a research question, and collecting both quantitative and qualitative data. Culminates in a written proposal.

**PSYD 817 Advanced Data Analysis (3 credits)**

This course reviews descriptive and inferential statistics and how these techniques are used with research methods appropriate for counseling psychology. Students will become proficient in data coding, selection of statistical analysis based on methodological design and research question, computer analysis of data sets, and the understanding of results

**PSYD 818 Advanced Cognitive and Behavior Therapies (3 credits)**

*Pre-requisites: Master's Level courses in Counseling Skills, Counseling Theory, and Multicultural Counseling, PSYD 801*

Provides students with knowledge, historical development, assessment tools and hands on application of cognitive behavioral therapies. Cognitive and behavioral theory as well as contemporary models such as mindfulness, trauma focused therapy, and complementary and alternative models (CAM's) will be covered.

**PSYD 819 Supervision and Consultation Theory and Practice (3 credits)**

This course will explore the roles of a psychologist as a supervisor and consultant. It will provide a critical overview of the literature on clinical supervision and consultation, including models, interventions, process issues, and ethical-legal considerations, and will foster supervision and consultation skill development, with emphasis on the supervisory relationship.

**PSYD 820 Social Justice and Advocacy in Counseling Psychology (3 credits)**

Addresses the program's mission to train psychologists to be competent in applied social justice and advocacy. An overview of theories and models of social justice advocacy and leadership in counseling psychology will be covered. Students will develop skills as change agents and advocates and implement a social action project.

**PSYD 822 Externship I (3 credits)**

This advanced course will provide supervised practicum bridging theoretical and practical topics. Students will apply their emerging skills and understanding of counseling models to their work with individuals, couples, families, and groups. This course will provide facilitation and support.

**PSYD 823 Externship II (3 credits)**

This advanced course will provide supervised practicum bridging theoretical and practical topics. Students will apply their emerging skills and understanding of counseling models to their work with individuals, couples, families, and groups. This course will provide facilitation and support.

**PSYD 824 Externship III (3 credits)**

This advanced course will provide supervised practicum bridging theoretical and practical topics. Students will apply their emerging skills and understanding of counseling models to their work with individuals, couples, families, and groups. This course will provide facilitation and support.

**PSYD 825 Externship IV (3 credits)**

This advanced course will provide supervised practicum bridging theoretical and practical topics. Students will apply their emerging skills and understanding of counseling models to their work with individuals, couples, families, and groups. This course will provide facilitation and support.

**PSYD 830 Group Psychology (3 credits)**

This course offers advanced study of group psychological theory and practice, including the socio-political influences on both larger societal groups and small group behavior. Through scholarly, didactic, and experiential learning, this course enables students to both explore the literature on group psychology and master theoretical approaches to group psychotherapy.

**PSYD 831 Advanced Psychopharmacology (3 credits)**

Provides an overview of psychopharmacology in the context of counseling practice and psychological treatments. The course will cover the interaction of physiology and anatomy on behavior and clinical syndromes and the use of empirically supported psychotropic medications in diverse populations.

**PSYD 902 Dissertation I (3 credits)**

*Pre-requisites: Student must successfully complete the first three levels of the program including all coursework, practica, Comprehensive Examination Parts I & II.*

The purpose of this course is to develop an independent research project. Topics for research are to be negotiated with the dissertation committee members. By the end of this course, the student should have a defended dissertation proposal.

**PSYD 903 Dissertation II (3 credits)**

*Pre-requisites: Student must successfully complete the first three levels of the program including all coursework, practica, Comprehensive Examination Parts I & II.*

The purpose of this course is to conduct an independent research project. Topics for research are to be negotiated with the dissertation advisor and committee members. By the end of this course, the student should have collected and analyzed data and begun writing the results of the study.

**PSYD 904 Dissertation III (3 credits)**

*Pre-requisites: Student must successfully complete the first three levels of the program including all coursework, practica, Comprehensive Examination Parts I & II.*

The purpose of this course is to conduct an independent research project. Topics for research are to be negotiated with the dissertation advisor and committee members. By the end of this course, the student should have a complete and defended dissertation.

**PSYD 905 Dissertation IV (1 credits)**

*Pre-requisites: PSYD 904*

The purpose of this course is to conduct an independent research project. Topics for research are to be negotiated with the dissertation advisor and committee members. By the end of this course, the student should have a complete and defended dissertation.

**PSYD 906 Advanced Doctoral Internship I (3 credits)**

*Pre-requisites: Student must successfully complete the first three levels of the program including all coursework, practica, Comprehensive Examination, and successfully propose the Dissertation as well as having been approved by the Director of Clinical Training.*

One year, full-time (or two calendar year part-time) experience that is an intensive training experience requiring 36-40 hours of service a week over one year or 18-20 hours per week over two years in a clinical setting.

**PSYD 907 Advanced Doctoral Internship II (3 credits)**

*Pre-requisites: Student must successfully complete the first three levels of the program including all coursework, practica, Comprehensive Examination, and successfully propose the Dissertation as well as having been approved by the Director of Clinical Training.*

One year, full-time (or two calendar year part-time) experience that is an intensive training experience requiring 36-40 hours of service a week over one year or 18-20 hours per week over two years in a clinical setting.

**PSYD 908 Advanced Doctoral Internship III (3 credits)**

*Pre-requisites: Student must successfully complete the first three levels of the program including all coursework, practica, Comprehensive Examination, and successfully propose the Dissertation as well as having been approved by the Director of Clinical Training.*

One year, full-time (or two calendar year part-time) experience that is an intensive training experience requiring 36-40 hours of service a week over one year or 18-20 hours per week over two years in a clinical setting.

# SCHOOL OF EDUCATION

## Master of Education (MEd)

Patricia Joergensen, EdD, Interim Dean  
Elizabeth A. Jones, PhD., Director, Graduate Programs  
Maria Agnew, PhD, *Director of Field Placements*  
Deborah McCusker *Certification Officer/Compliance Specialist*

## Mission Statement

The hallmark of students who complete a program of studies in the School of Education at Holy Family University is a love of learning, a passion that manifests itself in two ways. The first is a drive for both personal and professional growth, resulting in a mastery of content to be taught and the pedagogical skills needed to create effective classrooms. The second is an affirmation of the dignity of each human person. Students take the initiative to learn about others and the diverse viewpoints they contribute to society. Their passion for learning is rooted in their deep respect for students, parents and colleagues; a respect that prompts them to provide the kind of instruction that will maximize student achievement and challenge themselves and others to think deeply about their experiences and their learning. As a consequence, our graduates lead by example and model for their students and colleagues the intellectual and moral rigor that characterizes the very best of educators.

## Goals of the Graduate Education Programs

All graduates of Holy Family University programs in Education are expected to:

- Commit to lifelong intellectual growth by demonstrating initiative as a learner and providing evidence of a vibrant intellectual life
- Apply University core values and ethical principles
- Collaborate with colleagues in professional education communities
- Demonstrate content knowledge in their field of study and the effective use of technology for learning and teaching
- Meet the standards of the profession and continually improve their performance of professional responsibilities
- Implement or facilitate constructivist teaching.

## Specific Admission Requirements

Students pursuing an initial certification program are admitted on a provisional or probationary basis. They must apply for formal admission to the School of Education within 12 credit hours (including all waived and/or transferred courses) after admission to Graduate School. Requirements include submission of the following to the School of Education:

- Successful completion of at least six semester credit hours of graduate-level courses taken at Holy Family University
- A formal admissions application
- Two School of Education faculty evaluations
- Proof of current clearances as listed below:
  - Current TB test
  - PA Child Abuse Clearance (ACT 151)
  - PA Criminal Background Check (ACT 34)
  - Federal Criminal History Records (ACT 114/Fingerprinting)
  - Completed Arrest/Conviction Report and Certification Form (ACT 24)
  - Cumulative GPA of at least a 3.0.

**Probationary Students** – Students admitted on a probational status with less than a 3.0 GPA must complete six credits of graduate level coursework and have maintained at least a 3.0 GPA to gain full admission, in addition to the requirements listed above.

## Specific Program Admission Requirements

- The Reading Specialist program requires that the student hold a valid Pennsylvania teaching certificate or certificate from a reciprocating state. Students should see an academic advisor if they do not already have a teacher certification.

- Candidates for the ESL Program Specialist must hold a valid Pennsylvania Instructional I or II certificate.
- Doctoral student admission requirements are listed in Admissions Process for Doctoral Students.

## **Student Services**

**Aspiring Educators/PSEA** – Students are invited to join the local chapter of the Pennsylvania State Education Association (PSEA). PSEA sponsors social events, fundraising activities, and service to local schools. In addition, PSEA sponsors scholarships, grants for community service, professional development mini-courses, and regular publications for its members. PSEA members are usually provided with liability coverage while engaged in student teaching or any field experience associated with their educational programs. For more information on PSEA membership, contact the faculty facilitator or a PSEA officer.

**Kappa Delta Pi** – Eligible graduate students are invited to apply for membership into the Upsilon Omicron chapter of Kappa Delta Pi. Kappa Delta Pi is an international honor society in education that recognizes outstanding achievement, effort, and service to the field of education. Students who have completed 12 credits of graduate study and have demonstrated exceptional mastery of course content and a documented commitment to service in education are encouraged to apply. Applications are generally available in the Fall semester for the annual Spring induction. For specific questions about the honor society, contact the faculty member coordinating student services within the Education division.

**Alpha Upsilon Alpha** – Graduate students seeking a master's degree with certification as a reading specialist are invited to join the Alpha Upsilon Alpha Honor Society of the International Reading Association. Membership in Alpha Upsilon Alpha enables students to grow professionally as they meet with area reading professionals to discuss reading research and effective strategies. Members provide service to local schools and literacy organizations. Alpha Upsilon Alpha members must have completed a minimum of nine semester hours in reading at the graduate level and have a grade point average of 3.5 or higher in all graduate work. For more information, contact the faculty advisor to Alpha Upsilon Alpha.

## **Specific Degree-Completion Requirements**

If a student receives less than a grade of B in student teaching or in the reading clinical experience, the student may enroll one additional time with permission of the School of Education Field Placement Committee. A second unsatisfactory student teaching or reading clinical experience cannot be repeated, and the student will not be recommended for certification in this situation. Failure to complete the clinical experience or student teaching with a satisfactory grade will not deny the student an opportunity to complete the degree without certification if his or her records are otherwise satisfactory.

## Master of Education Degree

The goal of the M.Ed. program is to develop professional educators who are:

- Lifelong learners
- Respectful of all individuals
- Dedicated to social justice
- Knowledgeable about current legal, social and political issues
- Effective communicators
- Skilled in understanding, interpreting and applying research findings.

In addition, graduates of the program will be able to demonstrate commitment to professional responsibilities by exhibiting:

- Ethical and professional behavior
- Respect for all individuals
- Emotional maturity
- Good judgment
- Dependability

## Program Objectives

Students who complete the M.Ed. program will be able to:

- Collaboratively work with others
- Describe and analyze language and its impact on learning
- Use research skills to propose solutions to current educational issues

## The Core Curriculum

The Master of Education program offers a central core curriculum that is the basis for all concentrations. This core curriculum enables students to develop understandings and skills that can be applied in a variety of contexts.

### Core Curriculum (9 credits)

EDUC 527	Process and Pedagogy of Communication	3
EDUC 578	Legal, Social and Political Issues	3
EDUC 607	Research course, either Seminar in Reading Research (Reading & TESOL concentrations only)	3
<b>or</b>		
EDUC 505	Introduction to Research (Special Ed, Advanced Practice, Ed. Leadership and General concentrations only)	3

## Concentration Area Requirements

Concentration area requirements enable students to develop expertise in their area of interest. These requirements are in addition to the central core curriculum requirements.

### Advanced Practice Special Education (21 credits)

EDSP 565	Special Education Seminar: Research and Issues	3
EDSP 610	Instructional and Management Strategies for Learner w/ASD	3
EDSP 611	Positive Behavioral Supports in the Classroom	3
EDSP 612	Evidence-Based Practices for the Learner w/Exceptionalities	3
EDSP 613	Transition: Special Education from School to Adult Life	3
EDSP 614	Communication interventions for the Learner	3
EDSP 616	Special Topics in ASD	3

### Certification in Special Education\* (22 credits)

EDSP 565	Special Education Seminar: Research and Issues	3
EDSP 566*	Advanced Practicum in Special Education	3
EDSP 574	Special Education Systems	3

EDSP 575*	Including Students with Significant Support Needs	3
EDSP 577	Instructional Design in Special Education	3
EDSP 578	Positive Management Strategies in Special Education	3
EDSP 579	Enhancing Communication & Literacy through Technology	3
EDSP 610	Instructional and Management Strategies for Learner w/ASD	3

### **Educational Leadership – Leads to Pennsylvania Principal Certification (21 credits)**

EDUC 580	Theories in Educational Leadership	3
EDUC 582	Supervision and Performance Evaluation	3
EDUC 583	The Principalship	3
EDUC 584*	Practicum I: Prin. K-6	1
EDUC 585*	Practicum II: Prin. 7-12	1
EDUC 588	School Finance	3
EDUC 589	Seminar in School Lead	3
EDUC 591*	Practicum III: Prin. K-12	3
EDUC 620	Curriculum Development	3

### **Reading Specialist\* (21 credits)**

EDUC 601	Psychology of Reading	3
EDUC 603	Diagnosis of Reading Difficulty	3
EDUC 604	Reading in the Content Areas	3
EDUC 605	Remediation of Reading Difficulties	3
EDUC 606	Structure of School Reading Programs	3
EDUC 616*	Supervised Field Experience in Reading I	3
EDUC 617*	Supervised Field Experience in Reading II	3

### **TESOL (21 credits)**

EDUC 516*	Teaching Reading & Writing to ESL Students	3
EDUC 534	Literature in the Second Language Classroom	3
EDUC 539*	Linguistics for Lang Teachers	3
EDUC 546*	Second Language Acquisition	3
EDUC 547*	Teaching Linguistically & Culturally Diverse Learners	3
EDUC 548*	Assessment & Program Design for ESL Students	3
EDUC 629*	Second Language Vocabulary	3

*\*Note: To be eligible for Pennsylvania State certification, All certification candidates in the Certification Special Education and the Reading Specialist concentration **MUST** have completed nine (9) credits in special Education and three (3) credits in teaching English Language Learners. If the student's transcript does not show completion of these requirements upon official evaluation, the following courses must be taken in addition to the required Core and Concentration area courses.*

EDSP 571*	Foundations in Inclusive Education	3
EDSP 572	Assessment in Inclusive Education	3
EDSP 573	Effective Instruction in Inclusive Education	3
EDUC 556	Addressing the Needs of English Language Learners	3

### **General Concentration (21 credits)**

Twenty-one credits of graduate-level Education courses.

Note: Students may use courses taken in this general concentration to pursue the following PDE-approved Endorsements:

#### *Autism*

EDSP 610*	Instructional and Management Strategies for Learner w/ASD	3
EDSP 612*	Evidence Based Practices for the Learner with Exceptionalities (Prerequisite: EDSP 610)	3
EDSP 614*	Communication Interventions for the Lerner with Autism and Other Communication Disabilities	3

EDSP 616\* Special Topics in Autism Spectrum Disorder 3

*Online Instruction*

EDUC 640 History and Foundations of Distance Education: Emerging Trends and Ethical Considerations 3

EDUC 641 Assessment and Technology in Blended and Online Course Design and Instructions 3

EDUC 642 Engaging Learners in Blended and Online Learning 3

EDUC 643\* Accessibility in Distance Education with Capstone Field Experiences 3

*Social, Emotional and Behavioral Wellness*

EDUC 558 Understanding Students with Social, Emotional and Intellectual Disabilities 3

EDUC 557\* Social, Emotional & Behavioral Wellness Theory & Application 3

EDSP 578 Positive Management Strategies 3

COUN 521 Survey of Community Counseling Agencies 3

\* A field experience is part of the course requirements.

# Master of Education Degree with Pennsylvania Certification, Level I in PK-4

This program provides individuals who have undergraduate degrees in fields other than education with the opportunity to pursue a career in teaching grades PK-4. While earning a Master of Education degree, students also meet Pennsylvania state requirements for PK-4 teacher certification.

The course of study includes a background in psychology and pedagogy as well as the study of the instructional areas addressed by PK-4. Three credits of practicum are required prior to the supervised field experience. For the culminating experience, the student must spend a semester, or a minimum of 14 weeks, full-time in a PK-4 classroom, supervised by Holy Family University School of Education faculty.

## Core Requirements (21 credits)

EDUC 501*	Foundations of Early Childhood Education	3
EDUC 503*	Psychology of Development and Learning	3
EDUC 506*	Effective Teaching Practices: Creating Learner-Centered Classrooms	3
EDUC 556*	Addressing the Needs of English Language Learners	3
EDSP 571*	Foundations in Inclusive Education	3
EDSP 572	Assessment in Inclusive Education	3
EDSP 573	Effective Instruction in Inclusive Education	3

## Subject Matter Pedagogy Content (9 credits)

EDUC 518	Teaching Mathematics and Science	3
EDUC 533	Teaching Literacy	3
EDUC 519	Teaching Language Arts and Social Studies	3

## Professional Studies: (3 credits)

EDUC 587*	Practicum I (taken with EDUC 533)	1
EDUC 592*	Practicum II (taken with EDUC 518)	1
EDUC 595*	Practicum III (taken with EDUC 519)	1

## Culminating Experience (6 credits)

EDUC 520*	Supervised Field Experience	5
EDUC 550*	Student Teaching Seminar (taken with EDUC 520)	1

**OR (For students NOT pursuing certification. This option requires approval from the SOE):**

*Two graduate-level Education courses (6 credits). Must have EDUC or EDSP prefix.*

*\* A field experience is part of the course requirements.*

## Important Notes:

- Complete applications for student teaching must be submitted by posted application deadlines. Students must meet the following requirements for admission to student teaching:
  - Formally admitted into the School of Education and in good standing.
  - Satisfactory completion of all program coursework.
  - Submission of Student Teaching Application form, including updated resume and one-page essay that details (a) what the student hopes to gain from student teaching and (b) why the student should be considered as a candidate for student teaching. Incomplete applications will not be processed.
  - Updated clearances uploaded to American DataBank. Visit [www.holyfamilycompliance.com](http://www.holyfamilycompliance.com) to register with American DataBank. Information on application processes for clearances can be found on the Field Placement website. Clearance requirements for all student teachers are:
    - A tuberculosis test (valid for one year from date of issue)
    - Act 151: PA Child Abuse Clearance (valid for one year from date of issue)
    - Act 34: PA Criminal History Background Check (valid for one year from date of issue)
    - Act 114: Federal Criminal History Records [fingerprinting] (valid for one year from date of issue)
    - Act 24: Arrest/Conviction Report and Certification Form

Clearance requirements in New Jersey and select Pennsylvania districts may differ. Students placed in New Jersey must contact their host district or school to determine and meet local clearance requirements.



A child abuse or criminal record may prevent a student from being placed in a school setting and/or exclude the student from the possibility of certification. Failure to disclose any prior arrest or conviction may lead to dismissal from the School of Education. If a student has a question regarding the impact of a record or conviction on certification prospects, he/she should contact the certification office at the Pennsylvania Department of Education.

- All courses required for certification must be completed before registering for any of the Culminating Experience courses.
- The EDUC 520 course requires full-time placement in a classroom setting, five days per week for 8 weeks.
- Students MUST complete both EDUC 520 and EDUC 550 to be recommended for teacher certification.

The degree requirements for the Master of Education with Pennsylvania Certification, Level I in PK-4, are 39 credits, which include the core requirements, pedagogical studies, professional studies, and culminating experience.

# Master of Education Degree with Pennsylvania Certification, Level I in Special Education PK-12

This program provides individuals who have undergraduate degrees in fields other than education with the opportunity to pursue a career in teaching special education in grades PK-12. While earning a Master of Education degree, students also meet Pennsylvania state requirements for Special Education PK-12 teacher certification.

The course of study includes a background in psychology and pedagogy as well as the study of the knowledge and skills needed by special education teachers. Three credits of practicum are required prior to the supervised field experience. For the culminating experience, the student must spend a semester, or a minimum of 14 weeks, full-time in a special education classroom, supervised by Holy Family University School of Education faculty.

## Core Requirements (27 credits)

EDUC 556*	Addressing the Needs of English Language Learners	3
EDSP 571*	Foundations in Inclusive Education	3
EDSP 572	Assessment in Inclusive Education	3
EDSP 573	Effective Instruction in Inclusive Education	3
EDSP 574	Special Education Systems	3
EDSP 575*	Including Students with Significant Support Needs	3
EDSP 577	Instructional Design in Special Education	3
EDSP 578	Positive Management Strategies	3
EDSP 579	Communication Literacy and Technology	3

## Professional Studies: (3 credits)

EDSP 581*	Practicum I (taken with EDSP 577)	1
EDSP 582*	Practicum II (taken with EDSP 578)	1
EDSP 583*	Practicum III (taken with EDSP 575)	1

## Culminating Experience (6 credits)

EDSP 584a*	Supervised Field Experience, Student Teaching part A	2.5
EDSP 584b*	Supervised Field Experience, Student Teaching part B	2.5
EDSP 585a*	Student Teaching Seminar, part A (taken with EDSP 584a)	0.5
EDSP 585b*	Student Teaching Seminar, part B (taken with EDSP 584b)	0.5

## OR (For students NOT pursuing certification. This option requires approval from the SOE):

Two graduate-level Education courses (6 credits). EDSP 565 must be one of the courses and the other must have EDUC or EDSP prefix.

\* A field experience is part of the course requirements.

## Important Notes:

- Complete applications for student teaching must be submitted by posted application deadlines. Students must meet the following requirements for admission to student teaching:
  - Formally admitted into the School of Education and in good standing.
  - Satisfactory completion of all program coursework.
  - Submission of Student Teaching Application form, including updated resume and one-page essay that details (a) what the student hopes to gain from student teaching and (b) why the student should be considered as a candidate for student teaching. Incomplete applications will not be processed.
  - Updated clearances uploaded to American DataBank. Visit [www.holyfamilycompliance.com](http://www.holyfamilycompliance.com) to register with American DataBank. Information on application processes for clearances can be found on the Field Placement website. Clearance requirements for all student teachers are:
    - A tuberculosis test (valid for one year from date of issue)
    - Act 151: PA Child Abuse Clearance (valid for one year from date of issue)
    - Act 34: PA Criminal History Background Check (valid for one year from date of issue)
    - Act 114: Federal Criminal History Records [fingerprinting] (valid for one year from date of issue)
    - Act 24: Arrest/Conviction Report and Certification Form

Clearance requirements in New Jersey and select Pennsylvania districts may differ. Students placed in New Jersey must contact their host district or school to determine and meet local clearance requirements.

A child abuse or criminal record may prevent a student from being placed in a school setting and/or exclude the student from the possibility of certification. Failure to disclose any prior arrest or conviction may lead to dismissal from the School of Education. If a student has a question regarding the impact of a record or conviction on certification prospects, he/she should contact the certification office at the Pennsylvania Department of Education.

- All courses required for certification must be completed before registering for any of the Culminating Experience courses.
- Each EDSP 584 course requires full-time placement in a classroom setting, five days per week for 8 weeks.
- Students MUST complete both EDSP 584a and EDSP 584b during the same semester to be recommended for teacher certification.
- Students MUST complete both EDUC 585a and EDUC 585b during the same semester to be recommended for teacher certification.

The degree requirements for the Master of Education with Pennsylvania Certification, Level I in Special Education PK-12, are 36 credits, which include the core requirements, professional studies, and culminating experience.

## Certification-only programs

Note: All Pennsylvania certificate candidates must hold a valid Pennsylvania Instructional I or II certificate.

### ESL Program Specialist

Students will demonstrate the competencies by successfully completing the following six courses (18 credits) at Holy Family University. It is strongly recommended that these courses be taken in the following sequence:

EDUC 516*	Teaching Reading and Writing to ESL Students	3
EDUC 539*	Linguistics for Language Teachers	3
EDUC 546*	Second Language Acquisition	3
EDUC 547*	Teaching Linguistically and Culturally Diverse Learners	3
EDUC 548*	Assessment and Program Design for ESL Students	3
EDUC 629*	Second Language Vocabulary: Teaching, Learning and Using	3

\* A field experience is part of the course requirements.

### Previous Coursework Option

Teachers who have already completed substantive collegiate coursework in ESL may ask to have that coursework reviewed for evidence of meeting some or all of the required Pennsylvania ESL competencies. Review of previous college transcripts requires a transcript review fee of \$75.

## **Certification in Special Education\* (18 credits)**

EDSP 566*	Advanced Practicum in Special Education	3
EDSP 574	Special Education Systems	3
EDSP 575*	Including Students with Significant Support Needs	3
EDSP 577	Instructional Design in special Education	3
EDSP 578	Positive Management Strategies in Special Education	3
EDSP 579	Enhancing Communication & Literacy through Technology	3

Note: AADL (Adaptations and Accommodations for Diverse Learners: 3+1) competency equivalencies (EDSP 571, EDSP 572, EDSP 573 and EDUC 556\* or equivalent) are prerequisite for this certification.

\* A field experience is part of the course requirements.

## **Educational Leadership–Leads to Pennsylvania Principal Certification**

**(24 credits)**

EDUC 578	Legal, Social and Political Issues in the School/Community	3
EDUC 580	Theories in Educational Leadership	3
EDUC 582	Supervision and Performance Evaluation	3
EDUC 583	The Principalship	3
EDUC 584*	Practicum I: Prin. K-6	1
EDUC 585*	Practicum II: Prin. 7-12	1
EDUC 588	School Finance	3
EDUC 589	Seminar in School Lead	3
EDUC 591*	Practicum III: Prin. K-12	1
EDUC 620	Curriculum Development	3

*\* A field experience is part of the course requirements.*

## **Reading Specialist\* (24 credits)**

EDUC 527	Process and Pedagogy of Communication	3
EDUC 601	Psychology of Reading	3
EDUC 603	Diagnosis of Reading Difficulty	3
EDUC 605	Remediation of Reading Difficulties	3
EDUC 606	Structure of School Reading Programs	3
EDUC 607	Seminar in Reading Research	3
EDUC 616*	Supervised Field Experience in Reading I	3
EDUC 617*	Supervised Field Experience in Reading II	3

Note: AADL (Adaptations and Accommodations for Diverse Learners: 3+1) competency equivalencies (EDSP 571, EDSP 572, EDSP 573, and EDUC 556\* or equivalent) are prerequisite for this certification.

\* A field experience is part of the course requirements.

## Autism Endorsement

This Endorsement program is intended to improve a teacher's skills in dealing with complex classroom settings to include autism spectrum disorders. Students in this program are exposed to current research and practice in assessment, instructional programming, social skills training, applied behavior analysis programs, inclusion, and academic program development. The courses required for this program are open to all individuals with bachelor's degrees. However, only students who have current Pennsylvania Level I or Level II Instructional Certification BEFORE they complete the courses listed below are eligible for the state Endorsement. These courses may also be completed in conjunction with any non-initial certification Master of Education program.

EDSP 610*	Instructional and Management Strategies for the Learner with ASD	3
EDSP 612*	Evidence Based Practices for the Learner with Exceptionalities (Prerequisite: EDSP 610)	3
EDSP 614*	Communication Interventions for the Learner with Autism and Other Communication Disabilities	3
EDSP 616*	Special Topics in Autism Spectrum Disorder	3

\* A field experience is part of the course requirements.



## Online Instruction Endorsement

The Online Instruction Endorsement is designed for post-baccalaureate candidates that have an Instructional I or Instructional II Pennsylvania teaching certificate. This program will prepare teachers to design and deliver blended and online courses to teachers in grades K-12. As part of the program, students will complete a 20-hour capstone field experience in the K-12 classroom. In this field experience, students will demonstrate proficiency in the practical application of all program competencies. Students will develop and deliver a minimum of four blended or online lessons consistent with best practice in online instruction as learned in program coursework. Courses may also be completed in conjunction with the general Master of Education program.

EDUC 640	History and Foundations of Distance Education: Emerging Trends and Ethical Consideration	3
EDUC 641	Assessment and Technology in Blended and Online Course Design and Instruction	3
EDUC 642	Engaging Learners in Blended and Online Learning	3
EDUC 643*	Accessibility in Distance Education with Capstone Field Experience	3

\* A field experience is part of the course requirements.

## Social Emotional Behavioral Wellness Endorsement

The Social Emotional Behavioral Wellness Endorsement is designed for post-baccalaureate candidates. This endorsement is designed to prepare teachers and other school staff to better address non-academic barriers to student achievement. The courses required for this program are open to all individuals with bachelor's degrees. Courses may also be completed in conjunction with the general Master of Education program.

EDUC 558	Understanding Students with Social, Emotional and Intellectual Disabilities	3
EDUC 557*	Social, Emotional & Behavioral Wellness Theory & Application	3
EDSP 578	Positive Management Strategies	3
COUN 521	Survey of Community Counseling Agencies	3

\* A field experience is part of the course requirements.

## Teacher Certification

Upon completion of a School of Education initial certification program, graduates who wish to apply for a Pennsylvania teaching certificate must have a 3.0 GPA and must complete the following:

- Passage of all certification tests required by the Pennsylvania Department of Education for the desired certification area
- Submission of a certification application through the Pennsylvania Department of Education's Teacher Information Management System [TIMS].

Students should contact the School of Education Certification Officer/Compliance Specialist for more information on requirements for specific certificates.

This certificate allows the holder to teach at the designated level in public schools in the Commonwealth of Pennsylvania. Certification requirements vary from state to state and it is the responsibility of individuals to ascertain and meet the requirements of the state in which they plan to teach.

## Teacher Intern Program

The following certification areas are approved for recommending students to the Teacher Intern Program\*:

- PK-4
- Special Education PK-12

The Teacher Intern Certificate is a valid professional teaching certificate issued through the Pennsylvania Department of Education for approved instructional areas. It is used as a way of recruiting additional individuals into the teaching profession.

Graduate students seeking a Teacher Intern Certificate must possess a baccalaureate degree related to the area of certification requested, apply for admission, and meet the entrance requirements to the Master of Education program with initial teacher certification. They must also meet the requirements for a Pennsylvania Intern Certificate and submit an application to the School of Education and to the PA Department of Education Teacher Information Management Systems (TIMS). Additional requirements that must be met before applying for a Teacher Intern Certificate include:

- Demonstrate a minimum undergraduate and overall GPA of 3.0
- Pass the appropriate specialty area tests and submit any required clearances.

\* *Completion of certification requirements in specific disciplines is restricted to normal course scheduling and availability.*

## Intern Teaching

For teachers currently employed in schools, the requirement for student teaching is arranged for in the teacher's own classroom as long as the teacher's assignment is appropriate for the certificate sought. For example, a teacher must be employed in a PK-4 classroom to be supervised for PK-4 certification. Intern teachers are screened and present evidence of readiness for intern student teaching as described in the Teacher Intern Program section above.

## Act 48

Act 48 credit hours may be accumulated after initial teaching certification is issued. In compliance with the Pennsylvania Department of Education (PDE) requirements, Holy Family University will report successful completion of coursework (six credits) taken to satisfy the ACT 48 regulations. At the request of the student, the credit completion will be electronically reported to PDE. Please see the School of Education website for the form needed to complete this process.

## Education Course Descriptions

### **EDUC 501 Foundations of Early Childhood Education (3 credits)**

Studies will explore 21<sup>st</sup> century education within a diverse society and consider historical and philosophical developments that impact one's view of teaching. Through interactive classroom experiences, students will develop their understanding of early childhood education and the work that practitioners do with young children. Requires a 15-hour field-based observation.

### **EDUC 502 Introductory Statistics for the Behavioral Sciences (3 credits)**

Focuses on measures of central tendency, variability, standard scores, correlation probability, sampling techniques, tests of hypotheses, "t" test, chi square, distribution-free statistics, and analysis of variance.

### **EDUC 503 Psychology of Learning and Development (3 credits)**

Students will gain essential knowledge of learners and their development to understand and improve the teaching and learning process. Students will examine theories and principles related to learning and motivation, child development, individual and group differences, and assessment. Requires a 15-hour field-based observation.

### **EDUC 504 Computers and Technology (3 credits)**

Examines the uses of computers and other media for effective communication in the classroom. Students use computers for a variety of teacher administration tasks and also study programs for making tests, keeping student records, etc. Focuses on developing criteria for the evaluation of software. Also includes the use of other classroom media devices. Internet applications will be explored in depth.

### **EDUC 505 Research and Evaluation in Education (3 credits)**

Examines methods for locating, assessing, interpreting, and reporting research data. Students prepare a literature search on a topic to be assigned in historical, descriptive, or experimental research. Students learn to evaluate research studies for validity and reliability. Computers are used for demonstration and practice in designing research.

### **EDUC 506 Effective Teaching Practices: Creating Learner-Centered Classrooms (3 credits)**

*Prerequisites: EDUC 501 and EDUC 503*

Students will gain overview of strategies in planning, delivering, and assessing instruction. They will also understand classroom management based on educational research and best practice. Students will be introduced to formal lesson and unit planning. Requires a 15-hour field-based observation.

### **EDUC 513 Teaching Mathematics Methods (3 credits)**

*Prerequisites: EDUC 503 and EDUC 506*

Provides a base for understanding how the mathematics curriculum in elementary schools is changing and how children learn mathematics. Gives attention to problem-solving and assessment. Includes teaching strategies, techniques, and learning activities related to specific strands of mathematics. Emphasis is on models, materials, and higher order thinking skills to develop concepts and skills so that students with different learning styles can be accommodated as they move from concrete materials and examples to generalizations and abstract reasoning. Connections are made between mathematics and other disciplines as well as between mathematics and real-life applications such as consumers and workers.

### **EDUC 515 Teaching Language Arts and Literature Methods (3 credits)**

*Prerequisites: EDUC 503 and EDUC 506*

Focuses on the language arts as an integrated system of communication skills. Emphasizes the relationship of reading, writing, and language development. Teaches instructional techniques to enhance development of all phases of language arts. Studies children's literature and develops criteria for the selection and integration of quality books in teaching a variety of subject areas. Includes preparing appropriate media and materials.

### **EDUC 516 Teaching Reading and Writing to English as a Second Language Students (3 credits)**

Examines the current state of second language acquisition (SLA) theory and its implications for the teaching of reading and writing to English as a Second Language (ESL) students. The emphasis will be on elementary and middle school children in regular classroom settings; in addition, some consideration will be given to older students and adults as well as to ESL only classrooms. Emphasis also will be placed on multicultural understanding. Pre-requisite EDUC 539 and EDUC 546

**EDUC 517 Teaching Reading Methods (3 credits)**

*Prerequisites: EDUC 503 and EDUC 506*

Provides students with a theoretical grasp of the nature of reading and the ability to apply that theoretical knowledge to practical issues in reading instruction. Examines the evolution of reading as an academic discipline and traces this evolution through an examination of the techniques and materials used in reading instruction. Engages students in the critical analysis, assessment, and modification of instructional techniques suggested in several reading series and explores the use of literature as a basis of instruction in reading. Students develop lessons, assessments, and classroom media and materials.

**EDUC 518 Teaching Math and Science (3 credits)**

*Co-requisites: EDUC 592, Practicum II*

This course focuses on instructional techniques specific to mathematics and science instruction. Students learn about the natural areas of overlap between these disciplines and develop learning centers, lessons, and units. This course is taken concurrently with EDUC 592, Practicum II. Students utilize their coursework in the related practicum experience.

**EDUC 519 Teaching Language Arts & Social Studies (3 credits)**

*Co-requisites: EDUC 595, Practicum III*

Students develop and apply the language of reading, writing, listening, speaking, and viewing while addressing social studies topics. Students create lesson plans and unit plans. This course is taken concurrently with EDUC 595, Practicum III. Students will utilize their coursework in the related practicum experience.

**EDUC 520 Supervised Field Experience: Student Teaching (5 credits)**

*Prerequisites: EDUC 501, EDUC 503, EDUC 506, EDSP 571, EDSP 572, EDSP 573, EDUC 518, EDUC 533, EDUC 587, EDUC 592, EDUC 595, EDUC 519, EDUC 556.*

*Co-Requisites: EDUC 550*

This is a full-time school classroom-based experience designed to provide an opportunity to learn with and from practicing professionals. This course is taken concurrently with EDUC 550, Student Teaching Seminar.

**EDUC 521 Philosophical Issues in Education (3 credits)**

Studies and analyzes controversial educational issues and problems, addresses decision-making processes, examines personal belief systems as they relate to problem solving, and addresses building a framework for thinking about ethical concerns confronting teachers. Goals for the course are reached through discussion, personal projects, analysis of case studies, and preparation of position papers.

**EDUC 522 Teacher Induction (3 credits)**

Expands on the science and art of teaching and offers new teachers practical applications of teaching methods and technology integration. Addresses the essential elements of instruction required in lesson design and delivery, including anticipatory set induction, objectives, procedures, closing, differentiation and assessment. Advanced classroom management techniques addressed. Discussions on practical applications for teaching to enable new instructors to understand the decisions made each day to foster learning and critical thinking in students. New teachers experience ways to help students learn through reading and practice. Develops insights into special education issues and aspects of school law.

**EDUC 523 Sociological Issues in Education (3 credits)**

Examines the interaction between education and the social institutions, including the family, government, and economics. Discusses issues of inequality such as socioeconomic status, gender, race, and ethnicity, and the educational process; examines evolving social trends, both short and long range, for their impact on teaching and learning.

**EDUC 526 Philosophy of Middle School Education (3 credits)**

Provides students entering the field of Middle School Education with the skills necessary to support and respect the range of individual developmental differences of adolescents. Emphasis will be placed on the structure of the learning environment, the concerns of transitions, and the impact of peer pressure.

**EDUC 527 The Process and Pedagogy of Communication (3 credits)**

*Offered: Fall and Summer Session I*

Examines theories of language acquisition. Emphasizes interactions among processes for listening, speaking, reading, and writing. Studies the implication for teaching or developing these processes. Compares and contrasts models of communication processes. Examines current and controversial issues in literacy development, kindergarten through adult.

**EDUC 531 Classroom Management (3 credits)**

*Field Experience required.*

Explores motivation, time on task, relationships, and creating a “safe” environment as well as specific strategies for dealing with management difficulties. Techniques for encouraging student responsibilities, ownership, and self-monitoring highlighted. This course is based on a proactive, preventative model of management.

**EDUC 532 Multicultural Literacy in the Classroom (3 credits)**

Examines the philosophy, methodology, and implementation of a multicultural literacy instruction that meets the needs of our diverse classroom settings. Current topics include the social contexts of a multicultural education, curriculum, and instruction from a multicultural perspective and reform in multicultural perspectives. This course is designed for graduate students interested in teaching language and literacy skills to a culturally diverse school-age population.

**EDUC 533 Teaching Literacy(3 credits)**

*Co-requisite: EDUC 587, Practicum I*

Teaching Literacy addresses theories of literacy development and presents techniques for enhancing reading and listening comprehension. Students develop lessons, assessments, and instructional materials so they can create classroom environments in which literacy is promoted and address needs of diverse learners. This course is taken concurrently with EDUC 587. Practicum I.

**EDUC 534 Literature in the Second Language Classroom (3 credits)**

Focuses on the theories and practices associated with the use and appreciation of literature in second language teaching. Students will become acquainted with a variety of genres and texts suitable for use with English Language Learners and techniques to incorporate literature into a communicative language class.

**EDUC 538 Multicultural Issues (3 credits)**

Provides an overview of the sociology, philosophy, methodology, and research on meeting the needs of culturally diverse children and their families. A special focus will be diversity as revealed in children’s and adolescents’ literature. For those students interested in expanding their knowledge of the diverse population served in schools and community counseling agencies.

**EDUC 539 Linguistics for Language Teachers (3 credits)**

Provides a foundation to help language teachers better understand and appreciate language to meet the challenges of teaching children and adolescents, especially children who are English Language Learners.

**EDUC 543 Teaching Science and Social Studies Methods (3 credits)**

Introduces students to relevant issues in science, social studies, and technology. The emphasis is on addressing current scientific and technological issues and developments within society. It is an interdisciplinary approach to studying science within the context of historical, geographical, political, and economic issues and their impact on society.

**EDUC 545 Field Practicum Experience/Seminar (1 credit)**

Enables prospective teachers to observe, participate, analyze, reflect, and discuss issues relative to the assigned school community and typical school learning situations through supervised field experience/seminar at an assigned school site and selected grade level (Pre K-4, Middle Level 4-8 or 7-12). Provisions made for the preservice teacher to work with students in varied instructional groupings to apply theory/concepts/strategies related to prior coursework. Provides the preservice teacher an opportunity to reflect upon his or her career choice to confirm or re-examine his or her decision and desire to teach elementary or secondary school students.

***Telescoped Practicum:** The Practicum Teaching experience at the graduate and undergraduate level is an important component of our Teacher Education Program. The Practicum is best conducted for a full day, during a Fall or Spring semester on consecutive Tuesdays. When this arrangement is not feasible due to a variety of circumstances, the Telescoped Practicum may be approved (ten consecutive days) under certain conditions. The Telescoped Practicum is an exception, not an option, for full-time students. Contact the Field Placement Office for additional information.*

**EDUC 546 Second Language Acquisition (3 credits)**

Examines prominent issues in second-language acquisition research and theory so that the teacher develops an understanding of how children, adolescents, and adults learn an additional language, including a foreign language, in both naturalistic and classroom contexts. Pre-requisite EDUC 539

**EDUC 547 Teaching Linguistically and Culturally Diverse Learners (3 credits)**

Presents teachers with methods and materials to prepare English Language Learners to enter and succeed in elementary and secondary standards-based mainstream classrooms. . Pre-requisite EDUC 539 and EDUC 546

**EDUC 548 Assessment and Program Design for ESL Students (3 credits)**

Prepares teachers to identify students in need of ESL, place them in appropriate ESL programs, monitor their progress, and establish exit criteria. It also develops an understanding of program design in different school contexts and prepares the teacher to assist classroom teachers or teachers in content classes to modify courses of study to provide English Language Learners with meaningful access to academic content. Pre-requisite EDUC 539 and EDUC 546

**EDUC 550 Student Teaching Seminar, 1 credit**

*Prerequisites: EDUC 501, EDUC 503, EDUC 506, EDSP 571, EDSP 572, EDSP 573, EDUC 518, EDUC 533, EDUC 587, EDUC 592, EDUC 595, EDUC 519, EDUC 556.*

*Co-Requisites: EDUC 520*

Students will process and review their experiences in the field. Students will identify connections between theory and practice, and explore teaching as a profession. Students must complete EDUC 520 and EDUC 559 to be recommended for teacher certification.

**EDUC 556 Addressing the Needs of English Language Learners (3 credits)**

Provides strategies for preservice candidates to accommodate English Language Learners and adapt instruction for them in an inclusive setting. Preservice candidates will plan and implement appropriate research-based instructional strategies to make content comprehensible for all ELLs so that they develop English Language Proficiency and achieve the Pennsylvania Academic Standards.

**EDUC 557 Social, Emotional, Behavior Wellness Theory and Applications (3 credits)**

Examines how research grounded in different theoretical traditions frames social, emotional, and behavioral wellness school initiatives. Students will identify and reflect on evidenced-based practices in field experiences. Students will participate in suicide prevention activities. At least 20 hours of field experience is required. Synchronous weekly class meetings are required.

**EDUC 558 Students with Social, Emotional, and Intelligence Disabilities (3 credits)**

Students will explore and identify the characteristics, etiology and contributing factors of specific disabilities found in school aged children. They will apply appropriate evidence-based interventions, instructional and school-based consultation practices. They will become familiar with the current DSM framework and special education regulations for the disorders discussed.

**EDUC 566 Advanced Practicum PK-4 (1 credit)**

*Prerequisite: Prior completion of certification work in PreK-4.*

This supervised field experience at an assigned school site and selected grade level is designed to meet the field experience competencies identified by the Pennsylvania Department of Education as exit criteria for candidates seeking PreK-4 teacher certification.

**EDUC 567 Advanced Practicum 4-8 (1 credit)**

*Prerequisite: Prior completion of certification work in Middle Level 4-8.*

This supervised field experience at an assigned school site and selected grade level is designed to meet the field experience competencies identified by the Pennsylvania Department of Education as exit criteria for candidates seeking Middle Level 4-8 teacher certification.

**EDUC 568 Advanced Practicum 7-12 (1 credit)**

*Prerequisite: Prior completion of certification work in Secondary Education (7-12).*

This supervised field experience at an assigned school site and selected grade level is designed to meet the field experience competencies identified by the Pennsylvania Department of Education as exit criteria for candidates seeking secondary (7-12) teacher certification.

**EDUC 576 Children's Literature and Storytelling (3 credits)**

Provides an extensive view of the literature written for children from birth through age eight and focuses on developmentally appropriate ways to interact with children about quality books and stories. Students make connections between the developing child, quality literature, and the curriculum. Emphasis placed on developing skill in the art of storytelling and in facilitating children's storytelling and retelling abilities.

**EDUC 578 Legal, Social and Political Issues in the School/Community (3 credits)**

Examines legal issues facing school administrators within the social context of the school community. This course provides future school administrators with a background in educational law and communication skills needed to work with diverse groups within the educational community. Students are required to examine selected topics pertinent to educational law issues and apply this research to solve complex educational issues. Students will present their findings to the class and engage other class members in discussions regarding the practical application of school law.

**EDUC 580 Theories in Educational Leadership (3 credits)**

Provides a comprehensive overview of the field of educational administration and serves as the entry level course into the Educational Leadership programs. Students will be exposed to the philosophical and theoretical bases of school governance and decision-making, the organization and culture of schools, and a study of leadership styles. A 20-hour field experience is required. Students will self-assess their leadership style and develop a personal leadership platform.

**EDUC 581 Human Relations in School/Community (3 credits)**

Focuses on the acquisition and mastery of the oral and written communication skills needed by school leaders as they relate to different groups within the school and the school community. Particular attention will be paid to the listening, speaking, and writing skills needed in the day-to-day operation of a school as school leaders interact with sensitivity to the various audiences. Techniques for improved skills in interviews, discussions, formal and informal speaking situations, and reporting to the media will be developed. Practice in relating to members of the school community through correspondence, staff bulletins, newsletters, reports, teacher observations, and conflict resolution plans will be provided. Involvement in a school setting will be expected as part of the requirements for this course.

**EDUC 582 Supervision and Performance Evaluation (3 credits)**

Studies, analyzes and practices models of effective evaluation in a variety of situations. Techniques for effective observation, intervention, training, and shared planning and goal setting will be developed. A 20-hour field experience is required.

**EDUC 583 The Principalship (3 credits)**

Examines the critical elements of leadership essential for today's school principals, among which are leadership and learning, the creation of a positive school culture, organizational management, community interaction and relations, data analysis and human resource development. A 20-hour field experience is required.

**EDUC 584 Practicum I: Principal K-6 (1 credit)**

*Prerequisites: Completion of two of the following: EDUC 580, EDUC 582, or EDUC 583*

This 120-hour field-based practicum integrates classroom theory with school-site practice. Students will work with a self-identified mentor in a K-6 school setting as a means to study and practice the functions of principal leadership. Student performance is monitored by use of weekly logs and reflections.

**EDUC 585 Practicum II: Principal 7-12 (1 credit)**

*Prerequisites: Completion of two of the following: EDUC 580, EDUC 582, or EDUC 583*

This 120-hour field-based practicum integrates classroom theory with school-site practice. Students will work with a self-identified mentor in a 7-12 school setting as a means to study and practice the functions of principal leadership. Student performance is monitored by use of weekly logs and reflections.

**EDUC 586 Practicum in Supervision (6 credits)**

Serves as a 180-hour practicum to integrate theory and practice into a school setting. The student is expected to complete an internship in a school setting, working with a school district supervisor and a University professor. Progress in this course will be monitored through a daily log, individual conferences with the University professor, and on-site visitations by the University professor. Students also will be required to complete and formally present a school-based project that meets the approval of the school administrator and the University professor and shows the student's ability to perform in the areas of policy making, program development, instructional design, and staff evaluation and development.

**EDUC 587 Practicum I (1 credit)**

*Co-requisites: EDUC 533*

Teacher candidates participate in classroom life under the guidance of a mentor teacher and supervision of a University faculty member. They will teach formal lessons and provide instruction. Students must take Practicum I concurrently with EDUC 533. The teacher candidate's instructional activities are focused on student literacy.

**EDUC 588 School Finance (3 credits)**



Examines the day-to-day business operations of a school district. Topics to be covered are the budget process, accounting techniques, and relations with school/government agencies. Students also will be introduced to the use of technology in the business aspect of school finance.

**EDUC 589 Seminar in School Leadership (3 credits)**

Serves as a capstone course for the principal preparation program. Students will be challenged to integrate and synthesize their learning from previous courses, revisit and refine their leadership platforms developed in EDUC 580, and create a simulated leadership entry and school improvement plan for a local school.

**EDUC 591 Practicum III, K-12 (1 credit)**

*Prerequisites: Completion of two of the following: EDUC 580, EDUC 582, or EDUC 583*

This 120-hour field-based practicum integrates classroom theory with school-site practice. Students will work with a self-identified mentor in a K-12 school setting as a means to study and practice the functions of principal leadership. Student performance is monitored by use of weekly logs and reflections.

**EDUC 592 Practicum II (1 credit)**

*Co-requisites: EDUC 518*

Students participate in classroom life and teach formal lessons under the guidance of a mentor teacher and a University Supervisor. Students must take Practicum II concurrently with EDUC 518. The teacher candidate's instructional activities focus on student learning in math and science.

**EDUC 595 Practicum III (1 credit)**

*Co-requisites: EDUC 519*

Students participate in classroom life and teach formal lessons under the guidance of a mentor teacher and a University Supervisor. Students must take Practicum III concurrently with EDUC 519. The teacher candidate's instructional activities are focused on student learning in language arts and social studies.

**EDUC 601 Psychology of Reading (3 credits)**

Provides a thorough grounding in the theoretical models of the reading process, including bottom-up, interactive, constructivist, and transactive models. Students examine the psychological processes that underlie the act of reading, with particular emphasis on language acquisition, concept formation, intelligence, information processing, and personality and social factors. The interface between reading and writing processes are stressed, as well as the importance of the philosophical orientation and assessment techniques to classroom decision making. Finally, students examine the relationship between research findings and classroom practice related to reading instruction and programs.

**EDUC 603 Diagnosis of Reading Difficulties (3 credits)**

Includes a thorough examination of formal and informal assessment techniques and the theoretical and practical issues that resolve around assessment. Emphasis is placed upon the nature and uses of assessment data, statistical concepts related to assessment, and school politics and practices related to assessment. Students administer, critique, and interpret a battery of reading and reading-related assessments and use the data they have gathered to develop a program of instructions that meet the needs of students. Particular emphasis will be placed on the nature of reading comprehension and the techniques with which comprehension is assessed.

**EDUC 604 Reading in the Content Area (3 credits)**

Examines the reading process from the perspective of content area. Examines reading as an active process involving the ideas of the author and the concepts and experience of the reader. Demonstrates techniques for reconstructing text materials. Stresses selection and use of materials and strategies based on theoretical models of reading and current research findings. Knowledge of the Pennsylvania Standards Alignment System (SAS), the Common Core Standards, and the Pennsylvania Value-Added Assessment System (PVAAS) is an integral part of the course.

**EDUC 605 Remediation of Reading Difficulties (3 credits)**

*Prerequisite: EDUC 603*

Provides a thorough understanding of remediation and early intervention based on the relationship between assessment and teaching. Focuses on reading as a process, influenced by a range of psychological, social, physiological, cultural, linguistic, and pedagogical factors. Emphasizes the application of current theory in the development of remediation and intervention strategies. An unsupervised tutoring experience is required as part of the course. Knowledge of the Pennsylvania Standards Alignment System (SAS), the Common Core Standards, and the Pennsylvania Value-Added Assessment System (PVAAS) is an integral part of the course.

**EDUC 606 Structure of School Reading Programs (3 credits)**

Explores a variety of roles and responsibilities required of reading specialists in contemporary educational settings. Emphasizes the selection and evaluation of instructional materials collaboration and consultation with school personnel and families and the use of assessment techniques in the reading program. Students develop and design an 'ideal reading program' and staff development projects. Knowledge of the Pennsylvania Standards Alignment System (SAS), the Common Core Standards, and the Pennsylvania Value-Added Assessment System (PVAAS) is an integral part of the course.

**EDUC 607 Seminar in Reading Research (3 credits)**

*Prerequisite: EDUC 605*

Enables students to read and respond critically to current research in the field of reading literacy and language arts. Emphasizes study of educational research design and statistical and qualitative interpretation of data. Students complete a review of literature on a specific topic in reading and also conduct related classroom research presented in a poster session at the Annual Graduate Research Forum.

**EDUC 610 Contemporary Educational Theory (3 credits)**

*Prerequisite: 24 credits*

Studies the theory and criticism of current schooling practices; examines educational policies and institutions based on majority and minority status of the population. Examines educational patterns of developed and developing countries. Includes readings by major contributors to contemporary educational thought. Reading, discussion, and position papers are important parts of the course. Knowledge of the Pennsylvania Standards Alignment System (SAS), the Common Core Standards, and the Pennsylvania Value-Added Assessment System (PVAAS) is an integral part of the course.

**EDUC 616 Supervised Field Experience in Reading I (3 credits)**

*Prerequisites: EDUC 527, EDUC 601, EDUC 603, EDUC 605*

The capstone experience of the reading specialist program leading to certification in Pennsylvania, this course is designed to have students apply their learning of diagnostic and inductive teaching strategies in a supervised setting using a collaborative consultative model that includes "cognitive scaffolding". Graduate students who are acting as teachers will assess/evaluate their students, (pre and post), meet with and actively involve their students, parents and classroom teachers, keep on-going records and portfolios of learning and instruction, and reflective analyses of their own learning. They will develop and implement instructional programs that incorporate standards and technology along with authentic reading, writing listening, speaking, and viewing experiences that are age, grade and ability appropriate, while at the same time engaging. They will continuously evaluate the results of this instruction. Peer and self-evaluation will take place.

**EDUC 617 Supervised Field Experience in Reading II (3 credits)**

*Prerequisites: EDUC 527, EDUC 601, EDUC 603, EDUC 605 and EDUC 616*

The capstone experience of the reading specialist program leading to certification in Pennsylvania, this course is designed to have students apply their learning of diagnostic and inductive teaching strategies in a supervised setting using a collaborative consultative model that includes "cognitive scaffolding". Graduate students who are acting as teachers will assess/evaluate their students, (pre and post), meet with and actively involve their students, parents and classroom teachers, keep on-going records and portfolios of learning and instruction, and reflective analyses of their own learning. They will develop and implement instructional programs that incorporate standards and technology along with authentic reading, writing listening, speaking, and viewing experiences that are age, grade and ability

appropriate, while at the same time engaging. They will continuously evaluate the results of this instruction. Peer and self-evaluation will take place.

**EDUC 620 Seminar in Curriculum Development (3 credits)**

Assists students in examination of techniques for development of instructional systems. Includes a comprehensive investigation of programs of study in contemporary schools. Students critique curriculum areas already in place in local schools. Course stresses the theoretical foundations of instruction and practical techniques for designing curriculum. Students review literature and plan curriculum.

**EDUC 629 Second Language Vocabulary: Teaching, Learning, and Using (3 credits)**

*Prerequisite: EDUC 539 and EDUC 546*

Provides a solid understanding of the English lexicon from a linguistic perspective, including the interaction of phonology, morphology, syntax, semantics, first and second language acquisition, and historical linguistics. Students will learn to help English Language Learners develop receptive and productive vocabulary in English for both social and academic purposes.

**EDUC 631 Classroom Research in Second Language Literacy (3 credits)**

*Prerequisites: EDUC 539, EDUC 546, EDUC 547 and EDUC 548*

Enables the ESL literacy professional to locate, read and apply research for practical use in the classroom. Using formative techniques, students will work with an English Language Learner to identify a pedagogical goal and instructional intervention and assess the results of the intervention. Additional goals of this course are the development of students' recognition of their own expertise and their ability to share that expertise.

**EDUC 640: History and Foundations of Distance Education: Emerging Trends and Ethical Considerations**

This course provides the learner with an understanding of the foundations of distance education, an introduction to current best practice considerations, and a preview of where distance education is heading. Ethical and legal considerations are explored as they relate to the design, instruction, and assessment of distance education.

**EDUC 641: Assessment and Technology in Blended and Online Course Design and Instruction**

In this course, the learner will explore assessment and technology in blended and online instruction as critical components of distance education course design. The need for alignment between components and with course outcome objectives is emphasized and practiced throughout the course.

**EDUC 642: Engaging Learners in Blended and Online Learning**

This course will provide the learner with evidence based practices in student engagement. The course will also review current tools and techniques that are being used in the field to motivate and engage learners in the blended and online environment to include both asynchronous and synchronous instruction.

**EDUC 643: Accessibility in Distance Education with Capstone Field Experience**

This course will provide the learner with an understanding of accessibility standards and requirements in distance education. In the capstone field experience learners demonstrate practical application of endorsement coursework in a K-12 setting through four observed blended or online lessons by an identified mentor teacher in the K-12 school.

**EDUS 515 Instruction and Technology in Secondary Education (3 credits)**

Prepares prospective teachers in the art and science of teaching in the secondary school by using a variety of methodology to address learning styles and state standards, and by using technology to enhance lessons. The content will focus on motivating learners, differentiating instruction, preparing presentations, employing learner-centered and direct instruction methodology, and incorporating technology into lesson development. Students will utilize the computers, Smart Podium and the Document Camera to conduct research, to create assessment tools, and to present lesson activities that emphasize the use of music, videos, and PowerPoint slide shows.

**EDUS 516 Instruction and Technology in the Content Area (3 credits)**

*Prerequisite: EDUS 515*

Provides ways to incorporate technology into curriculum content and to create activities and projects that are relevant to a selected content area. The class sessions will include explanations, discussions, assignments, projects, group work and evaluations with emphasis on practical experiences and modeling by the instructor. Individual assignments will reflect the student's ability to utilize technology and the equipment in developing instructional materials. Collaborative work will focus on developing a group portfolio, website, and a virtual field trip on a selected topic in the content area. (EDUS 515 is a prerequisite)

**EDUS 520 Supervised Field Experience (6 credits)**

*Prerequisite: All certification courses must be completed before registering for EDUS 520. Application and interview required.*

Includes examination of teaching models, practice of peer learning activities, development of observation techniques, and examination of student's own audio and videotaped lessons. Designed for graduate students seeking state certification in secondary education. Observation, evaluation, and feedback is provided by University faculty. Course requires a full-time classroom assignment for a minimum of 14 weeks (six credits). Seminar sessions are held at the University concerning teaching issues and student teacher experiences.

**EDSP 565 Special Education Seminar: Research and Issues (3 credits)**

*Prerequisites: EDUC 505 and three EDSP courses*

Examines critically the educational, social, and political issues facing professionals in the field today. Divergent perspectives on topics such as inclusion, assessment, classroom management, collaborative teaching, teaching training, and adult services are the basis for the course. Students develop and present positions on these and other current issues. A major course project is the development of a research proposal matched to issues facing the teacher in today's classroom.

**EDSP 566 Advanced Practicum in Special Education (1 credit)**

*Prerequisite: Prior completion of certification coursework in Special Education*

Serves as a supervised field experience at an assigned school site and selected grade level. Aspects of service and education to students with disabilities are explored, including assessment, development of an appropriate individualized education program, on-going instruction, and monitoring of progress. Family involvement and attention to education in the least restrictive environment will be concurrent issues associated throughout the experience. Required for all candidates seeking to add an additional certification area in Special Education Pre K-8 or 7-12.

**EDSP 570 Student Teaching in Special Education (6 credits)**

*Prerequisite: Prior completion of certification coursework in Special Education and Elementary Education or a secondary content specific certification.*

Serves as a 14-week field experience and is a requirement for all initial certifications. Students will be placed in a school or classroom with an experienced special education cooperating teacher where students with IEPs are educated. All aspects of the teaching experience will be covered, including planning and preparation, instruction, communication, individualization, and classroom management.

**EDSP 571 Foundations in Inclusive Education (3 credits)**

Provides introductory information about special education and its role in facilitating education for students with disabilities in grades K-8 and 8-12. Topics include history, litigation, legislation, typical development, specific characteristics of atypical development, and identification of exceptionalities as identified by IDEA. Inclusion, funding, diversity, and labeling issues explored.

**EDSP 572 Assessment in Inclusive Education (3 credits)**

Provides introduction to the collaborative process of identifying and assessing students in general education classrooms who may have the need for more intensive or individualized instruction. The focus is on Cognitive and Behavioral Development/Assessment, components of the process in developing an IEP, and forms of formal and informal evaluation. (EDSP 571 is a prerequisite)

**EDSP 573 Effective Instruction in Inclusive Education (3 credits)**

Focuses on the collaborative process as well as Collaborative Models of delivering effective instruction. Taking an Evidence Based Practice perspective, this course moves from Universal Design for Learning as a primary design and organization mechanism to approaches such as Differentiated Instruction, Positive Behavior Supports, Progress Monitoring, and RTII. (EDSP 572 is a prerequisite).

**EDSP 574 Special Education Systems (3 credits)**

Introduces the dynamic systems critical to special education services from PreK-12<sup>th</sup> grade. Addresses the organization of services and the critical nature of collaboration within school and community agencies across the age spectrum. Topics such as history, litigation/legislation, continuum of services, and critical definitions explored.

**EDSP 575 Including Students with Significant Support Needs (3 credits)**

Focuses on assessment, management and instructional support needs of individuals with significant disabilities from PreK-12<sup>th</sup> grade. Topics include deinstitutionalization, systematic instructional strategies, positive behavioral support, Universal Design for Learning, task analysis, functional assessment, data-based training strategies and use of assistive devices. A 10-hour field observation is required.

**EDSP 577 Instructional Design in Special Education (3 credits)**

Prepares students to develop learning environments in grades PreK-12 which fostering positive social interactions and to plan and implement data-based instructional strategies. Focuses on developing Specially Designed Instruction and intensive interventions in all academic areas with an emphasis in literacy skills. Integrates relevant technologies to support assessment and instruction.

**EDSP 578 Positive Management Strategies in Special Education: Theoretical Concepts Applied to the Classroom (3 credits)**

Focuses on theoretical concepts supported by positive behavioral support literature with classroom application in the PreK-12 classroom. Course covers positive, proactive classroom management strategies and management of students who exhibit behavioral difficulties including crisis prevention, data collection, technology assisted planning, ethical considerations.

**EDSP 579 Enhancing Communication and Literacy through Technology (3 credits)**

Focuses on connections between communication and literacy for students with disabilities and on the integration of computer and assistive technologies and augmentative/alternative communication to increase student independence and participation in the PreK-12 classroom and in the teaching-learning process

**EDSP 581 Practicum I (1 credit)**

Teacher candidates participate in a special education or inclusion classroom life under the guidance of a mentor teacher and supervision of a University faculty member. They will teach formal lessons and provide instruction.

**EDSP 582 Practicum II (1 credit)**

Teacher candidates participate in a special education or inclusion classroom life under the guidance of a mentor teacher and supervision of a University faculty member. They will teach formal lessons and provide instruction.

**EDSP 583 Practicum III (1 credit)**

Teacher candidates participate in a special education or inclusion classroom life under the guidance of a mentor teacher and supervision of a University faculty member. They will teach formal lessons and provide instruction.

**EDSP 584A Supervised Field Experience: Special Education Student Teaching Part A (2.5 credits)**

*Prerequisites: EDSP 571, EDSP 572, EDSP 573, EDUC 556, EDSP 574, EDSP 575, EDSP 577, EDSP 578, EDSP 579, EDSP 581 I, EDSP 582 II, EDSP 583 III*

*Co-Requisites: EDSP 585A*

The first half of a full-time school classroom-based experience (in a special education or an inclusion classroom) designed to provide an opportunity to learn with and from practicing professionals. Students MUST complete both parts during the same semester to be recommended for teacher certification.

**EDSP 584B Supervised Field Experience: Special Education Student Teaching Part B (2.5 credits)**

*Prerequisites: EDSP 571, EDSP 572, EDSP 573, EDUC 556, EDSP 574, EDSP 575, EDSP 577, EDSP 578, EDSP 579, EDSP 581 I, EDSP 582 II, EDSP 583 III, EDSP 584A*

*Co-Requisites: EDSP 585B*

The second half of a full-time school classroom-based experience (in a special education or an inclusion classroom) designed to provide an opportunity to learn with and from practicing professionals. Students MUST complete both parts during the same semester to be recommended for teacher certification.

**EDSP 585A Student Teaching in Special Education Seminar, Part A (0.5)**

*Prerequisites: EDSP 571, EDSP 572, EDSP 573, EDUC 556, EDSP 574, EDSP 575, EDSP 577, EDSP 578, EDSP 579*

*Co-Requisites: EDSP 584A*

The first half of a weekly seminar where students will process and review their experiences in the field. Students will identify connections between theory and practice and explore teaching as a profession.

**EDSP 585B Student Teaching in Special Education Seminar, Part B (0.5)**

*Prerequisites: EDSP 571, EDSP 572, EDSP 573, EDUC 556, EDSP 574, EDSP 575, EDSP 577, EDSP 578, EDSP 579*

*Co-Requisites: EDSP 584B*

The second half of a weekly seminar where students will process and review their experiences in the field. Students will identify connections between theory and practice and explore teaching as a profession.

**EDSP 610 Instructional and Management Strategies for the Learner with Autism Spectrum Disorder (3 credits)**

Provides theoretical, methodological and applicable information in management and instruction of students diagnosed with autism spectrum disorder (ASD) or exhibiting the characteristics of a student with ASD. Introduces current management and teaching practices to include: applied behavior analysis (discrete trial instruction, verbal behavior, icon based communication systems (PECS)).

**EDSP 611 Positive Behavioral Supports in the Classroom (3 credits)**

*Prerequisite: Successful completion of at least three graduate courses in Special Education.*

Provides students with information regarding the use of positive behavioral supports in the classroom and their role in assisting teachers to address academic areas and activities of daily living skills and the remediation of excessive challenging behavior. Positive behavioral support refers to our efforts at helping individuals develop and engage in socially desirable behaviors and to discontinue challenging and stigmatizing behaviors. The process features an emphasis on selecting outcomes that are meaningful from the person's perspective, individualized functional assessment, and the utilization of multiple interventions and support strategies. Topics will include the technology of positive behavior supports, evaluating behavior change programs using single subject case designs, applying learning principles to increase or decrease behavior, and maintaining behavior change.

**EDSP 612 Evidence Based Practices for the Learner with Exceptionalities (3 credits)**

*Prerequisite: EDSP 610*

Provides students an in-depth look at instructional and behavioral practices for students with exceptionalities focusing on autism spectrum disorders. Currently, the approach that has the most evidence behind it for practical application is applied behavior analysis. Applied behavior analysis approaches such as discrete trial instruction, verbal behavior and pivotal response training are presented.

**EDSP 613 Transition: Special Education from School to Adult Life (3 credits)**

Focuses on transition as a defined and critical aspect of special education. As required and defined within the Individuals with Disabilities Education Act (IDEA), transition is the integral planning, service, and supports necessary to successfully culminate a student's special education program. Various components of the movement from school to adult life will be explored in the course, including rationale, legal requirements, and the impact on general education. Self-determination and self-advocacy as well as student and family involvement will be critical areas addressed in the course.

**EDSP 614 Communication interventions for the Learner with Autism and Other communication Disabilities (3 credits)**

Provides a theoretical basis for communication, language skills, typical/atypical language development and communication interventions for the learner with delayed or limited language acquisition - focus on learners with ASD. Focus on developmental stages of communication; understanding the interventions for the learner with non-verbal, verbal or limited verbal communication strategies.

**EDSP 615 Secondary Special Education (3 credits)**

Focuses on issues and practices related to secondary education for students in special education. Curriculum modification and differentiation will be explored in light of the needs of the secondary education student. Individual planning and decisions on academic and functional curriculum approaches will be explored.

**EDSP 616 Special Topics in Autism Spectrum Disorder (3 credits)**

Provides a knowledge base in current educational topics associated with autism spectrum disorder. Evaluation and identification of research based methodologies given an array of programs, procedures and claims current in today's media. Topic areas include: sensory integration dysfunction, functional behavioral assessment, data based decision making, school based assessment.

# Educational and Organizational Leadership Doctoral Program (EdD)

Patricia Joergensen, EdD, Interim Dean, *School of Education*  
Roger Gee, PhD, *Chair, Doctoral Faculty Committee*

## Mission Statement

The Mission of the Holy Family University Doctoral Program is to facilitate the development of effective and ethical leaders for schools and communities who can make significant contributions to their fields of knowledge through applied research.

## Goals

Goals of the Doctoral Program in Educational and Organizational Leadership:

- To provide a research-based program that facilitates the development of innovative and ethical leaders.
- To offer a program that is flexible and is designed for working practitioners allowing them to expand their practice and leadership skills through concentrated interdisciplinary coursework and research.
- To develop a deep professional commitment to an interdisciplinary approach to leadership through the application of practical research skills and ethical decision making in service to others.
- To enable candidates to make significant contributions to their field of knowledge through applied research
- To offer a supportive and collaborative learning environment that encourages candidates to become scholars and researchers.

The Doctoral Program in Educational and Organizational Leadership is approved by the Pennsylvania State Department of Education and is fully accredited by the Middle States Commission on Higher Education.

## Doctoral Program in Educational and Organizational Leadership Outcomes

At the completion of the doctoral program, candidates will be able to:

1. Interpret research for practical purposes.
2. Demonstrate the ability to apply concepts from the professional literature to leadership practice.
3. Conduct scholarly research to address practical problems.
4. Apply ethical and legal standards to one's practice as a scholar.

## Structure of the Doctoral Program

The program is delivered through a cohort model. Accepted doctoral students are expected to maintain continuous enrollment each semester and during the summer sessions.

The Doctor of Education in Educational and Organizational Leadership is a minimum of fifty-one or fifty-four (54-57) credit program, as outlined below.

### Leadership Core Requirements (21 credits)

EDDC 801	Ethical Leadership	3
EDDC 802	Communication Theory, Practice, and Technology	3
EDDC 803	Organizational Development and Change Theory	3
EDDC 850	Program Assessment and Evaluation	3
EDDC 880	Theoretical Foundations of Leadership	3

### Research Core Requirements (15 credits)

EDDC 805	Statistics for Doctoral Students	3
EDDC 806	Introduction to Applied Research	3
EDDC 811	Research I: Quantitative Research	3
EDDC 812	Research II: Qualitative Research	3
EDDC 813	Advanced Research	3
EDDC 901	Dissertation 1	3
EDDC 902a	Dissertation IIa	1.5
EDDC 902b	Dissertation IIb	1.5

EDDC 903a	Dissertation IIIa	1.5
EDDC 903b	Dissertation IIIb	1.5

**Additional Dissertation Credits (if needed)**

EDDC 998a	Dissertation Continuation Ia	1.5
EDDC 998b	Dissertation Continuation Ib	1.5
EDDC 999	Dissertation Continuation II	1

**Concentrations (15-18 credits)**

***Curriculum & Instruction: Leads to PA Supervisor of Curriculum & Instruction***

***PK – 12 (15 credits)***

EDDC 820	Curriculum Theory and Development	3
EDDC 882	Supervision and Performance Evaluation	3
EDDC 834	Leadership in Ling & Culturally Diverse Society	3
EDDC 841	Leadership in an Inclusive Society	3
	Leadership Internships	3
EDDC 899	Curriculum and Instruction Internship	3

***Organizational Leadership (15 credits)***

EDDC 834	Leadership in Ling & Culturally Diverse Society	3
EDDC 841	Leadership in an Inclusive Society	3
EDDC 861	Talent Management and Workforce Planning	3
EDDC 862	Financial Decision Making	3
EDDC 864	Organizational Development and Design	3

***School Leadership and Administration: Leads to PA Principal Certification***

***(18 credits)***

EDDC 834	Leadership in Ling & Culturally Diverse Society	3
EDDC 841	Leadership in an Inclusive Society	3
EDUC 582	Supervision and Performance Evaluation	3
EDUC 583	The Principalship	3
EDUC 588	School Finance	3
EDUC 584	Practicum I: Principal K-6	1
EDUC 585	Practicum II: Principal 7-12	1
EDUC 591	Practicum III: Principal K-12	1

***School Leadership and Administration: Leads to PA Superintendent Letter of Eligibility (15 credits)***

EDDC 821	Building Community Relations	3
EDDC 823	Leadership Internship I	3
EDDC 824	Leadership Internship II	3
EDDC 834	Leadership in Ling & Culturally Diverse Society	3
EDDC 841	Leadership in an Inclusive Society	3
	Leadership Internships	6

***Professional Studies (15 credits)***

EDDC 834	Leadership in Ling & Culturally Diverse Society	3
EDDC 841	Leadership in an Inclusive Society	3
	Nine elective graduate-level credits	9



## Admissions Process for Doctoral Studies

Applicants for admission to the Doctor of Education program are expected to demonstrate strong academic skills and a deep commitment to improving the educational experiences and services available to students within their fields of interest.

Applicants are expected to have an earned master's degree from a regionally accredited institution. Applicants will have earned a grade point average of 3.5 in all previous graduate level work. They must be computer literate and able to demonstrate strong oral and written communication skills as well as strong reasoning ability.

The applicant for admission to the Doctor of Education program will:

- Submit an application for admission to the doctoral program. The application is available online at the Holy Family University website.
- Submit official undergraduate and graduate transcripts of all previous and current college-level and graduate-level coursework.
- Obtain and submit three letters of recommendation from professionals familiar with the applicant's academic or work experience.
- Submit a personal essay that documents the applicant's commitment to their desired area of professional studies or concentration. This essay should discuss the applicant's academic and professional goals and the role that the doctoral program at Holy Family will play in the achievement of those goals (1500-word maximum).
- Complete an interview with doctoral program faculty members.
- Submit a current score for the Test of English as a foreign Language (TEOFL) if English is not the applicant's first language. Minimum score of 600 (written) or 250 (computer based) required for admission.
- Submit copies of all certification documents.

Additionally, international students are required to provide evidence of immunization against measles, mumps, and rubella as well as evidence of the ability to provide medical insurance coverage during their proposed stay in the United States. Such applicants are further required to submit all application materials, including transcripts, diplomas, certificates, etc., translated into English. Such applicants must arrange with World Education Services to have a document-by-document review of their educational credentials, which includes a course-by-course evaluation. World Education Services must confirm that the applicant's undergraduate experience is the equivalent of four years of undergraduate study at an accredited United States college or university, culminating in the bachelor's degree and master's degree. Finally, international students are required to certify that sufficient funds to support their academic and personal living expenses are available during their stay in the United States.

Holy Family University is authorized under Federal law to enroll non-immigrant alien students. (8 CFR 214.3 [j]). Full-time international degree seeking students must meet all required admission standards described herein as well as provide and maintain all required documents for non-immigrant international student status eligibility. Students with non-immigrant international enrollment status are limited to full-time face or blended (hybrid) programs. Students with non-immigrant international status are not permitted to enroll in fully online degree programs.

## Application Review Process

Only applicants who have sent in all of the required admissions materials will be reviewed.

- Initial Screening: The doctoral program faculty and the Director of the Doctoral Program will screen applications to ascertain whether or not an applicant meets the program's basic admission standards.
- Interview: Applicants who pass the initial screening may be interviewed by one or more members of the doctoral program faculty.
- Final Assessment: Information gathered from the application and the interview is reviewed and recommendations for admission are formalized.
- Notification: Acceptance or non-acceptance notices will be mailed to the applicants.
- Cohorts of applicants are admitted for the Fall semester of each academic year.

## Transfer of Credit

A student may present for evaluation up to six equivalent graduate credits from a regionally accredited college or university which were completed within the last seven years and not applied toward completion of a degree. A student should submit the course syllabi to the Director of the Doctoral Program for a formal review. Doctoral program faculty will review the course syllabi with the Director of the Doctoral Program. Acceptance of such credits will depend upon whether or not the courses are related to the program, whether the student has obtained a grade of B or higher in the course(s), and whether or not the college giving credit for the course would consider the courses acceptable for

application to their degree programs. Transfer credits are not posted on a student's record until the student successfully earns six doctoral credits at Holy Family University. Applicants should review any additional specific requirements concerning acceptance of transfer credits by the doctoral program. After admission, all courses taken at other institutions for transfer credit require prior approval from the Associate Dean of the School of Education and Holy Family University's Provost & Vice President for Academic Affairs. Maximum allowable transfer is six graduate credits.

## **Waiver of Courses**

Doctoral students who have reached the maximum number of six graduate transfer credits can request that additional graduate courses be waived. Such waivers may occur if the graduate courses completed at another college or university are very similar in content to individual courses required within the doctoral program and students have received a letter grade of B or higher as demonstrated on their official graduate transcripts. Students who seek waivers for certain courses should provide course syllabi to the Associate Dean of the School of Education, who, along with the doctoral program faculty, will formally review the information. If a particular required doctoral course is waived, students will replace the course with a suitable doctoral level alternative.

## **Registration**

Students register for courses on published dates (See the University's website, [www.holyfamily.edu](http://www.holyfamily.edu)). Those who register early will be billed and will pay tuition according to the billing dates specified each semester by the Student Accounts Office. Students who register near the starting date for classes will be expected to pay tuition at the time of registration.

## **Assignment of Academic Advisor**

All accepted students will be assigned an academic advisor who will be a full-time faculty member in the School of Education. The advisor assists students with academic matters. Students may request a change of advisor by scheduling an appointment with the Associate Dean of the School of Education.

## **Course Number System**

Doctoral courses are numbered 700-999 to reflect academic progression in the graduate program curriculum. Faculty advisors answer questions concerning course sequences as they relate to each program.

## **Drop/Add Adjustment**

Drop/add adjustments may be made only with the approval of the Registrar and must be completed in writing on forms provided through the Office of the Registrar. Students are personally responsible to initiate and complete drop/add adjustments. Drop/add adjustments will not be made after the date specified. Once enrolled in a course, those students who never attend will be administratively withdrawn from the course. Enrollment adjustments may affect academic progress toward degree completion and/or financial aid status. Students are responsible for investigating the impact of registration adjustments on their continued academic progress and available funding.

## **Full-Time Status and Continued Enrollment**

After an applicant is admitted to the program, the student is required to maintain continuous enrollment during the Fall, Spring and Summer terms throughout the coursework phase of the doctoral degree program. Students who take six credits per semester and six credits during the Summer session are considered full-time. Because of course sequencing and the developmental nature of the program, it is advantageous to take the courses as scheduled to ensure progression and timely program completion. If a student is unable to adhere to the schedule, he/she must apply to his/her advisor, the Director, and the doctoral program faculty for approval to take only one course a semester, with the understanding that this will extend the time necessary to complete the program. Taking three credits a semester would place the student in the half-time category. When students are in the dissertation phase of their program and register for EDDC 901, 902, 903 or 998 they may take only three credits per semester.

If candidates require more time to complete the dissertation, they must continually enroll through graduation in the courses entitled EDDC 998a and EDDC 998b: Dissertation Continuation Ia and Ib, for a minimum of three credits each Fall and Spring semester. After receiving final Written Doctoral Dissertation Approval (i.e., all signatures on the appropriate form), students who need one additional semester to complete all remaining graduation requirements

(i.e., APA compliance review, uploading dissertation to ProQuest) may satisfy the continuous enrollment requirement by registering for EDDC 999 (Dissertation Continuation II) for one credit.

## Late Drop (Withdrawal) from a Course

After the published drop/add period ends, students may still change their enrollment in a course through the process of late drop (withdrawal). If necessary, a student may process a late drop (withdrawal) for a course up to one month before the beginning of the final examination period (Fall and Spring semesters) or one week before the end of Summer sessions. Forms for processing a late drop (withdrawal) from a course are available through the Office of the Registrar. Students are personally responsible to initiate and complete late drop adjustments. Students' transcripts will show a W for all courses for which a late drop is processed.

Only in cases of documented illness or for other serious cause will the administration allow a change in enrollment without penalty after the late drop deadline published in the course brochure for a given semester. Appeals to the policy or deadline are to be made in writing and submitted with supporting documentation of cause to the Registrar. Such exceptions will be reviewed on an individual basis by the Registrar and forwarded to the Office of the Provost & Vice President for Academic Affairs for final resolution.

## Withdrawal from a Graduate Program

To withdraw from a graduate program, the student must fulfill the following requirements:

- Resolve all financial indebtedness to the University and
  - Submit in writing the *Withdrawal from University* form, indicating the intent to withdraw from the program.
- Forms are available in the Office of the Registrar.

The date of the filing of the withdrawal letter at the Office of the Registrar is considered to be the date of withdrawal in all cases.

## Degree Requirements

The responsibility for meeting the requirements for the degree rests with the student.

The basic requirements for graduation include the following:

- The completion of all requirements specified in the particular program
- A cumulative GPA of 3.0 or better and no grade lower than a B in any course
- Fulfillment of all University responsibilities: payment of bills, including graduation fees, return of equipment and/or library materials, and so forth
- Filing of the *Application for Graduation* via Self-Service no later than the published deadline

Graduate students are expected to submit graduation applications on time. Graduation applications received after deadline dates will not be considered for the filing graduation date. Therefore, students who submit graduation applications late will not complete degree requirements until the next regularly posted completion date.

Students must successfully defend their dissertations and receive approval from their entire dissertation committees. These final approvals are necessary in order for doctoral students to graduate.

## Enrollment and Fulfillment of Degree Requirements

Graduate students must complete the program of study within seven calendar years from the date of acceptance into the doctoral program. Students admitted to the doctoral program are expected to enroll continuously until the program is complete (see *Full-Time Status and Continued Enrollment*).

If a student must suspend work on the dissertation for educational or personal reasons acceptable to the committee chairperson, the student should petition for a planned educational leave of absence. This suspension of studies must be approved by the Chair of the Doctoral Faculty Committee and may last for up to four semesters.

## Degree Completion and Commencement

The degree completion date is determined by the filing deadline for the Application for Graduation. Once the petition has been filed, an exit audit will be conducted by the Director of Graduate Services. Graduation is also contingent upon a successful oral defense of the dissertation and final revisions to the written document must be made by the appropriate deadlines.

To participate in the Commencement ceremony and receive a diploma, students must have filed the required *Application for Graduation* by the appropriate deadline and fulfilled all academic and financial obligations. Students who have successfully completed all academic requirements are encouraged to participate in Commencement. Students who have not filed graduation applications and/or completed all degree requirements successfully will not be permitted to participate in Commencement.

## Doctoral Program Course Descriptions

### **EDDC 801 Ethical Leadership (3 credits)**

Introduces doctoral students to the principles, trends, and issues related to ethics in leadership. Students approach decisions in the context of an ethical, moral framework and draw on the rich traditions of great thinkers within an extensive body of leadership literature.

### **EDDC 802 Communication Theory, Practice, and Technology (3 credits)**

Studies spoken, written, and multimedia communications designed to prepare leaders who can collaborate and engage others to improve student achievement. Exploration of diverse multicultural perspectives and global issues as well as experience of the complexity of views and perceptions will be foundational elements of the course.

### **EDDC 803 Change Theory, Organizational Structure & Grant Writing (3 credits)**

This course will examine current issues in change theory and how theory can help to explain organizational structure and behavior. Theoretical models underlying all organizations and implications of those in higher education are examined. Readings, case studies, research projects, presentations and class discussions are utilized. A continuation of the professional portfolio will be required. Procedures for grant writing as a source of organizational funding are integral to this course.

### **EDDC 804 Writing for Professional Publication and Grant Writing (3 credits)**

Expands student's understanding of the steps in developing the skills for professional writing. Included are the skills needed to organize information and to utilize research sites to obtain the background information necessary to assist in the writing of articles for publication. Procedures for grant writing are integral to the course.

### **EDDC 805 Statistics for Doctoral Students (3 credits)**

This course is designed to equip doctoral students in Education with the knowledge and skills needed to use statistics appropriately in their research enterprises. Both branches of statistics are covered: Descriptive, which involves the organizing and summarizing of data, and Inferential, which involves using the laws of probability and the concept of hypothesis testing to make informed decisions about data. Students will be taught when to use various statistical tests, how to conduct and interpret statistical tests by using a packaged computer program (SPSS), and, most importantly the crucial distinction between significance and strength or association.

### **EDDC 806 Introduction to Applied Research (3 credits)**

This course will provide guidance in the analysis, interpretation, and evaluation of research reports and methods commonly used in education and the social sciences. Students will apply this knowledge in a written project as they identify a research area of interest, prepare a literature review, develop researchable questions, and identify appropriate data collection and analysis procedures to answer the questions.

### **EDDC 811 Research I: Quantitative Research (3 credits)**

Assists students to develop proficiency in quantitative methodology and analysis involving descriptive and inferential statistics. The student will relate specific quantitative research questions and hypothesis to appropriate statistical procedures. An examination of ethics involved in research will be an integral component of the approach to quantitative methodology.

### **EDDC 812 Research II: Qualitative Research (3 credits)**

Assists students to develop proficiency in qualitative methodology. Theoretical and practical examination of qualitative methods will enable students to gain experience in employing these techniques and analyses. Data collection methods such as field notes, coding, observations, and interviews are examined. Emphasis is placed on ethical standards.

### **EDDC 813 Advanced Research Seminar (3 credits)**

Begins with an overview of the dissertation process. Students will complete their introductory chapter of their dissertation proposal. Concepts include statement of the problem, purpose of the study, research questions, conceptual framework, and overview of the methodology. Students will write a draft of the literature review.

### **EDDC 814 Research Proposal Seminar (3 credits)**

Allows doctoral candidates, after successful completion of the comprehensive examination and the approval of the Director, to develop the essential components of their dissertation proposal including ethical research practices and the development of the first three chapters of the dissertation. The proposal must be accepted by their Chairperson and Committee.

### **EDDC 820 Seminar in Curriculum Development (3 credits)**

Comprehensive analysis of programs of study in contemporary schools. Examines strategies for development of instructional systems. Evaluate school curriculum and identify areas of strength and revisions needed. Examine theoretical foundations of instruction and practical techniques for designing curriculum.

**EDDC 821 Building Community Relations (3 credits)**

Provides students with a comprehensive view of the workings between school and community leaders and a School Board. The student will attend and observe three different School Boards and identify significant issues. The students will interview various stakeholders and reflect on the contents of meeting and the interviews.

**EDDC 822 Leadership in Education Seminar (3 credits)**

Provides seminars led by prominent experts who will provide current information on critical and timely issues that can be integrated immediately into one's daily routine as school and community systems are ever changing and require superintendents, educational leaders, and community leaders to be current on a myriad of topics, processes, and legislations.

**EDDC 823 Leadership Internship I (3 credits)**

Provides students with an opportunity to demonstrate their knowledge and competence in applying the fundamental concepts of school and community administration during a 180-hour internship in which they will work directly with a school superintendent in a school district or intermediate unit outside each candidate's primary area of experience.

**EDDC 824 Leadership Internship II (3 credits)**

Provides students with an opportunity to demonstrate their knowledge and competence in applying the fundamental concepts of school and community administration during a 180-hour internship in which they will work directly with a school superintendent in a school district or intermediate unit outside each candidate's primary area of experience.

**EDDC 831 Ethical Issues in Literacy (3 credits)**

Provides a more in-depth understanding of the ethical standards for literacy and leadership and how to apply them to case study material. Students will interview school leaders concerning real world issues, problems, and dilemmas in literacy. They will develop solutions collaboratively grounded in ethical leadership principles and research.

**EDDC 832 Seminar in Literacy and Professional Studies Topics (3 credits)**

Encourages students, by attending conferences and seminars led by nationally and internationally recognized authorities, to gain an awareness of current trends in literacy, educational leadership, and the professional interests of the student. After discussing specific research interests with the professor, students will select and attend relevant conferences from an approved list.

**EDDC 833 Current Perspectives on Literacy (3 credits)**

Provides leaders with an understanding of the nature of literacy, its consequences, and the validity of our belief in regard to literacy. Literacy will be examined from historical, sociological, cultural, political, psychological, worldview, and linguistics perspectives. The history and politics of literacy will be examined in a variety of contexts.

**EDDC 834 Leadership in a Linguistically and Culturally Diverse Society (3 credits)**

Prepares school and community leaders to understand issues surrounding the education of English Language Learners [ELLs] and to work with parents and all stakeholders. Students will engage in an improvement program project for schools or community agencies promoting cultural awareness and knowledge.

**EDDC 841 Leadership in an Inclusive Society (3 credits)**

Course examines history, law and research relating to the development of inclusive services for children and adults with disabilities across home, school, and community. Legal, research and service definitions relating to school and community service practices will be clarified and established. Using key laws as a foundation, including the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), students examine the research foundation and historical development and services weighted to a more inclusive society.

**EDDC 842 History, Research, and Law: Fundamentals for an Inclusive Society (3 credits)**

Course examines history, law and research relating to the development of inclusive services for children and adults with disabilities across home, school and community. Legal, research and service definitions relating to school and community service practices will be clarified and established. Using key laws as a foundation, including the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), students examine the research foundation and historical development and services weighted to a more inclusive society.

**EDDC 843 Instructional and Management Strategies for the ASD Learner (3 credits)**

Provides theoretical, methodological, and applicable information in the management and instruction of students diagnosed with autism spectrum disorder [ASD] or exhibiting characteristics of a student with ASD. School and community leaders will be introduced to structure, literacy, and technology strategies in the teaching and management of students with ASD.

**EDDC 850 Program Assessment and Evaluation (3 credits)**

The purpose of this course is to provide an in-depth overview of program assessment and evaluation concepts and considerations. The focus of the course is on applying the theoretical concepts to real-life situations.

**EDDC 860 Themes for Success (3 credits)**

An examination of the management and leadership skills necessary to be successful in the business environment developing in the twenty-first century. Topics include management, problem solving, communications, leadership, organizational development, control and an examination of some of the more critical functions of an enterprise.

**EDDC 861 Talent Management and Workforce Planning (3 credits)**

This course focuses on a strategic approach to sourcing, recruiting, selecting and retaining talent in an organization. Students will review various staffing strategies and workforce flow planning methods that are aligned to business goals. The use of the internet and technology in staffing and managing talent will also be explored.

**EDDC 862 Financial Decision Making (3 credits)**

An examination of theories and techniques used to make financial decisions. Included are the development and evaluation of opportunities and options, establishment of strategies, and the creation of an environment that promotes sound business judgment. Advanced financial management topics are applied through cases. Financial understanding and skills will be developed.

**EDDC 863 Organizational Communication (3 credits)**

The study of organizational communication theories and applications. Strategies and techniques for building personal communication capabilities and understanding the nature and scope of organizational communications and information systems. Focus on organizational communication as a management function to disseminate information and link the hierarchical structure and flow of authority.

**EDDC 864 Organizational Development and Design (3 credits)**

The study, research, and analysis of proactive strategies for organizational change using the theories and techniques of applied behavioral science. Covers the phases of consulting, strategies, intervention decisions and actions, multiple roles, skills and phases of internal and external consultants, ethical dilemmas and guidelines, and the implementation of action research.

**EDDC 865 Instructional Programs in Literacy II (3 credits)**

Investigates a range of commercially available instructional programs in literacy, with a focus on writing and writing-related literacy skills. The analysis of product vs. product issues in reading and writing as well as issues surrounding skills-based and whole language methodologies will be studied in detail.

**EDDC 880 Theories in Educational Leadership (3 credits)**

Provides a comprehensive overview of the field of educational administration and serves as the entry level course into the Educational Leadership programs. Students will be exposed to the philosophical and theoretical bases of school governance and decision-making, the organization and culture of schools and a study of leadership styles. A 20-hour field experience is required. Students will self-assess their leadership style and develop a personal leadership platform.

**EDDC 882 Supervision and Performance Evaluation (3 credits)**

Studies, analyzes and practices models of effective evaluation in a variety of situations. Techniques for effective observation, intervention, training and shared planning and goal setting will be developed. A 20-hour field experience is required.

**EDDC 883 The Principalship (3 credits)**

Examines the critical elements of leadership essential for today's school principals. Among which are leadership and learning, the creation of a positive school culture, organizational management, community interaction and relations, data analysis and human resource development. A 20-hour field experience is required.

**EDDC 884 Practicum I: Principal K-6 (1 credit)**

*Pre-requisites: Completion of two of the following: EDDC 880, EDDC 882, EDDC 883*

This 120-hour field-based practicum experience integrates classroom theory with school-site practice. Students will work with a self-identified mentor in a K-6 school setting as a means to study and practice the functions of principal leadership. Student performance is monitored by use of weekly logs and reflections.

**EDDC 885 Practicum II: Principal 7-12 (1 credit)**

*Pre-requisites: Completion of two of the following: EDDC 880, EDDC 882, EDDC 883*

This 120-hour field-based practicum experience integrates classroom theory with school-site practice. Students will work with a self-identified mentor in a 7-12 school setting as a means to study and practice the functions of principal leadership. Student performance is monitored by use of weekly logs and reflections.

**EDDC 888 School Finance (3 credits)**

Examines the day-to-day business operations of a school district. Topics to be covered are the budget process, accounting techniques, and relations with school/government agencies. Students will also be introduced to the use of technology in the business aspect of school finance.

**EDDC 891 Practicum III: Principal K-12 (1 credit)**

*Pre-requisites: Completion of two of the following: EDDC 880, EDDC 882, EDDC 883*

This 120-hour field-based practicum experience integrates classroom theory with school-site practice. Students will work with a self-identified mentor in a K-12 school setting as a means to study and practice the functions of principal leadership. Student performance is monitored by use of weekly logs and reflections.

**EDDC 899 Curriculum and Instruction Internship (3 credits)**

*Pre-requisites: Completion of EDDC 820 and EDDC 882*

Provides students with an opportunity to demonstrate their knowledge and competence in applying the fundamental concepts of curriculum and instruction during a 360-hour internship in which they will work directly with a supervisor of curriculum and instruction or with a school superintendent in a school district.

**EDDC 901 Dissertation I (3 credits)**

Students will complete their dissertation proposals, including the introductory chapter, the literature review and the detailed methodology. They will sit for the oral defense of their proposals. They will complete and submit an Institutional Review board (IRB) application.

**EDDC 902 Dissertation II (3 credits)**

Emphasizes that the dissertation is the culmination of the doctoral program and must demonstrate a high degree of scholarship and significance to the candidate's area of professional studies. The final product must attest to the candidate's ability to conduct original research. The dissertation must be defended before the candidate's committee for approval.

**EDDC 902A Dissertation II (1.5 credits)**

*Prerequisite: EDDC 901*

Students will obtain IRB approval and complete the data process. Students will organize the data for analysis and begin data analysis. Students will revise the literature review.

**EDDC 902B Dissertation II (1.5 credits)**

*Prerequisite: EDDC 901*

Students will complete data analysis and use their findings to answer the research questions. They will begin writing the dissertation of their findings.

**EDDC 903 Dissertation III (3 credits)**

Provides continuous enrollment for doctoral students who have not attained final approval of the written dissertation. Regular contact with the dissertation chair and other committee members and progress toward completion of the dissertation are expected.

**EDDC 903A Dissertation III (1.5 credits)**

*Prerequisites: EDDC 901, EDDC 902A, EDDC 902B*

Students will relate their findings to previous research and the conceptual framework. Students will complete the final copy of their dissertation including front and end material. They will prepare for the oral defense.

**EDDC 903B Dissertation III (1.5 credits)**



*Prerequisites: EDDC 901, EDDC 902A, EDDC 902B*

Students will defend their dissertations and receive committee approval. Students will submit approved dissertations for APA review and upload dissertations to ProQuest.

**EDDC 998 Dissertation Continuation I (3 credits)**

Provides required continuous enrollment for doctoral students who have not attained final approval of the written dissertation upon completion of EDDC-902.

**EDDC 998A Dissertation Continuation I Part A (1.5 credits)**

Provides required continuous enrollment for doctoral students who have not attained final approval of the written dissertation upon completion of EDDC-903B.

**EDDC 998B Dissertation Continuation I Part B (1.5 credits)**

Provides required continuous enrollment for doctoral students who have not attained final approval of the written dissertation upon completion of EDDC-998A.

**EDDC 999 Dissertation Continuation II (1 credit)**

Provides continuous enrollment for doctoral students who have attained final approval of the written dissertation to fulfill APA formatting and ProQuest submission requirements.

# SCHOOL OF NURSING AND HEALTH SCIENCES

Margaret Harkins, DNP, MBE, GNP-BC, RN-BC  
*Dean, School of Nursing and Health Sciences*

Jinsy Mathew, DNP, MSN, RN  
*Vice Dean, DNP Team Lead, and Assistant Professor*

Michelle Murphy-Rozanski, PhD, MSN, RN, CRNP  
*Vice Dean, Corporate and Community Partnerships/Special Projects/Simulation, and Assistant Professor*

Elaine Maruca, DNP, RN,  
*DNP Director and Family Nurse Practitioner Coordinator and Assistant Professor*

Denise McFadden DNP, MSN, BSN, RN, FNP-BC, CNE  
*DNP Program Director and Family Nurse Practitioner Coordinator, MSN Program Coordinator, and Assistant Professor*

## Master of Science in Nursing (MSN) Program

### Mission Statement

The mission of the MSN program is to prepare nurse leaders to practice in diverse health care settings. The MSN program is committed to the provision of high-quality graduate education that instills in the MSN graduate a responsibility to God, humanity, the nursing profession, and self.

### Accreditation

The master's degree in nursing at Holy Family University is accredited by the Commission on Collegiate Nursing Education (CCNE) <http://www.aacn.nche.edu/ccne-accreditation>).

### Goals of the MSN Program

The School of Nursing and Health Sciences is committed to the development of master's prepared nurses. Accordingly, the MSN program:

- Provides a graduate nursing curriculum that is tailored to address current and future global health care needs and issues in a variety of health care settings.
- Prepares graduates for nursing practice in advanced capacities.
- Provides a foundation for certification in selected specialty areas of nursing and doctoral study.

### Program Outcomes

- Upon completion of the MSN program, students will be able to:
- Synthesize knowledge from nursing, related sciences, and humanities to enhance health care and advance the practice of nursing.
- Assume a leadership role in developing and implementing clinical practice programs in the promotion, maintenance, and restoration of health.
- Design quality improvement and patient safety initiatives to promote culturally responsive and equitable patient-centered care.
- Demonstrate the use of scholarly inquiry to investigate, propose, and disseminate resolutions to nursing and healthcare issues and to contribute the body of nursing knowledge.
- Analyze current and emerging technologies to support practice and advance knowledge in community health, education, administration, and clinical practices.
- Promote change in health care delivery systems through an analysis of variables that influence the design and funding of health care systems and policy.
- Design strategies to promote collaborative relationships in the delivery of health care.
- Incorporate the concept of social responsibility into practice through a respect for the whole person and concern for the health and welfare of others.

## Specific Admission Requirements

In addition to the general admission requirements previously outlined in Master's Program - Admissions Policies and Procedures, applicants must possess the following qualifications for admission to the Master of Science in Nursing program:

- Applicants must submit evidence of current Pennsylvania licensure as a registered nurse and a professional resume,
- Applicant must have earned a BSN from a CCNE, NLNAC, ACEN, or CNEA accredited program,  
or
- Applicant must have graduated from an NLNAC, ACEN, or CNEA accredited nursing program and have a BS or BA in a related area.

Applicants who do not have a BSN from an accredited program, must meet BSN equivalent competencies in nursing leadership, research, and community/public health nursing as prerequisites to identified courses (see BSN Equivalent Competencies). BSN competencies may be met through collegiate coursework after admission. In addition, an undergraduate statistics course with a grade of C or higher must be completed prior to enrolling in graduate research courses.

## BSN Equivalent Competencies

Students admitted without BSN degrees must complete the BSN equivalent competencies as prerequisites to specific courses:

- Research prior to enrolling in NURS 608
- Leadership prior to enrolling in NURS 614
- Community health prior to enrolling in NURS 607
- Statistics prior to enrolling in NURS 608

## Master of Science in Nursing Program Description

Students complete a 30-credit (10 courses) MSN in advanced nursing courses with a focus on quality, safety, and leadership, and clinical expertise. The 30-credit MSN is designed in accordance with the American Association of Colleges of Nursing (AACN) MSN Essentials of Master's Education in Nursing (2011) to prepare nurse leaders to advance nursing practice within the health care system. Graduates of the MSN program are prepared to progress to advanced practice programs at the doctoral level (e.g., DNP/Nurse Practitioner programs), PhD programs, EdD programs, or to post-master's certificate programs. The program is offered in an asynchronous online format.

### Program Requirements (30 credits)

NURS 601	Theoretical Basis for Nursing	3
NURS 606	Professional Ethics: Theory and Practice for Advanced Nursing Practice	3
NURS 607	Health Promotion and Disease Prevention (Prerequisite: BSN equivalent competencies in Community Health Nursing)	3
NURS 608	Advanced Statistics for Health Care Professionals (Prerequisite: Undergraduate Elementary Statistics, Undergraduate Research)	3
NURS 609	Research for Evidence-Based Nursing Practice	3
NURS 610	Advanced Pathophysiology	3
NURS 611	Advanced Pharmacology (Prerequisite: NURS 610)	3
NURS 612	Advanced Physical and Health Assessment (Prerequisite: NURS 610 and NURS 611)	3
NURS 614	Health Policy, Organization, and Financing (Prerequisite: BSN equivalent competencies in Nursing Leadership)	3
NURS 615	Quality and Safety in Health Care	3
NURS CEXAM	NURS 615 Final Project	

*This program is now solely online*

### MSN CLINICAL PRACTICUM

As a requirement for Nursing 614 Health Policy, Organization and Financing and Nursing 615 Quality and Safety in Healthcare, a total of 108 supervised clinical practicum are required. The required clinical hours are stipulated as follows:

- The required clinical hours for NURS 614 include the completion of 16 direct clinical hours and 38 indirect clinical hours (total 54 hours) during the semester in which this course is taken.
- The required clinical hours for NURS 615 include the completion of 16 direct clinical hours and 38 indirect clinical hours (total 54 hours) during the semester in which this course is taken.

### CLINICAL FAILURE

The School of Nursing and Health Sciences reserves the right to fail a student in a Practicum if the student evidence violation of academic, professional, or ethical standards congruent with the role of a student or professional nurse. Clinical failure is cause for dismissal from the MSN program.

## Grading Policy

Grade	Description	Percent Ranges	Quality Points
A	Outstanding Performance	94-100%	4.0
B+	Superior Performance	90-93%	3.5
B	Satisfactory Performance	86-89%	3.0
C+	Marginal competence Limited application to degree completion.	81-85%	2.5
C	Unacceptable toward completion of degree or certification requirements. Course must be repeated.	77-80%	2.0
F	Failure/No credit	≤ 76%	0.0
I	Work not completed within semester, with approval to complete later ( <i>see related policy under Incomplete Grades</i> )		
W	Authorized withdrawal from course		
M	Missing grade not submitted by instructor		
AU	Audit: carries no grade		
P	Pass		

Grades represent student achievement as evaluated by the instructor. All students are expected to maintain a GPA of B (3.0) to remain in good academic standing. A student may graduate from a program with one grade of C+. A second grade of less than B earned in any course must be repeated the next time the course is offered. If a third grade less than a B is earned in any course, the student may be dismissed from the program.

Any courses in which a grade below a B is earned may be repeated only once. When a course is repeated, both grades will appear on the transcript, but only the most recent grade will be used in calculating the student's GPA.

### Incomplete Grades

Failure to complete course requirements at the end of a given semester may result in the assignment of a grade of I (Incomplete) at the discretion of the instructor. Grades of Incomplete must be removed; that is, all work must be completed, and the final grade submitted to the Office of the Registrar within 90 days of the end of the final examination period. If the student does not complete the course requirements or the final grade is not submitted by the instructor by the specified deadline date, an automatic failure will be recorded in the Office of the Registrar. In unusual circumstances, extensions to the deadline dates may be granted at the discretion of the faculty member, who will convey that determination in writing to the School Dean and the Registrar.

### Degree Requirements

The responsibility for meeting the requirements for the degree rests with the student.

The basic requirements for graduation are:

- The completion of all requirements specified in the MSN program
- A cumulative GPA of 3.0 or better and no more than one course with a grade of C+ (see specific course exceptions requiring a grade of B or higher)

- Fulfillment of all University responsibilities: payment of bills, including graduation fees, return of equipment and/or library materials, and so forth
- Completion of the *Application for Graduation* via Self-Service no later than October 1 for a December graduation date, February 1 for a May graduation date, May 1 for a July graduation date, July 1 for an August graduation date.

Graduate students are expected to submit graduation applications on time. Graduation applications received after deadline dates will not be considered for the filing graduation date. Therefore, students who submit applications late will not complete degree requirements until the next regularly posted completion date.

# Post Master's Certificate Programs

## Post Master's Certificate in Nursing Education

### Introduction

The Post Master's Certificate in Nursing Education enable experienced professional nurses to combine their clinical expertise with a passion for teaching. This certificate program prepares the MSN graduate to be a nurse educator with the skills necessary to practice in a variety of educational settings. Participants complete role practicum experiences in teaching.

### Program Goals

1. Incorporate a variety of strategies to teach, assess, and evaluate student learning in the classroom, laboratory, and clinical settings.
2. Participate in the formulation of program outcomes and designing curriculum that reflect contemporary health care trends.
3. Demonstrate cultural competence in the classroom and clinical settings.
4. Use knowledge and skills gained through clinical practice to maintain and improve curriculum.

### Prerequisites

The student will have graduated from a Master of Science in Nursing program.

### Requirements (credits, courses, laboratory/internship/clinical requirements)

Completion of the four courses in the selected certification area (12 credit hours)

### Program Requirements (12 credits)

NURS 700	Teaching, Learning, and Curriculum Development in Nursing Education	3
NURS 705	Teaching, Learning, and Assessment in Nursing Education	3
NURS 710	Nurse Educator Role - Practicum	3
NURS 715	Advanced Clinical – Practicum	3

# Post Master’s Certificate in Nursing Leadership

## Introduction

The Post Master’s Certificate in Nursing Leadership enables experienced professional nurses to leverage their knowledge and experience to gain the advanced competencies needed to move into a leadership position.

## Program Goals

The Post Master’s Certificate in Nursing Leadership program goals are based on the *American Organization of Nurse Executives* domains of practice.

1. Engage in leadership to improve the health outcomes of individuals and clinical populations through relationship-centered caring, advocacy, and empowerment.
2. Apply principles of transformational leadership to advance the practice of nursing and achieve clinical and operational excellence within an organization
3. Integrate ethical use of technology and information systems to guide a culture of professional excellence, facilitate decision-making, support collaboration and foster communication.
4. Implement evidence-based practices and professional standards of care to affect change in health care organizations and improve outcomes of care.
5. Demonstrate the ability to critically analyze the competing value orientations in complex health care organizations (payer systems, corporate and nonprofit governing bodies, clients, the profession of nursing and other healthcare professional disciplines).

## Prerequisites

The student will have graduated from a Master of Science in Nursing program.

## Requirements (credits, courses, laboratory/internship/clinical requirements)

Completion of the six courses, a total of 12 credit hours, in the selected certification area (6 credits of didactic and 6 credits of practicum)

## Program Requirements (12 credits)

NURS 720	Nursing Leadership in Health Care Organizations I	3
NURS 725A	Nursing Leadership in Health Care Organizations - Practicum IA	1.5
NURS 725B	Nursing Leadership in Health Care Organizations - Practicum IB	1.5
NURS 730	Nursing Leadership in Health Care Organizations II	3
NURS 735A	Nursing Leadership in Health Care Organizations II – Practicum IIA	1.5
NURS 735B	Nursing Leadership in Health Care Organizations II – Practicum IIB	1.5

## Nursing Course Descriptions

### **NURS 601 Theoretical Basis for Nursing (3 credits)**

Uses systems theory as the organizing framework for understanding the relationship between theory, practice, and research. Issues in the evolution of nursing as a science are explored through a review of classical and current theory. Students are prepared to assume leadership roles in expanding the boundaries of theory-based healthcare practice.

### **NURS 606 Professional Ethics: Theory and Practice for Advanced Nursing Practice (3 credits)**

Discusses the evolution of the professional codes of ethics and theories grounding professional ethics. The course highlights ethical competence required for professionals to respond individually and collectively to contemporary ethical challenges in a pluralistic society.

### **NURS 607 Health Promotion and Disease Prevention (3 credits)**

*Prerequisites: BSN Equivalent Competencies in Community Health Nursing*

Explores the principles of health promotion, epidemiology, risk reduction, disease prevention, and health education. Healthy People Initiatives serve as the basis for assessing current health risks and behaviors across the lifespan. Strategies to reduce selected health risk behaviors are developed and evaluated.

### **NURS 608 Advanced Statistics for Health Care Professionals (3 credits)**

*Prerequisites: Undergraduate elementary statistics, undergraduate research.*

Provides a review of basic statistical concepts and data analysis and introduces students to more advanced statistical concepts commonly used in health care related research. Students apply statistical concepts to data analysis using published publicly available databases. Examples of statistical application in allied health research are provided. The student is introduced to the Statistical Package for the Social Sciences (SPSS). Emphasis is also placed on interpreting and critiquing data analyses in published research for application to evidence-based practice.

### **NURS 609 Research for Evidence-Based Nursing Practice (3 credits)**

Examines quantitative and qualitative research designs and models for evidence-based nursing practice. Discusses ethical, socio-political, cultural, and legal issues in research. Studies are critiqued for application to selected evidence-based nursing practice issues. Data are collected and analyzed as part of a nursing research project.

### **NURS 610 Advanced Pathophysiology (3 credits)**

Intends to foster an advanced understanding of pathophysiology for the practicing nurse. Therapies for altered physiology are explored with screening and diagnostic laboratory tests.

### **NURS 611 Advanced Pharmacology (3 credits)**

*Prerequisite: NURS 610*

Focuses on pharmacokinetics and pharmacodynamics in relation to the clinical applications of the major drug classifications. Emphasis is placed on the safe competent use of drug therapy to manage common health problems across the life span. Ethical issues related to clinical decision making, access to therapy, and drug research are discussed.

### **NURS 612 Advanced Physical and Health Assessment (3 credits)**

*Prerequisites: NURS 610 and NURS 611 Course is required for students in the BSN-DNP track.*

*Course is required for MSN-DNP track unless practicing as a nurse practitioner and approved by program director as exemption.*

Provides both a theoretical and clinical foundation for advanced assessment of patients across the life span. Students develop advanced skills in interviewing, history taking, and documentation of a holistic assessment of patients. This course incorporates simulation laboratory and precepted clinical components.

### **NURS 614 Health Policy, Organization, and Financing (3 credits)**

*Prerequisite: BSN equivalent competencies in Nursing Leadership.*

Examines the relationships among health policy, organization, and financing of health care services. Emphasis is placed on cost, quality, access, and equity of care. This course has a 54-hour clinical experience component.

### **NURS 615 Quality and Safety in Health Care (3 credits)**

*Prerequisite: NURS 614*

Addresses Quality Improvement theories, models, methods, and tools and their application to quality and safety improvement. Strategies for creating a culture of quality and safety using models of process improvement. This course has a 54-hour clinical experience component.



**NURS 700 Teaching, Learning and Curriculum Development in Nursing Education (3 credits)**

The practice discipline of nursing serves as the foundation for the curriculum building process. Theories of teaching and learning are analyzed to guide learning experiences and curricular development. Factors influencing teaching and curricular development are examined to analyze a curricular model in nursing education.

**NURS 703 Leadership, Economic, and Legal Issues in Clinicals (3 credits)**

The course will focus on providing students with the skills to navigate the challenges and opportunities that confront nursing leaders in complex healthcare environments. Techniques to develop successful leadership behaviors and strategies will be examined. Emphasis will be placed on the responsibilities of the nurse leader to understand the influence of economic and legal factors on the delivery of advanced nursing care.

**NURS 704 Advanced Pharmacology for Prescribers I (3 credits)**

This course focuses on pharmacology and therapeutics used in the treatment of selected health conditions commonly encountered across the life span. Stress is placed on the decision-making process utilized to safely and effectively prescribe and monitor pharmacotherapeutics appropriate to the client situation. Factors affecting drug selection, parameters to be monitored to determine drug effectiveness; rationale for continuing, modifying or discontinuing drug therapy. An emphasis is placed on opioid education.

**NURS 705 Teaching, Learning and Assessment in Nursing Education (3 credits)**

Teaching, Learning and Assessment in nursing education is examined. Strategies for teaching and evaluating student outcomes in classroom and clinical settings are explored within the context of ethical, legal, and culturally competent teaching. Students work individually and in groups to critique methodologies and instructional decisions used in assessing, measuring, evaluating and using learning outcomes.

**NURS 706 Advanced Pharmacology for Prescribers II (1 credit)**

*Prerequisite: NURS 611*

This course is only for students with current valid prescribing privileges in the State of Pennsylvania. Approval from Program Director is necessary. Replaces NURS 704 for those approved. This course builds upon the students' existing knowledge and pharmacological experience to manage a client's common health problems in a safe, high quality, cost-effective manner. Emphasis is on the development of therapeutic decision-making in drug selection for the client based on health problems, individual variations, and economic considerations. The focus is on prescriptive practices, client education, and monitoring of the therapeutic response to pharmacological agents in diverse clients across the lifespan.

**NURS 707 Biostatistics and Evidence Based Practice (4 credits)**

Research designs that support for evidence-based nursing practice are examined and critiqued. Ethical, socio-political, cultural, and legal issues in research are discussed. Scholarly literature focused on students' area of interest will be reviewed. Students will develop the idea for the DNP clinical scholarly project, and identify potential tools for data collection. A review of basic statistical concepts and data analysis is provided and more advanced statistical concepts commonly used in health care are introduced. Examples of statistical application in allied health research are provided. Emphasis is also placed on interpreting and critiquing data analysis published research for application to evidence-based practice.

**NURS 708 Advanced Physical Assessment Lab (1 credit)**

This course provides hands-on, interactive opportunities to establish baseline competency in diagnostic and therapeutic procedures performed by advanced practice nurses in the primary care setting. Emphasis is placed on the underlying pathophysiologic processes that dictate procedural need, decision making for referral, and follow up management for family/individuals across the lifespan. Simulation experiences are the center where live time interaction and supervision of an advanced practice nurse is provided.

**NURS 710 Nurse Educator Role Practicum (3 credits)**

The role of the nurse educator is emphasized. With faculty guidance, the student will select an educational practice site and work with a MSN prepared educator in this seminar and practicum course. Students apply concepts of teaching/learning, curriculum, assessment, and evaluation in classroom and clinical setting.

**NURS 715 Advanced Clinical Practicum (3 credits)**

The student has the opportunity to integrate theoretical concepts into clinical practice. The seminar and practicum course permits students to select a specialty area and partner with an MSN prepared clinical preceptor to provide advanced nursing care to a selected clinical population.

**NURS 720 Nursing Leadership in Health Care Organizations I (3 credits)**

The role of the nurse administrator in single and integrated health care delivery systems is explored. Developing leadership strategies to function as a change agent in a health care system is examined. Theories and principles regarding management of organizational systems within health care settings are discussed. Emphasis is given to the interdisciplinary delivery of health care services to diverse populations.

**NURS 725A Nursing Leadership in Health Care Organization Practicum 1A (1.5 credits)**

*Corequisite: Must be taken with or before NURS 720*

This is the first of two precepted clinical experiences designed to provide the student with the opportunity to integrate nursing administration theory, practice, and research into a variety of health care settings. Emphasis is placed on the student's articulation and synthesis of theory and effective management strategies.

**NURS 725B Nursing Leadership in Health Care Organization Practicum 1B (1.5 credits)**

*Corequisite: Must be taken with or before NURS 720*

This is the second of two precepted clinical experiences designed to provide the student with the opportunity to integrate nursing administration theory, practice, and research into a variety of health care settings. Emphasis is placed on the student's articulation and synthesis of theory and effective management strategies.

**NURS 730 Nursing Leadership in Health Care Organizations II (3 credits)**

*Prerequisites: NURS 720*

The emphasis of this course is on enhancing the skills needed for the effective practice of nursing administration. Human resources management in union and non-union environments is discussed. Issues related to resource allocation are explored. Developing a high-quality practice setting in which the nurse is empowered and held accountable for making effective decisions is emphasized.

**NURS 735A Nursing Leadership in Health Care Organization Practicum IIA (1.5 credits)**

*Prerequisites: NURS 720, NURS 725A, 725B*

*Corequisite: Must be taken with or before NURS 730*

This first of two precepted practicum builds on previous course work and experiences. Seminars examine the issues and problems involved in managing human resources, creating a professional work environment, allocating resources, and examining information systems. Students are provided with the opportunity to share and process weekly practicum experiences and to receive feedback from colleagues.

**NURS 735B Nursing Leadership in Health Care Organization Practicum IIB (1.5 credits)**

*Prerequisites: NURS 720, NURS 725A, 725B, 735A*

*Corequisite: Must be taken with or before NURS 730*

This second two precepted practicum builds on previous course work and experiences. Seminars examine the issues and problems involved in managing human resources, creating a professional work environment, allocating resources, and examining information systems. Students are provided with the opportunity to share and process weekly practicum experiences and to receive feedback from colleagues

# Doctor of Nursing Practice (DNP) Program

## DNP Program Mission

The mission of the DNP program is to prepare nurses for advanced practice roles as clinical scholars skilled in the application of theory and research, evidence-based practice, advanced clinical practice, measurement of patient outcomes, and transformation of health care systems to ensure quality and safety. Graduates build on their education and experience to influence change. The DNP program is committed to the provision of high-quality graduate education that instills in the DNP graduate a responsibility to God, humanity, the nursing profession, and self.

## Accreditation

The Doctor of Nursing Practice at Holy Family University is accredited by the Commission on Collegiate Nursing Education (CCNE) (<http://www.aacn.nche.edu/ccne-accreditation>).

## Program goals

The Doctor of Nursing Practice program philosophy, purpose, and objectives are aligned with those of the University, the *School of Nursing and Health Sciences*, *The Essentials of Doctoral Nursing Practice (AACN, 2006)*, *Essentials of Master's Education in Nursing (AACN 2011)*, *the National Organization of Nurse Practitioner Faculties Competencies and Curriculum (NONPF, 2017)*, *Healthy People 2030*, and *AACN's Graduate-Level QSEN Competencies: Knowledge, Skills and Attitudes (2012)*.

The Doctor of Nursing Practice program will:

- Provide a doctoral nursing curriculum that is designed to address current and future global health care needs and issues in a variety of health care settings.
- Prepare graduates for positions of leadership in advanced nursing practice.
- Provide a foundation for certification as a Family Nurse Practitioner (BSN-DNP, MSN-DNP/FNP).

## DNP Program Outcomes

At the completion of the program, the Holy Family University DNP graduate will be able to:

- Synthesize nursing and multidisciplinary theories of practice to develop new practice approaches.
- Demonstrate organizational and systems leadership skills and behaviors that emphasize practice, ongoing improvement of health outcomes, and ensure patient safety.
- Disseminate new knowledge to improve healthcare outcomes.
- Implement programs using information technology for quality improvement and evaluation of healthcare outcomes.
- Design, influence and implement healthcare policies that frame healthcare financing, practice regulation, access, safety, quality, and efficacy.
- Provide effective team leadership, play a central role in establishing inter-professional teams, participate in the work of the team, and assume leadership of the team when appropriate.
- Engage in leadership to integrate and institutionalize evidence-based clinical prevention and population health services for individuals, aggregates, and populations.
- Design, implement, and evaluate therapeutic interventions based on nursing science and other sciences, as appropriate to the area of specialization.

## DNP Admission Policies

Admission policies are designed to encourage students to apply who possess a high level of critical thinking; clinical competence and curiosity; a record of academic success; high moral character; and strong leadership potential. Applicants must possess the qualifications for admission to the Doctor of Nursing Practice program. All program entry points have the same criteria.

Applicants must possess the following qualifications for admission to the Doctor of Nursing Practice:

- Official transcripts of all previous college work
- Bachelor of Science in Nursing must be obtained from an institution whose accreditation is recognized in the Directory of Accredited Institutions of Postsecondary Education published by the American Council on Education. Accreditation of the nursing program must be recognized by CCNE, CNEA, or ACEN. Undergraduate transcripts must include nursing research, statistics, nursing leadership and community health nursing coursework.

- All post-MSN students who apply must have evidence of meeting the core requirements of the HFU MSN plus one credit NURS 708 in their transcripts.
  - NURS 601 Theoretical Basis for Nursing
  - NURS 606 Professional Ethics: Theory & Practice for Advanced Nursing Practice
  - NURS 607 Health Promotion and Disease Prevention
  - NURS 608 Advanced Statistics for Health Care Professionals
  - NURS 609 Research for Evidence-Based Nursing Practice
  - NURS 610 Advanced Pathophysiology
  - NURS 611 Advanced Pharmacology
  - NURS 612 Advanced Physical and Health Assessment
  - NURS 708 Advanced Physical and Health Assessment Lab
  - NURS 614 Health Policy, Organization, and Financing
  - NURS 615 Quality and Safety in Health Care
- Graduate level nursing courses obtained at another institution may be reviewed though a gap analysis. This will be performed to ensure that the academic preparation for all graduates from the HFU DNP Program have equivalent outcomes. Acceptance of courses and credits deemed suitable for transfer are reviewed. Prior to registration, an individualized plan of study is created.
  - Current resume or CV
  - Current unencumbered license as a registered professional nurse.
  - Applicants must have and are willing to apply and obtain a PA RN license.
  - BSN-DNP program candidate transcripts must include nursing research, statistics, nursing leadership, and community health nursing coursework.
  - MSN-DNP/FNP candidate transcripts must reflect: Advance Pathophysiology; Advanced Pharmacology; and Advanced Physical and Health Assessment course that includes baseline competency in diagnostic and therapeutic procedures performed by advanced practice nurses in the primary care setting.
  - Overall GPA of 3.0 or above required
  - No undergraduate nursing course grade < C
  - Personal interview may be requested
  - Statement of goals and potential scholarly project essay.

English language proficiency: If English is not your first language, or if English is not the primary language spoken in your home, submission of results from the Test of English as a Foreign Language is required. Applicants must achieve the minimum score (22) in all sections (writing, speaking, reading, listening). Results should be sent directly to Holy Family University.

## Academic Standing and Retention

Academic standing for each student will be reviewed by the Vice President for Academic Affairs and the respective schools after each grading period. Students will be notified in writing if they do not meet program standards.

## Dismissal

Students are expected to abide by the regulations set forth by Holy Family University and the written policies and procedures of their respective programs. The University reserves the right to dismiss a student at any time for unsatisfactory academic performance or for conduct detrimental to the University or to the welfare of other members of the University community. Dismissal proceedings will be conducted by a University committee and the student will have the option of presenting information at the dismissal meeting. The Director of the Doctoral Program and the School Dean can also recommend dismissal of a student if it is determined that a student's conduct is unprofessional or is not consistent with the Code of Ethics of his or her intended profession.

## Post BSN-FNP/DNP Required Courses

NURS 601	Theoretical Basis for Nursing	3
NURS 606	Prof. Ethics: Theory & Practice for Advanced Nurs. Practice	3
NURS 607	Health Promotion and Disease Prevention	3
NURS 608	Advances Statistics for Healthcare Professionals	3
NURS 609	Research for Evidence Based Practice	3
NURS 610	Advanced Pathophysiology	3
NURS 611	Advanced Pharmacology	3
NURS 612	Advanced Physical and Health Assessment	3

NURS 614	Health Policy Organization and Financing	3
NURS 615	Quality Improvement and Safety in Health Care	3
NURS 704	Advanced Pharmacology for Prescribers I	3
NURS 707	Biostatistics and EBP for the DNP	4
NURS 708	Advanced Physical and Health Assessment Lab	1
NURS 717	Informatics	3
NURS 801	Advanced Practice Role for the DNP	3
NURS 802	DNP Scholarly Project I	1
NURS 803	DNP Scholarly Project II	1
NURS 804	Advanced Nursing Practice I: Common/Acute	3
NURS 805	Advanced Nursing Practice: Common/Acute Practicum I	1.5
NURS 806	Advanced Nursing Practice: Common/Acute Practicum II	1.5
NURS 807	Advanced Nursing Practice II: Acute/Chronic	3
NURS 808	Advanced Nursing Practice: Acute/Chronic Practicum I	1.5
NURS 809	Advanced Nursing Practice: Acute/Chronic Practicum II	1.5
NURS 810	Advanced Nursing Practice III: Complex Chronic Illness	3
NURS 811	Advanced Nursing Practice: Complex Chronic Practicum I	1.5
NURS 812	Advanced Nursing Practice: Complex Chronic Practicum II	1.5
NURS 830	Population Focused System Evaluation and Implementation	3
NURS 901	DNP Clinical Residency I	2
NURS 902	DNP Clinical Residency II	1.5
NURS 903	DNP Scholarly Project III	1
NURS 904	DNP Scholarly Project IV	1
NURS 905	DNP Clinical Residency III	1.5

### **Post MSN-FNP/DNP Required Courses**

NURS 704	Advanced Pharmacology for Prescribers	3
NURS 708	Advanced Physical and Health Assessment Lab	1
NURS 707	Biostatistics and EBP for the DNP	4
NURS 717	Informatics	3
NURS 801	Advanced Practice Role for the DNP	3
NURS 802	DNP Scholarly Project I	1
NURS 803	DNP Scholarly Project II	1
NURS 804	Advanced Nursing Practice: Common/Acute I	3
NURS 805	Advanced Nursing Practice: Common/Acute Practicum I	1.5
NURS 806	Advanced Nursing Practice: Common/Acute Practicum II	1.5
NURS 807	Advanced Nursing Practice: Acute/Chronic II	3
NURS 808	Advanced Nursing Practice: Acute/Chronic Practicum I	1.5
NURS 809	Advanced Nursing Practice: Acute/Chronic Practicum II	1.5
NURS 810	Advanced Nursing Practice: Complex Chronic Illness III	3
NURS 811	Advanced Nursing Practice: Complex Chronic Practicum I	1.5
NURS 812	Advanced Nursing Practice: Complex Chronic Practicum II	1.5
NURS 830	Population Focused System Evaluation and Implementation	3
NURS 901	DNP Clinical Residency I	2
NURS 902	DNP Clinical Residency II	1.5
NURS 903	DNP Scholarly Project III	1
NURS 904	DNP Scholarly Project IV	1
NURS 905	DNP Residency III	1.5
NURS 906	DNP Clinical Residency IV	1.5

### **Online - Doctor of Nursing Practice (DNP) For Advanced Practice Nurses (Leadership track) (Post APRN-DNP Track)**

Offered on a Part-Time and Full-Time Basis

Part-time may be completed in 4 semesters/8 terms/17 months

Full-time may be completed in 3 semesters/6 terms/12 months

(26 credits; 500 clinical hours for DNP; 500 clinical hours transferred in from APRN program)

### **Required Courses (Effective Fall, 2020)**

NURS 820	Leadership: Setting the Example	3
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NURS 802	DNP Scholarly DNP Project I	1
NURS 703	Systems Leadership, Health Economics, and Policy	3
NURS 901	DNP Clinical Residency I	1.5
NURS 717	Informatics	3
NURS 803	DNP Scholarly Project II	1
NURS 902	DNP Clinical Residency II	1.5
NURS 830	Population Focused System Evaluation and Implementation	3
NURS 903	DNP Scholarly Project III	1
NURS 707	Biostatistics and Evidence Based Practice for the DNP	4
NURS 905	DNP Clinical Residency III	1.5
NURS 904	DNP Scholarly Project IV	1
NURS 906	DNP Clinical Residency IV	1.5

### **Online - Doctor of Nursing Practice (DNP) (Post MSN- DNP Leadership Track)**

Offered on a Part-Time Basis

Part-time may be completed in 5 semesters/10 terms/20 months

(35 credits; 1000 clinical hours for DNP);

#### **Required Courses**

NURS 820	Leadership: Setting the Example	3
NURS 720	Nursing Leadership in Health Care Organizations I	3
NURS 725A	Nursing Leadership in Health Care Organizations Practicum IA	1.5
NURS 725B	Nursing Leadership in Health Care Organizations Practicum IB	1.5
NURS 717	Informatics	3
NURS 730	Nursing Leadership in Health Care Organizations II	3
NURS 735A	Nursing Leadership in Health Care Organizations Practicum IIA	1.5
NURS 735B	Nursing Leadership in Health Care Organizations Practicum IIB	1.5
NURS 830	Population Focused System Evaluation and Implementation	3
NURS 707	Biostatistics and EBP for the DNP	4
NURS 802	DNP Scholarly Project I	1
NURS 901	DNP Clinical Residency I	1.5
NURS 803	DNP Scholarly Project II	1
NURS 902	DNP Clinical Residency II	1.5
NURS 903	DNP Scholarly Project III	1
NURS 905	DNP Clinical Residency III	1.5
NURS 904	DNP Scholarly Project IV	1
NURS 906	DNP Clinical Residency IV	1.5

## Doctor of Nursing Practice Course Descriptions

### **NURS 717 Informatics (3 credits)**

The specialty of Nursing Informatics is explored. Emphasis is placed on evidenced-based technological initiatives intended to improve patient safety and clinical decision making. Selected topics in the application and evaluation of technological initiatives, ethical, and legal issues will be investigated.

### **NURS 801 Advanced Practice Role for the DNP (3 credits)**

This course provides knowledge and skill to effectively manage change, empower others, and influence political processes. Advanced nursing practice leadership occurs in clinical practice with clients and staff, within health-care institutions and professional organizations, and in health-care policymaking arenas. To develop the leadership role, the student implements strategies for creating organizational change to provide high quality services at reasonable costs. Focus is on organizational process, including the associated management of conflict, change, and control of risk within a political context.

### **NURS 802 DNP Scholarly Project I (1 credit)**

This is the first in a series of four seminars which focuses on development of the DNP Scholarly Project. Students develop a substantial and meaningful scholarly DNP Project Proposal that is innovative and evidence-based, reflects the application of credible research findings, financially sound, feasible, sustainable and demonstrates value to the organization and population(s) served.

### **NURS 803 DNP Scholarly Project II (1 credit)**

*Prerequisite: NURS 802*

This is the second in a series of four seminars which focuses on development of the DNP Scholarly Project. This course focuses on the planning and development of the concept to focus the scholarship aspects of the Doctor of Nursing Practice degree.

### **NURS 804 Advanced Nursing Practice I: Common Acute Illness (3 credits)**

*Prerequisite: NURS 612; NURS 704*

This course concentrates on the levels of prevention and primary care management of common healthcare problems. Patients across the life span are managed within a culturally, and spiritually diverse environments using the clinical decision-making process. Concepts related to critical thinking, diagnostic reasoning, diagnostic testing, prescribing pharmacologic and non-pharmacologic therapies are explored.

### **NURS 805 Common Acute Illness Practicum I (1.5 credits)**

This is the first in a series of six courses of 112 hours precepted clinical practice time will afford the student clinical decision-making opportunities in the primary healthcare of infants, children, and adults with common healthcare problems. This course is the first Common Acute Illness Practicum in a series two of clinical courses for the advanced practice role of the primary provider of individuals and families across the lifespan. At the completion of the series the student will be expected to demonstrate beginning proficiency in assessment and management of common health/illness conditions throughout the lifespan.

### **NURS 806 Common Acute Illness Practicum II (1.5 credits)**

*Prerequisite: NURS 804; NURS 805*

This is the second in a series of six courses of 112 hours precepted clinical practice time will afford the student clinical decision-making opportunities in the primary healthcare of infants, children, and adults with common healthcare problems. This course is the first Common Acute Illness Practicum in a series two of clinical courses for the advanced practice role of the primary provider of individuals and families across the lifespan. At the completion of the series the student will be expected to demonstrate progressive proficiency in assessment and management of common health/illness conditions throughout the lifespan.

### **NURS 807 Advanced Nursing Practice II: Acute/Chronic Illness (3 credits)**

This course for advanced practice nursing students concentrates on the levels of prevention and primary care management of complex acute and common chronic healthcare problems of individuals and their families. Patients across the spectrum are managed within a culturally, and spiritually diverse environment using the clinical decision making process. Evidence-based research is utilized to develop comprehensive, cost effective, minimally invasive, quality healthcare for these healthcare problems. These guidelines include health promotion counseling, screening, and client education to optimize the client's health. Standardized procedures will be discussed and reviewed throughout the class. Emphasis is placed on critical thinking, diagnostic reasoning, implementing appropriate diagnostic tests, prescribing pharmacologic and non-pharmacologic integrative healing therapies, professional interpersonal relationships, the caring professional role and teaching/coaching techniques

**NURS 808 Acute/Chronic Illness Practicum I (1.5 credits)**

*Prerequisite: NURS 806*

This is the third in a series of six courses of 112 hours precepted clinical practice time will afford the student clinical decision-making opportunities in the primary healthcare of infants, children, and adults with common healthcare problems. This course is the second Common Acute/Chronic Common Practicum in a series two of clinical courses for the advanced practice role of the primary provider of individuals and families across the lifespan. The course provides the graduate student with advanced theoretical knowledge in the continued assessment and management of selected common acute and chronic health conditions across the lifespan.

**NURS 809 Acute/Chronic Illness Practicum II (1.5 credits)**

*Prerequisite: NURS 807; NURS 808*

This is the fourth in a series of six courses of 112 hours precepted clinical practice time will afford the student clinical decision-making opportunities in the primary healthcare of infants, children, and adults with common healthcare problems. This course is the second Common Acute/Chronic Common Practicum in a series two of clinical courses for the advanced practice role of the primary provider of individuals and families across the lifespan. The course provides the graduate student with advanced theoretical knowledge in the continued assessment and management of selected common acute and chronic health conditions across the lifespan. At the completion of the series the student will be expected to demonstrate progressive proficiency in assessment and management of common health/illness conditions throughout the lifespan.

**NURS 810 Advanced Nursing Practice III: Complex Chronic Illness (3 credits)**

*Prerequisite: NURS 804; NURS 807*

This course concentrates on the levels of prevention and primary care management of individuals with complex chronic healthcare problems. Patients are managed within a culturally, and spiritually diverse environments using the clinical decision-making process. Concepts related to critical thinking, diagnostic reasoning, diagnostic testing, prescribing pharmacologic and non-pharmacologic therapies are explored.

**NURS 811 Complex Chronic Illness Practicum I (1.5 credits)**

*Prerequisite: NURS 809*

This is the fifth in a series of six courses of 112 hours precepted clinical practice time will afford the student clinical decision-making opportunities in the primary healthcare of infants, children, and adults with common healthcare problems. This course is the first complex chronic practicum in a series two of clinical courses for the advanced practice role of the primary provider of individuals and families across the lifespan. This course provides the student with clinical experiences in the primary care management of infants, children, and adults experiencing developmental changes in function and complex health comorbidities, and/or women experiencing pregnancy. Emphasis is on the utilization of critical thinking, relevant theories, and evidence-based practice to assess, diagnose, treat and evaluate complex, unstable and chronic health care problems in infants, children, and adults. At the completion of the series the student will be expected to demonstrate progressive proficiency in assessment and management of common health/illness conditions throughout the lifespan.

**NURS 812 Complex Chronic Illness Practicum II (1.5 credits)**

*Prerequisite: NURS 810; NURS 811*

This is the final in a series of six courses of 112 hours precepted clinical practice time will afford the student clinical decision-making opportunities in the primary healthcare of infants, children, and adults with common healthcare problems. This course is the second complex chronic practicum in a series two of clinical courses for the advanced practice role of the primary provider of individuals and families across the lifespan. At the completion of the series the student will be expected to demonstrate proficiency in assessment and management of common health/illness conditions throughout the lifespan.

**NURS 820 Leadership: Setting the Example (3 credits)**

This course enables students to prepare themselves to become leaders of organizations and to embark on paths of personal leadership development. Examination of leadership development to maximize innovation and positive organizational impact with an exploration of own leadership development. Focus on leadership in a dynamic healthcare environment with exploration of communication and collaboration. Students explore leadership concepts in the context of their own leadership styles, taking into account organizational culture, current health policies and governance complexities.

**NURS 830 Population Focused System Evaluation and Implementation (3 credits)**

This course focuses on interpreting data analysis findings combined with the principles of epidemiology to plan, manage and evaluate health care for populations. Emphasized are data management, collection, analysis, critical assessment and synthesis of practice assessment, intervention, and evaluation of outcomes. Students will engage in



critical appraisal of research findings and other types of evidence to develop and support data-driven decisions to evaluate and improve delivery systems.

**NURS 901 DNP Clinical Residency I (For Post BSN-FNP/DNP and Post MSN-FNP/DNP -2.0 credits) (For APRN-DNP Leadership & MSN-DNP Leadership track- 1.5 credits)**

*Prerequisite: NURS 802*

This is the first in a series of courses is designed to provide students with a comprehensive clinical experience to individually demonstrate outcomes congruent with the AACN DNP Essentials and the DNP Scholarly Project. This course has a clinical hour requirement. This course may be repeated to achieve residency hour requirements (Please see DNP Program Handbook)

**NURS 902 DNP Clinical Residency II (1.5 credits)**

*Prerequisite: NURS 901*

This second in a series of courses focuses on clinical immersion with outcomes intended to demonstrate student accomplishment of the AACN DNP Essentials and the DNP Scholarly Project. This course has a clinical hour requirement. This course may be repeated to achieve residency hour requirements (Please see DNP Program Handbook)

**NURS 903 DNP Scholarly Project III (1 credits)**

*Prerequisite: NURS 803*

This is the third in a series of four seminars which focuses on development of the DNP Scholarly Project. This course emphasizes the data analysis specific to the DNP Scholarly Project. The clinical scholarship required in the DNP Scholarly Project reflects mastery and competency in the student's area of expertise.

**NURS 904 DNP Scholarly Project IV (1 credit)**

*Prerequisite: NURS 903*

This seminar is designed to be the hallmark and culmination of the student's successful completion of a scholarly project demonstrating the synthesis of the student's experiences, the pinnacle of the practice doctorate. The scholarly project embraces the synthesis of both coursework and practice application. The final outcome is a deliverable product reviewed, evaluated and approved by a faculty committee chair/advisor and scholarly project committee. Dissemination modes include the final scholarly paper presentation to a public forum of colleagues at HFU, a poster presentation and submission to a scholarly journal, or journal article and a scholarly poster or slide presentation. Projects are related to advanced practice in each student's specialty, and the project must demonstrate potential benefit for a group, population, or community rather than an individual patient. Projects most often evolve from practice and may be done in partnership with another entity, such as a clinical agency, health department, government agency, or community group.

**NURS 905 DNP Clinical Residency III (1.5 Credits)**

*Prerequisite: NURS 902*

*Co-requisite: NURS 904*

This is the third in a series of courses which focuses on clinical immersion with outcomes intended to demonstrate student achievement of the AACN DNP Essentials and the dissemination the DNP Scholarly Project. This course has a clinical hour requirement. This course may be repeated to achieve residency hour requirements (Please see DNP Program Handbook)

**NURS 906 DNP Clinical Residency IV (1.5 Credits)**

*Prerequisite: NURS 905*

*Co-requisite: NURS 904*

This course focuses on clinical immersion with outcomes intended to demonstrate student achievement of the AACN DNP Essentials and the DNP Scholarly Project. This course requires 125 residency hours.

# SCHOOL OF BUSINESS AND TECHNOLOGY

Kristi Ringen, EdD, *Dean, School of Business and Technology*

Christine Schoettle, EdD, *Associate Dean, School of Business and Technology*

## Master of Business Administration (MBA) Program

### Mission

Consistent with the University Mission to educate students to assume lifelong responsibilities to God, society and self, the mission of the Accelerated program is to offer rigorous academic opportunities that promote the integration of academic theory and practical application for non-traditional learners.

### Accreditation

The degree programs in Business are regionally accredited by the Middle States Commission on Higher Education.

### Goals of the Master of Business Administration Program

The MBA program goals are as follows:

- Analyze business data using manipulation of financial data, and measurement and prediction techniques
- Apply management theories to business decisions
- Develop a data-based marketing product launch
- Synthesize the ethical and legal issues and perform an ethical analysis as related to case scenarios
- Analyze business initiation and management issues which extend beyond local borders

### Specific Admission Requirements

- Bachelor's degree from an accredited, four-year institution, with a minimum grade point average of 2.5 on a 4.0 scale.
- Official transcripts from all institutions attended.
- A personal statement as to why you wish to earn an MBA and why you would choose this program.
- A current resume.
- Completed application form
- Competency\* at the undergraduate level in:
  - Financial and Managerial Accounting
  - Business/Corporate Finance
  - Business Statistics
  - Marketing

*\* Competency may be demonstrated through undergraduate coursework, completion of the Peregrine Academic Leveling Modules, or other acceptable proof of knowledge. Students lacking this competency may need to take HFU undergraduate courses or academic leveling equivalencies.*
- International applicants are required to produce minimum scores of 550 on the paper-based test or 213 on the new computer-based test of the Test of English as a Foreign Language (TOEFL).
- For HFU alumni, who graduated within five years of the date of application, the following applies:
  - Application
  - Acceptance granted with an unofficial HFU transcript (official needs to be supplied before first class)
  - A current resume

All materials, including official transcripts, must be submitted prior to matriculation in the program. Admissions deadlines are the Monday prior to the start of an accelerated undergraduate session.

*Undergraduate prerequisite coursework is not eligible for financial aid as part of the graduate degree program.*

### Program Description

The Master of Business Administration program will prepare today's managers to become tomorrow's leaders. The curriculum is designed to help those with a minimum of three years of managerial experience reach their highest potential in the corporate environment.

The traditional program consists of 10 three-credit courses, totaling 30 credits; students in the New Professional program complete six additional credit hours of foundational coursework. Courses are offered either blended or online, asynchronous modalities. Blended courses meet four times for four hours during the eight-week session. Online work is assigned during the other four weeks. Online courses do not have formal meeting times but do have weekly deadlines and must be completed as scheduled. Six regular sessions are offered during the year.

Because of the accelerated format of this program, students should expect to spend a minimum of 4 hours outside of class preparing for each week of class. In addition, students are expected to come to the first class having already prepared the first assignment.

Students may enter the program in the Fall 1, Spring 1, or Summer 1 session. Each student will be provided with a degree plan that maximizes the ability to complete the program in a timely manner. All students will be assigned an academic advisor who will work with each individual to ensure that satisfactory progress is being made while adhering to the degree plan.

Students typically take two courses per term. If this prescribed sequence is followed, students can complete their degree requirements in about ten (10) months. New Professional candidates will be able to complete degree requirements in one calendar year. Students who decide to step out of the program for any reason will impact their desired completion time. All course work must be completed within three years.

## Program Highlights

- Holy Family University's MBA is designed for working adult professionals with a minimum of three years' management experience.
- All classes are taught by experienced facilitators who have business acumen.
- Small class size allows for interaction with facilitators and peers.
- Individualized advising is tailored to each student's unique needs.

## Program Course Requirements

Completion of all 10 courses (30 credits) is necessary in the traditional program in order to receive the Master of Business Administration degree. Students accepted into the New Professional MBA program will need to complete an additional six credits of foundational coursework.

All courses in Progression Block 1 must be completed before starting courses in Progression Block 2. All courses in Progression Block 2 must be completed before starting courses in Progression Block 3.

### Progression Block 1 (9 credits)

BUS 502	Foundations of Business	3
MGT 511	Financial Decision Making	3
MGT 541	Leadership and Change Management	3

### Progression Block 2 (6 credits)

MGT 521	Marketing Management	3
MGT 531	Ethical and Legal Environment of Business	3

Select three graduate level courses from ACC, BUS, MGT, FIN, HCA, HRM or ISM. 9

### Progression Block 3 (6 credits)

MGT 500	Case Studies in Management	3
MGT 591	MBA Capstone	3

# Master of Business Administration with a Criminal Justice Specialization

The Criminal Justice specialization in the MBA program is designed to prepare students to become leaders in the criminal justice and public safety fields. The specialization can prepare you to achieve your leadership goals and contribute to a safer world. The program emphasizes criminal justice administration, training students to provide effective and efficient oversight in matters related to crime and justice. This criminal justice specialization is specifically tailored to students who have set their sights on careers in middle and upper management. Students will develop leadership and management skills such as public relations, accounting, finance, human resources, policy formulation, budgeting, human interaction, crisis strategies, organizational behavior and writing skills.

Applicants interested in this specialization should indicate this on their application.

## Program Course Requirements

### Progression Block 1 (9 credits)

BUS 502	Foundations of Business	3
MGT 511	Financial Decision Making	3
MGT 521	Marketing Management	3

### Progression Block 2 (15 credits)

MGT 501	American Criminal Justice System	3
MGT 575	Planning, Program Development & Evaluation Criminal Justice	3
MGT 526	Leadership and Organizational Development for Public Safety Professionals	3
MGT 531	Ethical and Legal Environment of Business	3
MGT 541	Leadership and Change Management	3

### Progression Block 3 (6 credits)

MGT 500	Case Studies in Management	3
MGT 591	MBA Capstone	3

## Master of Business Administration with a Finance Specialization

The curriculum associated with the Finance specialization in Holy Family's Master of Business Administration accelerated degree program provides a comprehensive understanding of the financial decision-making process and offers insight into investment banking and critical issues in the development of policy in financial institutions. The Finance courses focus on financial issues with respect to corporations and other profit-making institutions, as well as issues related to investment banking and the management of financial institutions.

Applicants interested in this specialization should indicate this on their application.

### Program Course Requirements

#### Progression Block 1 (9 credits)

BUS 502	Foundations of Business	3
MGT 511	Financial Decision Making	3
MGT 521	Marketing Management	3

#### Progression Block 2 (15 credits)

FIN 501	Investment Banking	3
FIN 502	Mergers and Acquisitions	3
FIN 503	Policy Making in Financial Institutions	3
MGT 531	Ethical and Legal Environment of Business	3
MGT 541	Leadership and Change Management	3

#### Progression Block 3 (6 credits)

MGT 500	Case Studies in Management	3
MGT 591	MBA Capstone	3

# Master of Business Administration with a Health Care Administration Specialization

The curriculum associated with the Health Care Administration specialization in Holy Family's Master of Business Administration accelerated degree program focuses on skills relevant to the current health care environment, including management concepts and process, resource allocation, risk management, and financing.

The program faculty represent working professionals from a range of health care related fields including pharmaceutical, social services, and health services administration.

Applicants interested in this specialization should indicate this on their application.

## Program Course Requirements

### Progression Block 1 (15 credits)

BUS 502	Foundations of Business	3
MGT 511	Financial Decision Making	3
MGT 521	Marketing Management	3
MGT 531	Ethical and Legal Environment of Business	3
MGT 541	Leadership and Change Management	3

### Progression Block 2 (9 credits)

HCA 511	Financial Aspects of Health Care Administration	3
HCA 551	Health Care Operations Management	3
HCA 561	Strategic Management & Planning for the Health Care Organization	3

### Progression Block 3 (6 credits)

MGT 500	Case Studies in Management	3
MGT 591	MBA Capstone	3

## Master of Business Administration with a Human Resources Management Specialization

Business leaders are increasingly recognizing human resources managers and experts as important contributors to the business strategies and bottom-line success in organizations. The MBA specialization in Human Resources Management is designed to strengthen the student's ability to perform in this strategic business partner role. Students who are leaders and professionals with people-management responsibilities also can benefit from this specialization and course work to improve their overall effectiveness in human resources management. The emphasis of the course work is to build upon the MBA core curriculum with a focus on enhancing the knowledge, competencies, and skills necessary to integrate business and human resources strategies.

Applicants interested in this specialization should indicate this on their application.

### Program Course Requirements

#### Progression Block 1 (9 credits)

BUS 502	Foundations of Business	3
MGT 511	Financial Decision Making	3
MGT 521	Marketing Management	3

#### Progression Block 2 (15 credits)

HRM 501	Regulatory and Legal Issues in Human Resources	3
HRM 502	Strategic Human Resources Management	3
HRM 503	Talent Management and Workforce Planning	3
MGT 531	Ethical and Legal Environment of Business	3
MGT 541	Leadership and Change Management	3

#### Progression Block 3 (6 credits)

MGT 500	Case Studies in Management	3
MGT 591	MBA Capstone	3

# Master of Business Administration with an Information Systems Management Specialization

The Information Systems Management specialization in the MBA program is designed to prepare students to become leaders in the use of information systems for the benefit of organizations and society. This program of study focuses on educating the students about the development and use of information systems as decision-making and problem-solving tools. The program also is intended to develop an understanding of the managerial issues encountered in the operation or introduction of information systems in organizations, particularly, how these tools can be used to gain a competitive edge and to re-engineer an organization.

Applicants interested in this specialization should indicate this on their application.

## Program Course Requirements

### Progression Block 1 (9 credits)

BUS 502	Foundations of Business	3
MGT 511	Financial Decision Making	3
MGT 521	Marketing Management	3

### Progression Block 2 (15 credits)

ISM 500	Information Systems Management	3
ISM 527	Systems Analysis	3
ISM 547	Data Storage	3
MGT 531	Ethical and Legal Environment of Business	3
MGT 541	Leadership and Change Management	3

### Progression Block 3 (6 credits)

MGT 500	Case Studies in Management	3
MGT 591	MBA Capstone	3
MGT 591	MBA Capstone	3



# Master of Business Administration ONLINE Program

## Mission

Consistent with the University Mission to educate students to assume lifelong responsibilities to God, society and self, the mission of the Accelerated program is to offer rigorous academic opportunities that promote the integration of academic theory and practical application for non-traditional learners.

## Accreditation

The degree programs in Business are regionally accredited by the Middle States Commission on Higher Education.

## Goals of the Master of Business Administration Program

The MBA program goals are as follows:

- Analyze business data using manipulation of financial data, and measurement and prediction techniques
- Apply management theories to business decisions
- Develop a data-based marketing product launch
- Synthesize the ethical and legal issues and perform an ethical analysis as related to case scenarios
- Analyze business initiation and management issues which extend beyond local borders

## Specific Admission Requirements

- Bachelor's degree from an accredited, four-year institution, with a minimum grade point average of 2.5 on a 4.0 scale.
- Official transcripts from all institutions attended.
- A personal statement as to why you wish to earn an MBA and why you would choose this program.
- A current resume.
- Completed application form
- Competency\* at the undergraduate level in:
  - Financial and Managerial Accounting
  - Business/Corporate Finance
  - Business Statistics
  - Marketing

*\* Competency may be demonstrated through undergraduate coursework, completion of the Peregrine Academic Leveling Modules, or other acceptable proof of knowledge. Students lacking this competency may need to take HFU accelerated undergraduate courses or academic leveling .*
- International applicants are required to produce minimum scores of 550 on the paper-based test or 213 on the new computer-based test of the Test of English as a Foreign Language (TOEFL).
- For HFU alumni, who graduated within five years of the date of application, the following applies:
  - Application
  - Acceptance granted with an unofficial HFU transcript (official needs to be supplied before first class)
  - A current resume

All materials, including official transcripts, must be submitted prior to matriculation in the program. Admissions deadlines are the Monday prior to the start of an accelerated undergraduate session.

*Undergraduate prerequisite coursework is not eligible for financial aid as part of the graduate degree program.*

## Program Description

The Master of Business Administration program will prepare today's managers to become tomorrow's leaders. The curriculum is designed to help those with a minimum of three years of managerial experience reach their highest potential in the corporate environment.

Students may enter the program in the Fall 1, Spring 1, or Summer 1 session. Each student will be provided with a degree plan that maximizes the ability to complete the program in a timely manner. All students will be assigned an academic advisor who will work with each individual to insure that satisfactory progress is being made while adhering to the degree plan.

If a traditional MBA student takes two courses in each session, time to degree completion will normally be 12 months.

**This is a fully-online program. All courses are delivered in an online, asynchronous format and no residency is required.**

## Program Highlights

- Holy Family University's MBA is designed for working adult professionals with a minimum of three years' management experience.
- All classes are taught by experienced facilitators who have business acumen.
- Small class size allows for interaction with facilitators and peers.
- Individualized advising is tailored to each student's unique needs.

## Program Course Requirements

Completion of all 10 courses (30 credits) is necessary in the traditional program in order to receive the Master of Business Administration degree. Students accepted into the New Professional MBA program will need to complete an additional six credits of foundational coursework.

All courses in Progression Block 1 must be completed before starting courses in Progression Block 2. All courses in Progression Block 2 must be completed before starting courses in Progression Block 3.

### Progression Block 1 (9 credits)

BUS 502	Foundations of Business	3
MGT 511	Financial Decision Making	3
MGT 541	Leadership and Change Management	3

### Progression Block 2 (15 credits)

MGT 531	Ethical and Legal Environment of Business	3
MGT 541	Leadership and Change Management	3

Select three graduate level courses from ACC, BUS, MGT, FIN, HCA, HRM or ISM. 9

### Progression Block 3 (6 credits)

MGT 500	Case Studies in Management	3
MGT 591	MBA Capstone	3

# Master of Business Administration New Professionals Program

Holy Family University also offers the MBA for working professionals who have less than three years management experience. The New Professionals program includes 12 courses (36 credits). Students gain the same management and leadership skills derived from the general MBA program.

Candidates for admission may be recent college graduates, those seeking a career change into the business or non-profit environment, or those looking to move into management positions. An undergraduate degree in business is not required, but students should be employed while they take classes.

## Program Course Requirements

Completion of all 12 courses (36 credits) is necessary in order to receive the Master of Business Administration degree.

All courses in Progression Block 1 must be completed before starting courses in Progression Block 2. All courses in Progression Block 2 must be completed before starting courses in Progression Block 3.

### New Professionals Pre-Progression Block (6 credits)

BUS 500	Environment of Business	3
BUS 501	Themes for Success in the Organization	3

### Progression Block 1 (9 credits)

BUS 502	Foundations of Business	3
MGT 511	Financial Decision Making	3
MGT 521	Marketing Management	3

### Progression Block 2 (15 credits)

MGT 531	Ethical and Legal Environment of Business	3
MGT 541	Leadership and Change Management	3

Select three graduate level courses from ACC, BUS, MGT, FIN, HCA, HRM or ISM. 9

### Progression Block 3 (6 credits)

MGT 500	Case Studies in Management	3
MGT 591	MBA Capstone	3

# Master of Business Administration New Professionals Program with a Criminal Justice Specialization

The Criminal Justice specialization in the MBA program is designed to prepare students to become leaders in the criminal justice and public safety fields. The specialization can prepare you to achieve your leadership goals and contribute to a safer world. The program emphasizes criminal justice administration, training students to provide effective and efficient oversight in matters related to crime and justice. This criminal justice specialization is specifically tailored to students who have set their sights on careers in middle and upper management. Students will develop leadership and management skills such as public relations, accounting, finance, human resources, policy formulation, budgeting, human interaction, crisis strategies, organizational behavior and writing skills.

Applicants interested in this specialization should indicate this on their application.

## Program Course Requirements

### New Professionals Pre-Progression Block (6 credits)

BUS 500	Environment of Business	3
BUS 501	Themes for Success in the Organization	3

### Progression Block 1 (9 credits)

BUS 502	Foundations of Business	3
MGT 511	Financial Decision Making	3
MGT 521	Marketing Management	3

### Progression Block 2 (15 credits)

MGT 501	American Criminal Justice System	3
MGT 575	Planning, Program Development & Evaluation Criminal Justice	3
MGT 526	Leadership and Organizational Development for Public Safety Professionals	3
MGT 531	Ethical and Legal Environment of Business	3
MGT 541	Leadership and Change Management	3

### Progression Block 3 (6 credits)

MGT 500	Case Studies in Management	3
MGT 591	MBA Capstone	

# Master of Business Administration New Professionals Program with a Finance Specialization

The curriculum associated with the Finance specialization in Holy Family's Master of Business Administration accelerated degree program provides a comprehensive understanding of the financial decision-making process and offers insight into investment banking and critical issues in the development of policy in financial institutions. The Finance courses focus on financial issues with respect to corporations and other profit-making institutions, as well as issues related to investment banking and the management of financial institutions.

Applicants interested in this specialization should indicate this on their application.

## Program Course Requirements

### New Professionals Pre-Progression Block (6 credits)

BUS 500	Environment of Business	3
BUS 501	Themes for Success in the Organization	3

### Progression Block 1 (9 credits)

BUS 502	Foundations of Business	3
MGT 511	Financial Decision Making	3
MGT 521	Marketing Management	3

### Progression Block 2 (15 credits)

FIN 501	Investment Banking	3
FIN 502	Mergers and Acquisitions	3
FIN 503	Policy Making in Financial Institutions	3
MGT 531	Ethical and Legal Environment of Business	3
MGT 541	Leadership and Change Management	3

### Progression Block 3 (6 credits)

MGT 500	Case Studies in Management	3
MGT 591	MBA Capstone	3

# Master of Business Administration New Professionals Program with a Health Care Administration Specialization

The curriculum associated with the Health Care Administration specialization in Holy Family's Master of Business Administration accelerated degree program focuses on skills relevant to the current health care environment, including management concepts and process, resource allocation, risk management, and financing.

The program faculty represent working professionals from a range of health care related fields including pharmaceutical, social services, and health services administration.

Applicants interested in this specialization should indicate this on their application.

## Program Course Requirements

### New Professionals Pre-Progression Block (6 credits)

BUS 500	Environment of Business	3
BUS 501	Themes for Success in the Organization	3

### Progression Block 1 (9 credits)

BUS 502	Foundations of Business	3
MGT 511	Financial Decision Making	3
MGT 521	Marketing Management	3

### Progression Block 2 (15 credits)

HCA 511	Financial Aspects of Health Care Administration	3
HCA 551	Health Care Operations Management	3
HCA 561	Strategic Management & Planning for the Health Care Organization	3
MGT 531	Ethical and Legal Environment of Business	3
MGT 541	Leadership and Change Management	3

### Progression Block 3 (6 credits)

MGT 500	Case Studies in Management	3
MGT 591	MBA Capstone	3

# Master of Business Administration New Professionals Program with a Human Resources Management Specialization

Business leaders are increasingly recognizing human resources managers and experts as important contributors to the business strategies and bottom-line success in organizations. The MBA specialization in Human Resources Management is designed to strengthen the student's ability to perform in this strategic business partner role. Students who are leaders and professionals with people-management responsibilities also can benefit from this specialization and course work to improve their overall effectiveness in human resources management. The emphasis of the course work is to build upon the MBA core curriculum with a focus on enhancing the knowledge, competencies, and skills necessary to integrate business and human resource strategies.

Applicants interested in this specialization should indicate this on their application.

## Program Course Requirements

### New Professionals Pre-Progression Block (6 credits)

BUS 500	Environment of Business	3
BUS 501	Themes for Success in the Organization	3

### Progression Block 1 (9 credits)

BUS 502	Foundations of Business	3
MGT 511	Financial Decision Making	3
MGT 521	Marketing Management	3

### Progression Block 2 (15 credits)

HRM 501	Regulatory and Legal Issues in Human Resources	3
HRM 502	Strategic Human Resources Management	3
HRM 503	Talent Management and Workforce Planning	3
MGT 531	Ethical and Legal Environment of Business	3
MGT 541	Leadership and Change Management	3

### Progression Block 3 (6 credits)

MGT 500	Case Studies in Management	3
MGT 591	MBA Capstone	3

# Master of Business Administration New Professionals Program with an Information Systems Management Specialization

The Information Systems Management specialization in the MBA program is designed to prepare students to become leaders in the use of information systems for the benefit of organizations and society. This program of study focuses on educating the students about the development and use of information systems as decision-making and problem-solving tools. The program also is intended to develop an understanding of the managerial issues encountered in the operation or introduction of information systems in organizations, particularly, how these tools can be used to gain a competitive edge and to re-engineer an organization.

Applicants interested in this specialization should indicate this on their application.

## Program Course Requirements

### New Professionals Pre-Progression Block (6 credits)

BUS 500	Environment of Business	3
BUS 501	Themes for Success in the Organization	3

### Progression Block 1 (9 credits)

BUS 502	Foundations of Business	3
MGT 511	Financial Decision Making	3
MGT 521	Marketing Management	3

### Progression Block 2 (15 credits)

ISM 500	Information Systems Management	3
ISM 527	Systems Analysis	3
ISM 547	Data Storage	3
MGT 531	Ethical and Legal Environment of Business	3
MGT 541	Leadership and Change Management	3

### Progression Block 3 (6 credits)

MGT 500	Case Studies in Management	3
MGT 591	MBA Capstone	3



# ONLINE Master of Business Administration New Professionals Program

Holy Family University also offers the MBA for working professionals who have less than three years management experience. The New Professionals program includes 12 courses (36 credits). Students gain the same management and leadership skills derived from the general MBA program.

**This is a fully online program. All courses are delivered in an online format and no residency is required.**

Candidates for admission may be recent college graduates, those seeking a career change into the business or non-profit environment, or those looking to move into management positions. An undergraduate degree in business is not required, but students should be employed while they take classes.

## Program Course Requirements

Completion of all 12 courses (36 credits) is necessary in order to receive the Master of Business Administration degree.

All courses in Progression Block 1 must be completed before starting courses in Progression Block 2. All courses in Progression Block 2 must be completed before starting courses in Progression Block 3.

### New Professionals Pre-Progression Block (6 credits)

BUS 500	Environment of Business	3
BUS 501	Themes for Success in the Organization	3

### Progression Block 1 (9 credits)

BUS 502	Foundations of Business	3
MGT 511	Financial Decision Making	3
MGT 521	Marketing Management	3

### Progression Block 2 (15 credits)

MGT 531	Ethical and Legal Environment of Business	3
MGT 541	Leadership and Change Management	3

Select three graduate level courses from ACC, BUS, MGT, FIN, HCA, HRM or ISM. 9

### Progression Block 3 (6 credits)

MGT 500	Case Studies in Management	3
MGT 591	MBA Capstone	3

# Master of Science in Accountancy Program

**Kristi Ringen, EdD**, *Dean, School of Business and Professional Studies*

**Christine Schoettle, EdD**, *Associate Dean, School of Business and Professional Studies*

## Mission

The program's mission, in conjunction with that of the University, is to provide an avenue for life-long learning. This learning takes place through values-based education, creative scholarship, informed and imaginative use of research and technology, and the practical application of concepts and principles. This values-based education prepares accounting professionals well for the challenging ethical, moral, and legal dilemmas they will face during their careers.

The vision of the program is to inspire accounting professionals to be the strong, ethical leaders who lead the business community into the future. Graduates are prepared to step into leadership roles in the accounting profession through an enhanced knowledge and understanding of accounting principles and practices, possession of a graduate degree, and an energized classroom experience that focuses on critical thinking and practical knowledge.

## Accreditation

The MS in Accountancy degree program is regionally accredited by the Middle States Commission on Higher Education.

## Goals of the Master of Science in Accountancy Program

Upon completion of this program, the student should be able to:

- Demonstrate the ability to employ the professional accounting skills required by high performing organizations.
- Demonstrate the ability to model the skills necessary for the communications of highly sophisticated financial and operating data required for fiduciary responsibilities.
- Illustrate ethical sensitivity proficiency to prevent fraud and misleading financial reports and assure organizational integrity.
- Demonstrate the aptitude to practice the analytical skills, technical competence and cultural / historical understanding to compete in a global environment.

## Specific Admission Requirements

Applicants to the program must submit the following:

- A completed and signed application form
- A statement of professional plans and goals (1 – 2 pages)
- One official transcript from all undergraduate and graduate institutions attended
- Resume
- Interview

An applicant with a GPA of less than 3.0 may submit a written petition to the Dean and pending approval may be admitted on a probationary basis.

Probationary students must complete six hours of graduate coursework in the program at Holy Family University earning a GPA of at least 3.0 and a minimum grade of B in each course to be removed from probationary status and matriculated into the program.

The program is appropriate for students with an undergraduate degree in any discipline. However, students without a business undergraduate degree may need to take the following Holy Family University undergraduate courses (or equivalent):

- ACC 205 Financial Accounting
- ACC 206 Managerial Accounting

## Program Description

The Master of Science in Accountancy meets the needs of accountants in industry seeking to enhance their professional credentials and gain the necessary credits to sit for the CPA Exam while obtaining an advanced degree.

Additionally, this program provides degreed individuals with the opportunity to change their professional path by getting an advanced degree in the growing field of accounting.

**The program is offered in a blended format. Students meet face-to-face four times during eight-week terms.**

## Program Highlights

The program is designed to provide students with:

- The skills and technical competence they will need in leadership roles in the accounting profession.
- Comprehensive, advanced accounting courses for professional careers in accounting.
- A solid foundation of knowledge and professionalism that they will carry throughout their careers.
- A program that promotes the critical thinking, professional values, technical skills, and leadership capabilities that fulfill the goals of the American Institute of Public Accountants.
- The encouragement to become lifelong learners and pursue professional certifications.

If a student takes one course in each session, time to degree completion will normally be 20 months. Students who decide to step out of the program for any reason will impact their desired completion time. All course work must be completed within three years. Students are eligible to take one course each semester. Students who request to take more than one courses per term must submit a written request to an academic advisor for review and evaluation. Requests will be reviewed on a case by case basis and approval to take more than one course is not guaranteed. All requests must be reviewed and approved by the Associate Dean of the School of Business Administration.

## Program Course Requirements

### Core Requirements (24 credits)

BUS 502	Foundations of Business	3
ACC 501	Financial Accounting I	3
ACC 502	Financial Accounting II	3
ACC 505	Advanced Financial Accounting	3
ACC 510	Advanced Managerial Accounting	3
ACC 520	Taxation I	3
ACC 522	Taxation II	3
ACC 546	Auditing	3

### Elective (Choose one) (3 credits)

ACC 530	Fraud Prevention and Forensic Accounting	3
ACC 540	International Accounting	3
MGT 511	Financial Decision Making	3

### Capstone (3 credits)

ACC 550	Independent Project	3
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## Degree Requirements

The requirements for the Master of Science in Accountancy are 30 credits, which include the core requirements, one elective course, and the capstone course, and a cumulative GPA of at least 3.0.

# Master of Science in Organizational Leadership

**Kristi Ringen, EdD**, *Dean, School of Business and Professional Studies*

**Christine Schoettle, EdD**, *Associate Dean, School of Business and Professional Studies*

## Mission

The program's mission, in conjunction with that of the University, is to provide an avenue for life-long learning. This learning takes place through values-based education, creative scholarship, informed and imaginative use of research and technology, and the practical application of concepts and principles. This values-based education prepares professionals well for the challenging ethical, moral, and legal dilemmas they will face during their careers.

The vision of the program is to inspire business professionals to be the strong, ethical leaders. Graduates are prepared to step into leadership roles in the many fields including healthcare, education, and telecommunication. Students will learn in an energized classroom experience that focuses on critical thinking and practical knowledge.

## Accreditation

The MS in Organizational Leadership degree program is regionally accredited by the Middle States Commission on Higher Education.

## Goals of the Master of Science in Organizational Leadership Program

Upon completion of this program, the student will be able to:

1. Distinguish between multiple approaches to exercising leadership in order to harness collective talent, promote innovation, and confront complex issues within organizations (LEADERSHIP).
2. Interpret organizational dynamics, group dynamics, and engage in system thinking in order to promote the development of a learning organization capable of orchestrating conflict, creating innovation, and adapting to a changing environment (ORGANIZATIONS).
3. Evaluate ethical issues and aid organizational member in creating an ethical culture appropriate to the organizational and/or global arena that supports operating in environments of diversity, uncertainty, and unpredictability (ETHICS).

## Specific Admission Requirements

Applicants to the program must submit the following:

- A completed and signed application form
- Evidence of completion of a regionally-accredited U.S. bachelor's degree or its 4-year international equivalent. A minimum grade-point average (GPA) of 3.0 in undergraduate degree is required
- A current résumé detailing your professional experience, education, awards, publications, volunteer activities, etc.
- Admission essay (approximately 500 words), stating your purpose for undertaking graduate studies, your personal and professional goals, and how participation in the Master of Science in Organizational Leadership program will help you attain those goals.
- One official transcript from all undergraduate and graduate institutions attended.

An applicant with a GPA of less than 3.0 may submit a written petition to the Director of Graduate Business Programs and may be admitted on a probationary basis.

Probationary students must complete six hours of graduate coursework in the program at Holy Family University earning a GPA of at least 3.0 and a minimum grade of B in each course to be removed from probationary status and matriculated into the program.

The program is appropriate for students with an undergraduate degree in any discipline.

## Program Description

The program enables students to increase the learning capacity of individuals, teams and organizations in an effort to optimize growth and effectiveness. Students will expand on their leadership skills and develop greater self-awareness while leading others in small groups and multicultural contexts. The program is an innovative, academically rigorous, skills-based graduate program that prepares the next generation of development professionals for broad career opportunities in diverse work settings such as public and private businesses and nonprofit organizations.

## Program Highlights

The program is delivered in a **fully-online format**. The program is designed to provide students with the ability to:

- Manage and motivate individuals and teams
- Discover how to use strategies and techniques to effect change within a variety of leadership structures
- Explore theoretical and practical approaches to leadership
- Learn how the fundamental business values of teamwork, motivation and quality influence organizational performance across all industries

Students typically take two courses in each term. If this prescribed sequence is followed, students will complete their degree requirements in about 10 months. Students who decide to step out of the program for any reason will impact their desired completion time. All course work must be completed within three years.

## Program Course Requirements

### Core Requirements (27 credits)

BUS 501	Themes for Success in the Organization	3
BUS 520	Leadership	3
BUS 550	Leadership, Ethics, and Corporate Governance	3
BUS 555	Organizational Development and Design	3
HRM 502	Strategic Human Resources Management	3
HRM 503	Talent Management and Workforce Planning	3
HRM 527	Organizational Communication	3
MGT 541	Leadership and Change Management	3
MGT 551	Operations Analysis	3

### Capstone (3 credits)

BUS565	Leadership Seminar	3
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## Degree Requirements

The requirements for the Master of Organizational Leadership are the completion of 30 credits, which include the core requirements and the capstone course, and a cumulative GPA of at least 3.0.

## Post-Baccalaureate Certificate in Finance

Completion of the certificate requirements provides students with a foundation of knowledge in Finance. It is most useful to individuals interested in a career change into Finance or a Finance-related field, with a minimum of preparation (roughly 24 weeks). The program also serves as a gateway to the Master of Business Administration program. Classes taken as part of the certificate program can be applied towards MBA requirements.

### Program goals

Upon completion of the program, the student will be able to demonstrate knowledge of financial concepts and application of these concepts.

### Prerequisites

There are no prerequisites for this program other than possessing an undergraduate degree.

### Requirements (9 credits)

FIN 501	Investment Banking	3
FIN 502	Mergers and Acquisitions	3
FIN 503	Policy Making in Financial Institutions	3

## Post-Baccalaureate Certificate in Healthcare Administration

Completion of the certificate requirements provides students with a foundation of knowledge in Healthcare Administration. It is most useful to individuals interested in a career change into Healthcare or a Healthcare-related field, with a minimum of preparation (roughly 24 weeks). The program also serves as a gateway to the Master of Business Administration program. Classes taken as part of the certificate program can be applied towards MBA requirements.

### Program goals

Upon completion of the program, the student will be prepared for a position in the healthcare administration area.

### Prerequisites

There are no prerequisites for this program other than possessing an undergraduate degree.

### Requirements (9 credits)

HCA 511	Financial Aspects of Healthcare Administration	3
HCA 551	Healthcare Operations Management	3
HCA 561	Strategic Management & Planning for the Health Care Organization	3

## Post-Baccalaureate Certificate in Human Resources Management

Completion of the certificate requirements provides students with a foundation of knowledge in Human Resources Management. It is most useful to individuals interested in a career change into Human Resources or a Human Resources-related field, with a minimum of preparation (roughly 24 weeks). The program also serves as a gateway to the Master of Business Administration program. Classes taken as part of the certificate program can be applied towards MBA requirements.

### Program goals

Upon completion of the program, the student will be prepared for a position in the human resources area.

### Prerequisites

There are no prerequisites for this program other than possessing an undergraduate degree.

### Requirements (9 credits)

HRM 501	Regulatory and Legal Issues in Human Resources Management	3
HRM 502	Strategic Human Resources Management	3
HRM 503	Talent Management & Workforce Planning	3



## Post-Baccalaureate Certificate in Information Systems Management

Completion of the certificate requirements provides students with a foundation of knowledge in Information Systems Management. It is most useful to individuals interested in a career change into Information Systems or an Information Systems-related field, with a minimum of preparation (roughly 24 weeks). The program also serves as a gateway to the Master of Business Administration program. Classes taken as part of the certificate program can be applied towards MBA requirements.

### Program goals

Upon completion of the program, the student will be able to discuss computer integration in business operations.

### Prerequisites

There are no prerequisites for this program other than possessing an undergraduate degree.

### Requirements (9 credits)

ISM 500	Information Systems Management	3
ISM 527	Systems Analysis	3
ISM 547	Data Storage	3

## School of Business and Professional Studies Course Descriptions

### **ACC 501 Financial Accounting I (3 credits)**

Preparation and interpretation of complex accounting statements, in particular, assets using contemporary reporting techniques. Study of financial statements as well as in-depth analysis of the individual components of statements with specific emphasis on current GAAP statements and International Financial Reporting Standards. Students will utilize computerized spreadsheets to solve problems.

### **ACC 502 Financial Accounting II (3 credits)**

Course topics go beyond the scope of Financial Accounting I including; accounting and financial statement presentation for long-term liabilities, stockholder's equity, dilutive securities and earnings per share, investments in securities, revenue recognition, accounting for income taxes, pensions and leases, the statement of cash flows, and the adaptation of financial disclosures.

### **ACC 505 Advanced Financial Accounting (3 credits)**

The course builds upon foundational knowledge of accounting theories and procedures. It introduces the complexities of recording and reporting intercorporate investments.

### **ACC 510 Advanced Managerial Accounting (3 credits)**

This is an advanced course on managerial accounting for partnerships and corporations which focuses on organizational planning, control, and decision making. Focusing on corporate financing, cost concepts and behavior, budgeting, analytical performance, and performance ratios. Additionally, addressing management accounting as part of information systems used for planning, budgeting, and controlling operations.

### **ACC 520 Taxation I (3 credits)**

This course is an introduction to the federal income tax code as it relates to individuals and business entities. The course covers income, deductions and losses comprising of taxable income, property transactions and the determination of tax liability. Application of the tax law is practiced with basic tax research, tax planning and tax return preparation.

### **ACC 522 Taxation II (3 credits)**

Tax II is a graduate level course of the advanced study of tax law with emphasis on the formation and operation of business entities. An introduction to tax issues relating to gifts, estates, trusts and state taxes. Covering tax research and case analysis for corporations, property transactions and related topics.

### **ACC 530 Fraud Prevention & Forensic Accounting (3 credits)**

This is an advanced study of detailed forensic accounting and related auditing issues, providing students with analytical techniques and investigative measures used to uncover fraud through effective internal controls. A review of generally accepted auditing standards and procedures, and current issues in auditing will be examined, and the Sarbanes Oxley Act and self-regulatory measures will be reviewed along with analysis and effective use of fraud litigation support services.

### **ACC 540 International Accounting (3 credits)**

This course provides an emphasis on the International Financial Reporting Standards (IFRS) as it relates to financial reporting and the various approaches to valuation of assets and liabilities and will delve into complex issues in international financial reporting procedures and protocol; regarding the recognition of revenue and expenses, as well as the preparation of consolidated financial statements of a U.S. corporation with foreign subsidiaries.

### **ACC 546 Auditing (3 credits)**

This course studies the development and the use of generally accepted auditing concepts and theory employed in the verification of financial statements, evaluation of internal controls, statistical sampling, and the procedures, and procedural testing used by the auditor. This course will introduce students to the entire audit process using case studies and covering topics including; audit reports, professional ethics, audit planning, internal controls and evidence. Additionally, ethical considerations and applications will be an important part of this course.

### **ACC 550 Independent Project (3 credits)**

This course asks the students to focus insights on current trends in the accounting profession, encompassing public and corporate accounting, education, and government. An independent project in Accountancy will be developed by each student, the project includes a formal presentation on the chosen topic, and schedules for presentations will be assigned.

**ADM 520 Global Seminar (3 credits)**

This course will examine the conduct of business and organizational management in a country other than the United States. Includes one week in residence outside the U.S.; tours, interviews, corporate visits, and final project paper. Modules are available for specific trips. Location and Dates TBD.

**BUS 500 Environment of Business (3 credits)**

Examines the philosophical, historical, social and moral underpinnings of typical business structures and their reason for existence.

**BUS 501 Themes for Success in the Organization (3 credits)**

Examines the management and leadership skills necessary to be successful in the business environment developing in the twenty-first century.

**BUS 502 Foundations of Business (3 credits)**

The course examines the functions and processes within a business enterprise and key factors affecting productivity. The course reviews the dynamics of the business operating environment, both internal and external, factors affecting competition, and considerations for global operations.

**BUS 555 Organizational Design and Development (3 credits)**

This course involves the study, research and analysis of pro-active strategies for organizational change using the theories and techniques of applied behavioral science. This course covers the phases of consulting, strategies, intervention decisions and actions, multiple roles, skills and phases of internal and external consultants, ethical dilemmas and guidelines, and the implementation of action research.

**BUS 599 Special Topics (3 credits)**

Topical courses on relevant, current issues in business.

**FIN 501 Investment Banking (3 credits)**

Explains the major tasks in the field of investment banking and the trend toward one-stop shopping and globalization. Topics will vary depending on needs of participants.

**FIN 502 Mergers and Acquisitions (3 credits)**

Examines various topics in mergers and acquisitions. Basic theory and empirical findings form the basis for discussing such issues as merger strategy, defense measures in mergers, the valuation of firms as a whole under different management strategies, and the impact of financing considerations on various stake holders.

**FIN 503 Policy Making in Financial Institutions (3 credits)**

Focuses on managing return and risk in contemporary financial institutions. A central theme is that risks faced by financial institutions and the methods and markets through which these risks are managed are similar whether an institution is chartered as a commercial bank, a savings bank, an investment bank, or an insurance company.

**HCA 511 Financial Aspects of Health Care Administration (3 credits)**

Introduces students to financial issues faced by health care managers in a managed care environment. Topics include fundamentals of insurance, capitation rate development, risk analysis in managed care systems, cost accounting and management, financial statements, and Medicare and Medicaid managed care. The course involves case analysis and team projects.

**HCA 551 Health Care Operations Management (3 credits)**

Examines operational issues in health care management. Topics include systems analysis, quality improvement and reengineering, demand forecasting, facility location, design models, decision analysis techniques, inventory control models, and statistical quality control. The goal is to instill an understanding of the language, applications, and limitations of quantitative models with respect to decision-making and problem-solving in health service organizations.

**HCA 561 Strategic Management & Planning for the Health Care Organization (3 credits)**

Provides students with a thorough understanding of the strategic management of the health care organization and enables them to guide the planning process of the operation that reflects strategic thinking, innovation, and leadership. The course provides a structure to facilitate ongoing situation analysis, strategy formulation and implementation, as the organization is ever aware of the complexities of its external environment, and the necessity for effective management and renewal of its internal processes.

**HRM 501 Regulatory and Legal Issues in Human Resources (3 credits)**

Focuses on a meaningful understanding of the laws and statutory requirements that apply to the employer-employee relationship. Students will also review the implications these laws have on organization in terms of compliance, effective management practices and achieving strategic goals.

**HRM 502 Strategic Human Resources Management (3 credits)**

Examines key issues and trends in Strategic Human Resources Management with a focus on human resources planning, strategy formulation and implementation of initiatives that are aligned to the business results in an organization.

**HRM 503 Talent Management and Workforce Planning (3 credits)**

Focuses on a strategic approach to sourcing, recruiting, selecting and retaining talent in an organization. Students will review various staffing strategies and work force planning methods that are aligned to business goals. The use of the internet and technology in staffing and managing talent will also be explored.

**HRM 527 Organizational Communication (3 credits)**

This course is based on the study of organizational communication theories and applications. The emphasis will be on strategies for the development of appropriate communication systems. Strategies and techniques will be examined for building personal communication capabilities and understanding the nature and scope of organizational communications and information systems. The focus of the course will be on organizational communication as a management function to disseminate information and link the hierarchical structure and flow of authority.

**ISM 500 Information Systems Management (3 credits)**

Focuses on understanding the nature of the digital firm and the key issues in organizing and managing it. Managers of digital firms need to identify the challenges facing their firms, understand the technologies that will help them meet these challenges, design business processes to take advantage of the technologies, and create management procedures and policies to implement the required changes.

**ISM 527 Systems Analysis and Design (3 credits)**

*Pre-requisite:* ISM 500

This course is the study of the systems development life cycle (SDLC) approach to solving problems within information systems with a primary focus on using the structured approach, although the object-oriented methodology will also be covered, compared, and contrasted. Use of analysis and graphing software provides hand-on experience.

**ISM 547 Data Storage (3 credits)**

Study of data with a concentration on its modeling, storage, and analysis. Both structured and semi-structured data will be covered. The relational model and query language will be the focus, with object models also examined. Issues involved with databases, such as replication, distribution, and security will be discussed. The storage of data to facilitate its analysis and the extraction of business intelligence will also be covered.

**MGT 500 Case Studies in Management (3 credits)**

Examines contemporary theories and trends in business management, using the latest in relevant case studies. Topics will vary to include current management situations.

**MGT 501 American Criminal Justice System (3 credits)**

Provides a critical overview of the criminal justice system and process. Students will consider the theoretical "systems approach" and how effective it is in practice, with emphasis on contemporary issues, controversies, and trends.

**MGT 511 Financial Decision Making (3 credits)**

Examines the use of financial theories and techniques in making financial decisions under conditions of uncertainty.

**MGT 521 Marketing Management (3 credits)**

Explores, through case studies, the application of marketing principles to the basic products and services decisions of a firm.

**MGT 526 Leadership & Org Dev for Public Safety Professionals (3 credits)**

This course is designed to provide a basic introduction to leadership by focusing on what it means to be a good leader. Emphasis in the courses on the practice of leadership. The course will examine topics such as: the nature of leadership, recognizing leadership traits, developing leadership skills, creating a vision, setting the tone, listening to out-group members, handling conflict, overcoming obstacles, and addressing ethics in leadership. Attention will be given to helping students understand and improve their own leadership performance.

**MGT 531 Ethical and Legal Environment of Business (3 credits)**

Examines the social and governmental structure in which businesses operate. A focus on the effective and ethical strategies for addressing issues of public concern.

**MGT 541 Leadership and Change Management (3 credits)**

Develops an understanding of the difference between management and leadership and the skills necessary for affecting organizational change in a complex organizational structure.

**MGT 551 Operations Analysis (3 credits)**

Studies the internal processes of an organization, focusing on the analysis of effective methods of operation.

**MGT 561 Innovation and Enterprise (3 credits)**

Develops the necessary concepts needed by business leaders to help identify and manage research and development technology as a strategic competitive tool.

**MGT 571 Managing Technology (3 credits)**

Provides an understanding of the technology necessary to run complex organizations and the ability to communicate this knowledge to the technology professional and the non-professional, so as to insure smooth operation of the corporations in today's highly technological world.

**MGT 575 Plan, Prog Develop & Eval in Cr Justice (3 credits)**

Provides an in-depth understanding of the processes and steps involved in program planning and implementation. Instructional emphasis will be placed in the proposal of initiatives aimed at solving applied criminal justice problems, as well as maximum efficiency of personnel and resources.

**MGT 581 Strategies in a Global Environment (3 credits)**

Studies the influence of international economic, political, business, and financial factors on the long-range planning of a firm.

**MGT 591 MBA Capstone (3 credits)**

Serves as an individualized research project, chosen in an area of a student's interest, designed to integrate the knowledge learned throughout the program. This project will result in a written paper and oral presentation.

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MS, Stevens Institute

MBA, New York University

DPS, Pace University

**Terese Goelz-Kazzaz**

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BA, Chestnut Hill College

MBA, LaSalle University

**Ankit Lal**

*Assistant Professor*

BSBA, Boston University

MA, MBA Columbia University

**Karl Malaszczyk**

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BA, William Paterson College  
MS, Fairleigh Dickinson University  
JD, Widener University School of Law  
LLM, Villanova University School of Law

**Stephen A. Tolbert, Jr.**

*Assistant Professor*  
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MA, Villanova University  
MA, University of Delaware  
MS, University of Louisville

## School of Education

**Patricia Joergensen**

*Interim Dean,  
School Education Professor*  
BS, Fordham University  
MA, LaSalle University EdD,  
Temple University

**Maria Agnew**

*Director of Field Placement  
Professor*  
BA, Holy Family University  
MA, LaSalle University PhD,  
Temple University

**Roger Gee**

*Doctoral Program Director  
Professor*  
BS, Mansfield State College MS, Elmira College  
MEd, Temple University MA, University of Arizona  
PhD, University of Pennsylvania

**Elizabeth A. Jones**

*Graduate Program Director Professor*  
BS, West Chester University  
MEd, PhD, The Pennsylvania State University, University Park

## Full-time Faculty

**Brian Berry**

*Professor*  
BA, Binghamton University MEd,  
PhD, Temple University

**Carol A. Braunsar**

*Assistant Professor*  
BA, MA, EdD, Holy Family University

**Geraldine Fitzpatrick-Doria**

*Assistant Professor*

BS, Holy Family University

MEd, East Texas State University

MS, Gwynedd-Mercy College

EdD, Capella University

**Kimberly A. Heuschkel**

*Associate Professor*

BA, MEd, EdD, Rutgers, The State University of New Jersey

**Helen Hoffner**

*Professor*

BS, West Chester University

MEd, Temple University EdD,

Widener University

**Janet R. McNellis**

*Professor*

BA, MEd, PhD, University of Florida

**Claire Ann Sullivan**

*Professor*

BA, MA, Glassboro State College

EdD, Rutgers, The State University of New Jersey

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*Assistant Professor*

BS, Juniata College

MEd, East Stroudsburg University

PhD, Marywood University

**Roseanna J. Wright**

*Professor*

BA, Kean College of New Jersey MEd,

Castleton State University

PhD, Temple University

## **School of Nursing & Health Sciences**

**Margaret Harkins**

*Dean*

BSN, Temple University

MSN, GNP-BC University of Pennsylvania

MBE, Albany Medical Center Bioethics

Institute DNP, Chatham University

**Jinsy Mathew**

*Vice Dean, Assistant Professor*

BSN, St. Martha's College of Nursing, India

MSN-Ed, Immaculata University

DNP, Holy Family University

**Michelle Murphy-Rozanski**

*Vice Dean, Associate Professor*

BSN, MCP/Hahnemann University

MSN, FNP MCP/Hahnemann University

PhD, Drexel University



**Mai-Ly Pulley**

*Assistant Dean, Assistant Professor*  
Diploma, St. Francis Medical Center ASN, Mercer Community College  
MSN, BSN, Thomas Edison State University  
DNP, Grand Canyon University

**Denise McFadden**

*Traditional BSN Program Coordinator, Assistant Professor*  
BS, Holy Family University  
MS, Drexel University  
DNP, Duquesne University

**Elaine R. Maruca**

*MSN Coordinator/Family Nurse Practitioner Coordinator/DNP Director*  
Assistant Professor  
BSN, Indiana University  
MSN, Post Master's FNP-BC, Widener University  
DNP, George Washington University

**Joeann Hall**

*Fast Track Second-Degree BSN Day and PTEW  
Coordinator Assistant Professor*  
BSN- Holy Family University  
MSN-LaSalle University  
DNP, Holy Family University

**Rinu Stephen**

*Second-Degree Distance Hybrid Program Coordinator  
Assistant Professor*  
BSN- Mahatma Gandhi University, India  
MSN- Kerala University, India  
DNP, Holy Family University

**Susan Rogers**

*Health Promotion Program Coordinator  
Certified Wellness Practitioner*  
BA, Holy Family University  
MA, University of North Dakota  
PhD, North Central University

**Beena Mathew**

*Second Degree Distance Hybrid Clinical Coordinator*  
Associate Degree, Kreda School of Nursing, India  
BSN, Immaculata University  
MSN, Grand Canyon University

**Megan Klose**

*BSN Clinical Placement Coordinator*  
BA, Millersville University

**Rose Elliot**

*BSN Simulation and Lab Coordinator*  
RN-Diploma, Frankford Hospital School of Nursing  
RN-AD, Penn State University  
BSN, LaSalle University  
M Ed, Widener University  
M Ed Administration, Education Leadership, Cheyney University

**Andria Zimmerman**

Diploma, Aria Health School of Nursing  
BSN, Pennsylvania State University  
MSN, Drexel University

## Full-time Faculty

**Soumya Arun**

*Instructor*

BSN, The Tamil Nadu Dr. M.G.R. Medical University  
MSN, Immaculata University  
Post Master's Adult Gero NP- Gwynedd Mercy University

**Renee Bollenbach**

*Instructor*

BSN, Temple University  
MSN, Drexel University

**Marina Boykova**

*Associate Professor*

Diploma, St. Petersburg – UK  
BSc, University of Liverpool  
MSc, University of Liverpool  
PhD, University of Oklahoma

**Beryl K. Broughton**

*Instructor*

BSN, University of the State of New York  
MSN, Thomas Jefferson University

**Teena Davis**

*Instructor*

BSN, Holy Family University  
MSN, University of Phoenix Monica

**Patricia Palmer**

*Assistant Professor*

Diploma, Mt. Carmel College of Nursing  
BSN, Creighton University  
MSN, Fort Hays State University  
DNP, Holy Family University

**Catherine Tottser**

*Instructor*

BSN, Lycoming College  
MSN, Holy Family University

**Francesca C. Ezeokonkwo**

*Assistant Professor*

B.S. Nursing, The Catholic University of America  
M.S. Nursing Education, Benedictine University  
Ph.D., Transcultural Nursing, Duquesne University School of Nursing

**Kathleen Healy**

*Instructor*

Diploma, Episcopal Hospital School of Nursing  
BSN, Hahnemann Hospital University  
MSN, Drexel University

**Mary Jean Ricci**

*Assistant Professor*

BA, Biology, Temple University

BSN, Temple University

MSN, University of Pennsylvania

**Christine Veal**

*Instructor*

Diploma: Nursing, Roxborough Hospital School of Nursing

BSN, Immaculata University

MSN-Ed, Immaculata University

**Niccole M Bracciale Zimmario**

*Instructor*

BSN, Holy Family University

MSN, Chamberlain, University

**Kelly Herninko**

*Instructor*

BSN, Holy Family University

MSN, Holy Family University

# Maps and Directions

## Philadelphia Campus Campus Facilities

### Directions to Philadelphia Campus

9801 Frankford Avenue, Philadelphia, PA 19114-2009

#### ***From the East***

Take the New Jersey Turnpike to Exit 6 (Pennsylvania Turnpike/I-276).  
Take the Pennsylvania Turnpike to Exit 351 (U.S. Route 1/Philadelphia).  
Follow Route 1 south (stay in the inner lanes) and turn left onto Grant Avenue.  
Follow Grant Avenue to Frankford Avenue and turn left.

#### ***From the West***

Take the Pennsylvania Turnpike to Exit 351 (U.S. Route 1/Philadelphia).  
Follow Route 1 south (stay in the inner lanes) and turn left onto Grant Avenue.  
Follow Grant Avenue to Frankford Avenue and turn left.

#### ***From the North (Northeast Extension/I-476)***

Take I-476 south to Exit 20 (Mid-County).  
Take the Pennsylvania Turnpike/I-276 (East) to Exit 351 (U.S. Route 1/Philadelphia).  
Follow Route 1 south (stay in the inner lanes) and turn left onto Grant Avenue.  
Follow Grant Avenue to Frankford Avenue and turn left.

#### ***From the North (I-95)***

Take I-95 south to Exit 35 (Woodhaven Road) and follow signs for  
Bristol Pike/U.S. 13 South.  
Turn right at the light (Rt. 13 becomes Frankford Ave).  
Proceed along Frankford Avenue, and the campus will be on the left.

#### ***From the South***

Take I-95 north to Exit 32 (Academy Road).  
Turn right at first light onto Frankford Avenue.  
Holy Family is at Grant Avenue on the right.

SEPTA Route 66 and Route 84 buses both have stops at Frankford and Grant Avenues.

Regional Rail Line The SEPTA R7 line from Trenton, NJ, or Center City Philadelphia stops at the Torresdale Station (Grant Avenue and State Road). This is within walking distance of the university.

## **Directions to Holy Family University – Newtown, Bucks County**

One Campus Drive, Newtown, PA 18940

### ***From the East***

Take the New Jersey Turnpike to Exit 7A (I-195).  
Take I-195 west until it becomes NJ-29.  
Take NJ-29 north to I-295.  
Take I-295 south over the Scudder Falls Bridge to Exit 8 (Newtown/Yardley).  
Turn right onto the Newtown Bypass/PA-332 west.  
Turn left onto Campus Drive.

### ***From the West***

Take the Pennsylvania Turnpike to Exit 351 (U.S. Route 1/Philadelphia).  
Follow U.S. Route 1 north.  
Take the Trenton exit onto I-295 north.  
Take Exit 8 (Newtown/Yardley).  
Turn left onto the Newtown Bypass/PA-332 west.  
Turn left onto Campus Drive.

### ***From the North (Northeast Extension/I-476)***

Take I-476 south to Exit 20 (Mid-County).  
Take the Pennsylvania Turnpike/I-276 East to Exit 351 (U.S. Route 1/Philadelphia).  
Follow U.S. Route 1 north.  
Take the Trenton exit onto I-295 north.  
Take Exit 8 (Newtown/Yardley).  
Turn left onto the Newtown Bypass/PA-332 west.  
Turn left onto Campus Drive.

### ***From the North (I-295)***

Take I-295 south to Exit 8 (Newtown/Yardley).  
Turn right onto the Newtown Bypass/PA-332 west.  
Turn left onto Campus Drive.

### ***From the South***

Take I-295 north to Exit 8 (Newtown/Yardley).  
Turn left onto the Newtown Bypass/PA-332 west.  
Turn left onto Campus Drive.



**Holy Family**  
UNIVERSITY

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Philadelphia, PA 19114-2009  
215-637-7700

**NEWTOWN**  
One Campus Drive  
Newtown, PA 18940-0992  
267-341-4000

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