



Graduate Catalog 2024 - 2025





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Academic Policies & Procedures

Academic Advisement

The coordinator of each graduate program is available for academic advisement, and students are strongly encouraged to consult with him or her concerning course selection and other aspects of their academic planning. Ultimate responsibility for proper registration lies with the student.

Academic Calendar

The academic year consists of two standard semesters, the fall and the spring, and two summer sessions. Most graduate courses are offered during the late afternoon or evening hours. The Post-Baccalaureate Teaching Certification courses are offered primarily on Saturdays. These are separate schedules for accelerated online semesters and for the Doctoral programs in Education.

The academic calendar is located on the CU Portal at the following link <https://my.caldwell.edu/ICS/Calendar.jnz>

***Curricular changes will go into effect the following academic year, unless otherwise noted.**

Academic Integrity

Academic integrity, that is, honesty in dealing with ideas, facts, data, interpretations, conclusions and expression of these, is essential to the very nature of any academic community. The nature and mission of Caldwell University demand a high respect for moral values, including intellectual honesty and justice. Every student who attends Caldwell University agrees to abide by this Academic Integrity Policy. Students who witness violations are required to report the academic dishonesty to the appropriate academic authority such as their instructor, chair/Associate Dean, program coordinator, Director of Graduate Studies, or Vice President for Academic Affairs.

The following is an explanation of violations, penalties, and procedures regarding academic dishonesty.

Academic Progress

Students are expected to demonstrate progress toward a degree according to the following conditions:

1. The attainment of a degree within a maximum of seven academic years from the date of official matriculation. (See section on Interruptions of Registration.)
2. The maintenance of a minimum cumulative GPA of 3.0 in order to be awarded a degree. (See sections on Academic Standing and Academic Probation.)

Academic Standing

The academic standing of a student is determined by course grades. Acceptable grades in the Applied Behavior Analysis program are B or better; acceptable grades in the Business, Counseling, Education, and Nursing graduate programs are a B- or better. Students who earn less than the acceptable grade in a particular course are permitted one opportunity to re-take that course. A grade of D does not earn credit to fulfill graduation requirements in any of the graduate programs at Caldwell University. Students are permitted to carry for graduation fulfillment only one course below the acceptable grade for their program. In addition, all students must maintain a cumulative GPA of 3.0 or better.

Academic Warning and Academic Probation

Academic Warning: Students who receive a grade less than the acceptable level for their program will receive a warning that they will be dismissed from the program if they earn a second grade below the acceptable level.

Academic Probation: Students who do not maintain a 3.0 GPA will be placed on "Probationary Status." Academic probation is notice to the student that the quality of work is below the acceptable level and will lead to dismissal unless the student returns to good academic standing. Students on probation are ineligible to participate in athletic sports and may be prohibited from engaging in campus activities and organizations. Student-athletes can submit an appeal in order to play sports the semester on academic probation; however, they will still be required to meet with their program coordinator on academic recovery. Students are required to return to good academic standing after one subsequent semester of enrollment although a student may request in writing a more extended period to improve their GPA with approval from the program coordinator. The student will be required to make satisfactory progress as defined by the program coordinator and the Director of Graduate Studies until the student's GPA returns to the 3.0 threshold, or the student will be dismissed from the program. Students who are on probation must meet with their program coordinator before registering. If the GPA continues to remain below the 3.0 threshold, the student may be subject to dismissal. Graduate students may be placed on academic probation only once, barring extraordinary circumstances recognized by the GAFC.

Academic dismissal may occur if academic probation is not resolved within the prescribed period or a student receives a second grade below B- in any graduate course (Applied Behavior Analysis programs are B or better). The same rules apply for undergraduate courses taken while in a graduate program (i.e. as prerequisites). A student who is dismissed for academic reasons may appeal in writing to the Director of Graduate Studies who will take the matter under review with the Graduate Academic Foundations Committee (GAFC). Appeals from students for reinstatement following academic dismissal will be decided in one of three ways by the GAFC: reinstatement to good academic standing; reinstatement to probationary status; or denial of appeal for reinstatement. If students have been reinstated on probationary status, and subsequently dismissed the second time, they may not apply for reinstatement. The decision of the GAFC is final and may not be re-appealed. Dismissed students may not register for graduate or undergraduate classes while an appeal is pending.

Undergraduate students who take graduate courses are subject to the graduate policies for grades and academic standing. Graduate students who take undergraduate courses while in a graduate program (i.e. as prerequisites) are subject to the graduate policies for grades and academic standing. Undergraduate students seeking to appeal final grades in a graduate course must follow the graduate grade appeal policy.

Reinstatement. Appeals for reinstatement after academic dismissal will result in one of three outcomes determined by the GAFC: 1) reinstatement to good academic standing; 2) reinstatement to probationary status; or 3) denial of appeal for reinstatement. Students who have been reinstated on probationary status and subsequently dismissed a second time may not apply for reinstatement. The decision of the GAFC is final and may not be further appealed. Dismissed students may not register for graduate or undergraduate classes while a dismissal appeal is pending.

Some courses are designated within academic programs as being assessed as PASS/FAIL only. In these circumstances, a grade of PASS is an acceptable grade for that academic program and does not negatively impact academic standing.

Annual Disposition Assessment

Faculty observe students' behavioral performance beyond GPA (knowledge and skills) to assess professional dispositions. Important components of professional dispositions include cultural competency, self awareness, interpersonal skills, professional boundaries, emotional stability, adaptability and flexibility, openness to feedback, self-awareness and commitment to self-growth. In addition to performance on assignments, faculty members will annually review each student in light of professional dispositions based on performance in class, practicum and internship evaluations and consultation with site supervisors for practicum and internship. Following this annual review, the student receives a score of: Meets Expectations (M), Emerging/needs feedback (E) or Unsatisfactory/needs intervention (U) on the Professional Disposition Assessment Rubric (PDAR is available upon request from the academic advisor). If the student receives a score of emerging competency, the student will be contacted by their advisor regarding feedback. If the student receives a score of unsatisfactory, the student will meet with the advisor to initiate a professional dispositions performance improvement plan (PDPIP). Additionally, feedback and PDPIPs related to professional dispositions may be introduced beyond the annual review at any time during the academic year. If there is no improvement the semester following the initiating PDPIP, the student is placed on a departmental probation with advisement support. If the student continues to score in the unsatisfactory range on the PDAR after the second semester that follows the initiation of the PDPIP, the student is referred to a Graduate Academic Foundations Committee (GAFC) subcommittee for review and possible further intervention or recommendations. Refer to the Graduate Catalog for additional probation and dismissal policies governing all graduate programs.

Appropriate Use and Computer Ethics Policy

Technology Usage Policies

Access to computing resources and networks that are owned or operated by the university imposes certain responsibilities and obligations, and is granted subject to university policies and applicable laws. Appropriate use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation and harassment. Users are responsible for taking appropriate precautions to reduce their risk of downloading viruses or other potentially harmful software. The university is not responsible for any virus infection that is the result of accessing the Internet using university networks. Users who access the university network using a privately-owned computer system or mobile device are responsible for adhering to the university Technology Usage Policies. This applies whether the user connects to the network directly, via a virtual private network, and/or through cloud services.

Appropriate Uses of Computing Resources

Users of the university network or computing resources must comply with all university policies including but not limited to any ethical standards or Code of Conduct that applies to that user. Unauthorized use of university resources, unauthorized access to files and data, violation of the Copyright Act, and violation of the laws of the applicable jurisdiction are strictly forbidden. The primary use of email accounts provided by the university should be related to university business and academic pursuits. Secondary uses may include personal and recreational uses that will be curtailed if they interfere with the primary function. Personal messages will be treated no differently than other messages.

These excerpts were taken from the Appropriate Use and Computer Ethics policy which will be available in its entirety to Caldwell University students. Students using a university-owned computer or a computer connected to the network are bound by this policy. Upon application for a university account, students will be asked to read the policy and return a signed agreement. Failure to consent to or abide by the terms of the Appropriate Use and Computer Ethics Policy will result in removal of the right to use university-owned computers and/or the network.

Attendance

The faculty have immediate jurisdiction over all student attendance regulation, and therefore the individual policies identified by the specific faculty member for the course will be the standard for student attendance in that course. In the absence of such rules, the policy below will apply.

Regular and punctual attendance is an essential aspect of any educational program. Students are expected to be earnest about their scholastic work and to be absent only for serious reasons. Each instructor determines the course attendance policy, and students should receive a policy statement at the beginning of the course in the syllabus. Students are expected to attend each class session in

accordance with each instructor's or department's attendance policy. The responsibility for any work missed because of an absence rests entirely with the student.

Students requesting an excused absence must provide documentation to the instructor at least two weeks prior to the scheduled excused absence or as soon as possible when not known in advance.

Students may be required to account for irregularity in attendance, either by oral or written explanation to their instructor. Students absent from classes more than two consecutive classes for illness should provide medical documentation to the Health Services office.

Students who expect to be absent from class for five days overall should notify their professor and the Student Life Office promptly.

Any student who has been excessively absent (4 or more course meetings) from a course may be required to withdraw from that course without credit. Unless otherwise noted in the course syllabus, students who have missed 40 percent of the coursework without documentation and have not withdrawn will receive an F for the course.

Students who fail to attend class by the first meeting after the add/drop period should officially withdraw from the course through the Registrar's office to avoid receiving an F.

Students must be registered and in class prior to the end of the add/drop period as indicated on the Academic Calendar. Students who fail to participate the first 3 days of the course should officially withdraw from the course through the Registrar's Office to avoid receiving a grade F.

Certification Due Dates

Students must submit the **Intent to Seek New Jersey Certification** form, application for certification, and appropriate fee by **October 1** for the fall semester, **February 1** for the spring semester, and **July 5** for the summer. Failure to follow this procedure will delay certification.

Certification Procedures — Superintendent, Principal, Supervisor, Reading Specialist, Teacher, School Counselor, Director of School Counseling, ESL

It is the responsibility of the student to contact the University's Certification Officer in the semester in which all certification requirements will have been met and to complete the appropriate paperwork by the established deadline. Completed paperwork will be forwarded by Caldwell University to the New Jersey Department of Education. The Certification Officer is located in Werner Hall, room 219.

Course Cancellation Policy

The College reserves the right to cancel a course in which there is insufficient enrollment, to limit registration, and to change instructors when necessary. Information in the summer catalog or posted on this website is subject to change. Please check your bill and schedule carefully for any changes.

Course Changes — (Add/Drop/Withdrawal)

Students may add and drop courses through the Portal during their designated registration period, in accordance with the academic calendar. Consultation with a student's academic advisor may be required. Courses dropped within the add/drop period will not be present on a student's official transcript. After the add/drop period concludes, students may file a course withdrawal within the designated withdrawal period. Failure to attend class does not constitute as an official withdrawal. Students who fail to officially withdraw by the deadline will be responsible for the final grade earned for the course. Withdrawing from a course will result in a grade of "W" on a student's official transcript, but does not negatively impact a student's GPA. Appropriate forms and current deadlines may be found on the Academic Calendar and Student Resource Portal. Tuition refunds will be determined based on the date the official add/drop or withdrawal is completed.

Credit Hour Assignment

Caldwell University follows the U.S. Department of Education definition of a credit hour as a measure of the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

50 minutes of instruction each week for 15 weeks (or the equivalent attained by scheduling more minutes of instruction per week for fewer weeks in the semester) in one semester complemented by at least 100 minutes each week of laboratory or outside assignments (or the equivalent thereof for semesters of different length)

OR

at least an equivalent amount of work for courses with alternative formats including internships, laboratories, studios, short-term study abroad courses, practicums, clinicals, student teaching courses and tutorials.

Proposals for new courses are prepared by faculty and presented to the Curriculum committee for review. The committee determines if the proposed credit hour allotment aligns with the Caldwell definition and with commonly accepted standards of higher education.

This policy conforms to the NJ Commission on Higher Education, U.S. Department of Education and Middle States Commission on Higher Education credit hour policies.

Degree Requirements

Students are required to complete the curriculum prescribed in the university catalog in effect when they matriculate unless they declare intent to follow requirements of duly revised programs. To be eligible for graduation with a master's degree, a student must

satisfactorily complete all of the program requirements with a minimum GPA of 3.0 based upon a possible 4.0 system. It is the student's responsibility to be aware of and to meet all graduation requirements.

Delayed Opening/Emergency Closing

If a class is canceled for illness or personal emergency of the professor, every effort will be made to notify students by phone and/or email. The university's Emergency Closing telephone number is 973-618-3100. In the event of inclement weather, students and faculty should call this number or go to the university Web site for information regarding classes. Students should keep in mind that late afternoon and evening classes are not necessarily canceled if day classes are. Should the weather improve, classes may be held. Therefore, this number or the university Web site should be checked again after 3:00 p.m. for a final decision on class cancellations.

Directory Information

Directory information which, under the provisions of the Act noted above, may be released at the university's discretion unless a specific request for exclusion from disclosure is made, includes: a student's name, local and home addresses and telephone listings, 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, honors and awards received, and the most recent previous educational institution or agency attended by the student.

Doctorate Degree Commencement Requirements

Caldwell University confers degrees three times a year – in May, August, or December. The commencement ceremony is held once a year in May. In order for a candidate to participate in May ceremonies, the student must complete all dissertation requirements prior to graduation. If the requirements are not met, the degree can be awarded at the next conferral date, and the student is then eligible to participate in the commencement ceremonies the subsequent May.

The last date for the oral defenses is six weeks prior to the end of the semester. Refer to the specific Handbooks for the timelines. Upon the completion of all program requirements as specified in the appropriate Handbooks, students are eligible to participate in the commencement activities. The entire process must be completed by April 30th for May graduation or November 30 for December graduation.

Doctoral students from Fall and Spring will be listed in our Commencement Program. Doctoral students completing their degree requirements in the Summer will be listed in the Commencement Program of the following year in accordance with their eligibility to participate.

Field Experience and Clinical Internship

Students must submit a field placement form for every Education course that has required field experiences for successful completion of the course. The field placement forms must be submitted by **February 15** for fall semester placement and by **September 15** for spring semester placement. Failure to follow this procedure will delay program completion. All Education students in clinical internships are required to have liability insurance through NJSEA (New Jersey Student Education Association). For details, please contact the School of Education Office at 973-618-9523. For Counseling students, the due dates are May 1 for summer and fall semester placements and December 1 for the spring semester placement. For details about placements in Counseling programs, please contact the coordinators.

Grade Change and Appeal

A final grade may be changed for cause as outlined in this policy, or for extenuating circumstances. A grade appeal must be made within four months of the posting of the final grade, using the following appeal process. The student must first attempt to resolve the disputed grade with the issuing faculty member by requesting that the grade be reevaluated. If, after this re-evaluation, the grade issue remains unresolved, the student next appraises the Associate Dean/Chair (or the Director of Graduate Studies if the faculty member is the Associate Dean/Chair) of the pending issue. The Associate Dean/Chair (or Director of Graduate Studies if applicable) then evaluates the issue and consults with the faculty member. If the Associate Dean/Chair believes that the grade appeal has merit, the Associate Dean/Chair reviews the appeals policy with the faculty member in an attempt to resolve the grade issue within the context of the academic appeal policy. If the matter remains unresolved, the student next appeals to the Graduate Academic Foundations Committee (GAFC) via the portal appeal form. After receiving the portal appeal form, the Director of Graduate Studies then convenes a graduate appeals committee. The graduate appeals committee is comprised of the Director of Graduate Studies and two members of the Graduate Academic Foundations Committee (GAFC) who are not members of the academic unit from which the appeal has arisen. The Graduate Coordinator of the program from which the appeal has arisen presents the information to the GAFC appeals committee. The committee reviews the matter in its entirety and may request oral testimony and/or additional information from the parties involved. If the faculty member is not available to participate in the appeal process, the Associate Dean/Chair acts as surrogate for the faculty member in the appeal process. At all times, the burden of proof is on the student to demonstrate that the final grade does not accurately reflect the student's performance in the course. The decision of the GAFC appeals committee is final and cannot be further appealed.

When supported by sufficient evidence, any of the following reasons may constitute cause for challenging a final grade:

1. The grade was the result of an error on the part of the faculty member in calculating, recording, or reporting a final grade.
2. The grade was awarded in an arbitrary or capricious manner.
3. The grade was the result of unfair discrimination. The student must provide evidence that the faculty member did not apply a consistent grading standard to all students in the course.

None of the following shall be considered cause for appealing a final grade:

1. Disagreement with the course requirements established by the faculty member.
2. Disagreement with the grading standards established by the faculty member.
3. Disagreement with the faculty member's judgment when applying grading standards, assuming that the faculty member has made a reasonable effort to be fair and consistent in exercising that judgment.
4. The desire or need of the student to attain a particular grade.
5. Consequences that a student might face as the result of a grade award.

When a grade appeal is tied to dismissal, then the student may complete any courses currently in progress but cannot register for additional courses until the appeal is resolved.

Grade Reports

At the close of each semester, grade reports are available on the CU Portal Student tab.

Graduate Reinstatement Policy

No student dismissed for academic reasons may be reinstated in the original program unless all of the following are satisfied:

At least two subsequent semesters (fall, spring, summer) have elapsed since the student's dismissal.

At least one professional letter of recommendation for reinstatement that addresses the petitioner's current status, and reflects the petitioner's abilities to successfully complete the program has been submitted. Examples include letters from professors, supervisors, employers, etc.

The student files a reinstatement petition in which the rationale for reinstatement is clearly indicated. The written petition should also address changes that the student has made since dismissal that serve to convince the Graduate Academic Foundations Committee that the student's future academic success is likely. Any supporting evidence must be included with the written request.

The petition should be filed for consideration by the GAFC committee. The requests for reinstatement should be sent to gradstudies@caldwell.edu.

Timeline: For requests for reinstatement return in the fall semester, the petition and all the associated documents should be filed by April 15. For requests for reinstatement effective in the Spring semester, the petition should be filed by November 1. For requests for reinstatement effective in the Summer semester, the petition should be filed by March 1.

Among factors that may be considered in deciding whether to reinstate a student are:

- A student's prior academic record,
- The reasons for the student's dismissal,
- Whether the reasons for dismissal have been overcome, and are unlikely to reoccur,
- The nature of the student's activities since dismissal.

Students approved for reinstatement must pay a \$50.00 reinstatement fee to process their reinstatement.

If the Graduate Academic Foundations Committee elects to reinstate the petitioner, the reinstatement shall be on a Probationary Status. The length of the Probationary Status will be determined by the Graduate Academic Foundations Committee. During the Probationary Status, the student may take a maximum of six (6) credits at the discretion of the program coordinator and must earn a minimum grade of B (3.0) in each course. At the conclusion of the petitioner's Probationary Status, the Graduate Academic Foundations Committee will determine if the student may re-enter the graduate program as a non-probationary student.

Failure to earn a minimum grade of B (3.0) in each course while under Probationary Status will result in dismissal without the possibility of reinstatement.

Admission to another program: Dismissed students

The student may choose to apply to another graduate program at Caldwell after at least two subsequent semesters (fall, spring, summer) have elapsed since the student's dismissal. Standard admission documents will be required for such an admission. In the admission narrative, however, the student should provide a rationale for admission to a different program. The narrative should also address changes that the student has made since dismissal that would serve to convince the Graduate Coordinator and, if necessary, the Graduate Academic Foundations Committee that the student's future academic success is likely. Any supporting evidence must be included with the written narrative in addition to the standard application materials.

Graduation & Commencement

Master Degree Commencement Requirements

Caldwell University has three conferral periods per academic year, culminating on one Commencement Ceremony in May. Graduates from the preceding Fall, current Spring, and preceding Summer may be eligible to participate.

In order to be eligible, students must have 1. Applied for graduation by the due date listed on the Academic Calendar 2. Obtained Advisor and Registrar Approval of their Application Status and 3. Be anticipated to complete all degree requirements by the conferral date established for the designated expected graduation term. *Summer graduates must be enrolled into their outstanding

requirement(s) by April 15th and expected to complete them prior to the conferral of summer degrees to obtain approval to attend Commencement. See the Academic Calendar graduation application deadlines.

Doctorate Degree Commencement Requirements

Caldwell University has three conferral periods per academic year, culminating on one Commencement Ceremony in May. Graduates from the preceding Fall and current Spring may be eligible to participate. See the Academic Calendar graduation application deadlines.

In order to be eligible, students must have 1. Applied for graduation by the due date listed on the Academic Calendar 2. Obtained Advisor and Registrar Approval of their Application Status and 3. Be anticipated to complete all degree requirements by the conferral date established for the designated expected graduation term. *In order for a candidate to participate in May ceremonies, the student must complete all dissertation requirements prior to graduation. The last date for the oral defenses is six weeks prior to the end of the semester. Refer to the specific Handbooks for the timelines. Upon the completion of all program requirements as specified in the appropriate Handbooks, students are eligible to participate in the commencement activities. The entire process must be completed by April 30th for May graduation or November 30 for December graduation.

If the dissertation requirements are not met, the degree may be awarded during the summer conferral date if requested by the student. The student is eligible to participate in the Commencement Ceremony the subsequent May. The student must contact the Student Life Office and Registrar's Office to request graduate seating and guest tickets for the subsequent Commencement Ceremony, no later than the March preceding the Ceremony.

Doctoral students from Fall and Spring will be listed in our Commencement Program. Doctoral students completing their degree requirements in the Summer will be listed in the Commencement Program of the following year in accordance with their eligibility to participate.

Deadlines to Apply for Graduation

Students must file their applications by the deadlines listed on the Academic Calendar. Failure to do so will result in a delay of your degree conferral and may delay your eligibility to participate in Commencement until the next Academic year.

Degree Application:

All candidates are required to submit an application for graduation well in advance of their anticipated graduation date. Students who fail to apply on time will be subjected to the next available application and conferral period. Review the Academic Calendar on the CU Portal for Application for Graduation Dates. Applications can be found under Student Resource Forms on the portal. Advisor consultation and approval is required before applications can be reviewed by the Office of the Registrar.

Degree Requirements

Students are required to complete the curriculum prescribed in the university catalog in effect when they matriculate unless they declare intent to follow requirements of duly revised programs. To be eligible for graduation with a master's degree, a student must satisfactorily complete all of the program requirements with a minimum GPA of 3.0 based upon a possible 4.0 system. It is the student's responsibility to be aware of and to meet all graduation requirements.

Incomplete Grade

INCOMPLETE GRADE

A student can petition for an Incomplete grade if the following conditions are met:

1. The student submits the petition for an Incomplete grade no later than the last day of class, but before finals week begins.
2. The student is passing the course at the time of the petition.
3. The student has successfully completed at least 50% of the **total** course requirements at the time of submitting the petition.
4. The student and Faculty member will establish a documented plan to complete outstanding requirements as soon as practical.

An incomplete is a temporary grade given at the discretion of the faculty. Grades of Incomplete that are not resolved within four months of the last day of class will automatically become a final grade of F. The date for completion within these four months will be determined by the Faculty member. Requests for an incomplete grade should be used only in the event of unusual or extraordinary circumstances. Students are eligible for ONE extension with approval from the instructor and the Department Chair. Incompletes may not exceed a total of 8 months.

Incomplete grades are entered through the CU Portal through the final grading window by the faculty member. Faculty must submit a final grade within four months through the Portal, Incomplete Grade Completion Form, available under Faculty Resources.

Assignment of Incomplete Grade by Faculty:

The Faculty member will assign the final grade of Incomplete in the grade entry area of the Portal during the final grading period. Faculty are responsible for awarding an official final grade by submitting the Incomplete Grade Completion form no later than the deadline listed on the Academic Calendar for that given year/term. The form is available on the portal under Faculty Resource Forms. An Incomplete grade that has not been replaced by a final grade by the date indicated on the academic calendar, automatically becomes a grade of "F."

Incomplete Extension:

Students are eligible for ONE semester extension with approval from the instructor and Chair. Extensions that are not resolved by the conclusion of the second semester will automatically be changed to an F. Extensions cannot exceed two semesters beyond when the course was offered. Extensions are available by PDF on the Portal and require approval of the Faculty member and respective Department Chair. Completed forms should be emailed to Registrar@caldwell.edu at least one week prior to the conclusion of the original incomplete being due to prevent the automatic final grading process.

Independent Study

Independent Study courses consist of student-designed, faculty-approved, in-depth courses of study outside the graduate program's regular course offerings. Such courses may be pursued only after a proposal has been approved by the instructor, the coordinator of the graduate program and the Vice President for Academic Affairs

Interruptions of Registration and Leave of Absence

Interruptions of Registration

Students enrolled in a graduate program at Caldwell University are expected to maintain continuous enrollment until all requirements are completed. Students who need to interrupt their studies prior to the beginning of a semester must notify the University through the university portal (<https://my.caldwell.edu/ics/>) in order to remain in good standing in the program. If the students are registered for classes, they must drop any currently enrolled course to avoid tuition charges and final grades being awarded.

Students who interrupt their studies for more than four consecutive semesters will be dropped from the program. Students wishing to re-enter the program following the extended absence (more than four semesters) must submit a request for readmission to the Office of Graduate Admissions and meet with the program coordinator for advisement prior to registration. Students will be responsible for the degree requirements at the time of readmission.

Leave of Absence

Students enrolled in courses in a graduate program at Caldwell University are expected to complete the courses within an allotted semester time. Students who need to interrupt their studies during the semester must discuss the situation and the potential Leave of Absence with their program coordinator. If the Leave of Absence is the only resource for the student, the Leave of Absence must be requested through the university portal (<https://my.caldwell.edu/ics/>). Students who take the Leave of Absence after the approved drop/add period are still responsible for all financial obligations. Please see the "Course changes" policies regarding adding, dropping, and withdrawing from classes. Please see the Institution Tuition Refund Policy for the refund information. Students who take a Leave of Absence after the add/drop period must repeat the entire course(s) they interrupted by taking a Leave of Absence.

Students who interrupt their studies for more than four consecutive semesters will be dropped from the program. Students wishing to re-enter the program following the extended absence (more than four semesters) must submit a request for readmission to the Office of Graduate Admissions and meet with the program coordinator for advisement prior to registration. Students will be responsible for the degree requirements set forth at the time of readmission

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who attends a postsecondary institution regardless of age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Caldwell University receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall coordinate access to inspect those records.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask Caldwell University to amend a record should write the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Caldwell University decides not to amend the record as requested, Caldwell University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Caldwell University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. See "Additional Disclosure Information" below.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Caldwell University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

Caldwell University may disclose directory information without the written consent of the student. Directory information includes the following: name, address, telephone number, email address, dates of attendance, enrollment status, class, previous institutions

attended, major and minor field of study, awards, honors (including Dean's list), degrees conferred including date, past and present participation in officially recognized activities, student's photograph, height and weight (for athletes only), and date and place of birth.

Students may request to withhold disclosure of directory information. To ensure that a request is properly processed, it must be submitted on the official 'Request to Prevent Disclosure of Directory Information' form which is available on the Caldwell Student Portal. The request will remain in effect until the student submits signed authorization to allow disclosure of directory information. Caldwell University assumes that failure on the part of any student to specifically request on the official form the withholding of release of directory information indicates individual approval of disclosure

Additional Disclosure Information

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials within Caldwell University whom Caldwell University has determined to have legitimate educational interests. A school official is a person employed by Caldwell University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Caldwell University. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or for which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which education records and personally identifiable information (PII) contained in such records—including Social Security Number, grades, or other private information—may be accessed without 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 records and PII without 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 education records and PII without consent to researchers performing certain types of studies, in certain cases even when Caldwell 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 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 consent PII from education records, and they may track participation in education and other programs by linking such PII to other personal information 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.

Directory Information

Directory information, which under the provisions of the Act noted above, may be released at the university's discretion unless a specific request for exclusion from disclosure is made, includes: a student's name, local and home addresses and telephone listings, 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, honors and awards received, and the most recent previous educational institution or agency attended by the student.

Personal Information and Name Policy

Change of Name:

A name change requires legal documentation. Acceptable forms are a social security card, a birth certificate, passport, or a court order stating your former and new name. Be sure to bring original official documentation. Copies of a legal document cannot be accepted unless they have been attested.

Chosen First Name:

Caldwell University recognizes that some members of the CU community identify with names other than their legal names ("Chosen Names"). The University acknowledges that a University community member's Chosen Names can and should be used where possible in the course of University education, communication, and business.

For students whose chosen first name does not reflect the legal name on file, please contact registrar@caldwell.edu. Your legal name may be required on official documentation released by the University, such as but not limited to: Financial Aid, National Student Clearinghouse, transcripts, diplomas, certifications, athletic rosters, federal requests, department of public safety, etc. Chosen names may appear on: university ID, class rosters, and blackboard.

Prohibited Use of Chosen Names. Chosen Names shall not be used for the purpose of misrepresentation, avoiding legal obligations, or otherwise in any manner that violates University policies or federal, state, or local laws. Chosen Names that are not administratively possible to implement, including, without limitation, symbols or images, are prohibited. The University reserves the right to remove any Chosen Name without prior notice to, or consent from, the individual due to misuse or abuse of this Chosen Name Policy, including, but not limited to, misrepresentation, attempting to avoid legal obligations or the use of highly offensive or derogatory names. Chosen Names can be up to 30 characters in length and should only include standard European characters.

Change of Address:

Current students may update their current addresses on the Portal. Click your student ID icon and navigate to "my profile and settings". Head to the Contact Information and toggle the 'addresses' feature to make changes. Address information will be updated within the week. If you need further assistance, please reach out to registrar@caldwell.edu and state your name, student ID, and request.

Professional Code of Ethics

Students are expected to adhere to their professional Code of Ethics. Penalties for violations of the code may range from probation to dismissal at the discretion of the department/School faculty, graduate coordinator, the Chair/Associate Dean, and the VPAA.

Publication of Master's Theses, Dissertations, and Capstone Projects

Master's and Doctoral students in ABA and Education will have their thesis or dissertation uploaded to a database by UMI/ProQuest. The document will be digitized on a searchable Web site hosted by UMI and accessible through the university Web site (Dissertations & Theses@Caldwell university). Fees applicable to publication and copyright protection will be billed with tuition for the final capstone course.

Registration

Students are expected to register for all courses online through the university portal at <https://mycaldwell.caldwell.edu> at the time indicated on the university calendar. Each student at Caldwell University receives an log in and password for the portal. A schedule of courses and specific registration procedures are available prior to each registration period. Students who have not met their financial obligations to the university will be unable to enroll into courses until the hold has been resolved. See "Course Changes" for policies regarding adding, dropping, and withdrawing from classes.

Reinstatement Following Dismissal

See section on "Graduate Reinstatement Policy"

Repeating a Course

A student may repeat a course once without appeal. When a course is repeated, the higher grade will be used in determining the Grade Point Average. Both grades, however, are shown/recorded on the transcript. If the repetition of the course results in the grade of C or lower, the student will be dismissed from the program.

Retention of Academic Documents

Caldwell University does not release official copies of documents submitted for admission, scholarship application, or any other academic reason. This includes, but is not limited to, High School and transcripts from other institutions. Caldwell University follows the American Associate of Collegiate Registrars and Admissions Officer's (AACRAO) guidelines for retention and disposal of student records: materials in academic files are destroyed following 5 years of nonattendance.

See below for our most commonly requested records. Please defer to the responsible Office for their retention schedule.

Record	Office/Responsible Agent	Contact
Admissions Application	The Office of Admissions (GR & UG)	Admissions@caldwell.edu
Admissions Correspondence	The Office of Admissions (GR & UG)	Admissions@caldwell.edu
Admissions Acceptance Letter	The Office of Admissions (GR & UG)	Admissions@caldwell.edu
External Transcripts (high school & college)	The Office of Admissions (GR & UG)	Admissions@caldwell.edu
Letters of Recommendation	The Office of Admissions (GR & UG)	Admissions@caldwell.edu
Curricular Proposals/Course Syllabi	The VPAA Office	VPAA@caldwell.edu
Graduate Assistant Application/Approval	The VPAA Office	VPAA@caldwell.edu
Middle States Accreditation Documents	The VPAA Office	VPAA@caldwell.edu
Credit by Examination	The Office of the Registrar	Registrar@caldwell.edu
Transfer Credit and Final Award	The Office of the Registrar	Registrar@caldwell.edu
Course Substitution/Waiver	The Office of the Registrar	Registrar@caldwell.edu
Registration Form	The Office of the Registrar	Registrar@caldwell.edu
Add/Drop Form	The Office of the Registrar	Registrar@caldwell.edu
Withdrawal Request Form	The Office of the Registrar	Registrar@caldwell.edu
Change of Grade	The Office of the Registrar	Registrar@caldwell.edu
Probation/Suspension/Dismissal Record	The Office of the Registrar	Registrar@caldwell.edu
Graduation Application	The Office of the Registrar	Registrar@caldwell.edu
Official CU Transcripts	The Office of the Registrar	Registrar@caldwell.edu
FERPA Release	The Office of the Registrar	Registrar@caldwell.edu
Name Change Requests	The Office of the Registrar	Registrar@caldwell.edu
Student Advisement Files	Academic Advisor	Advising@caldwell.edu
Placement Results/Scores	The Office of Advising	Advising@caldwell.edu
Change of Major	The Office of Advising	Advising@caldwell.edu
Withdrawal from the University Form	The Office of Advising	Advising@caldwell.edu
Leave of Absense Form	The Office of Advising	Advising@caldwell.edu
Conduct Related Issues/Disciplinary Record	The Office of Student Life	StudentLife@caldwell.edu
Grievance Complaint	The Office of Student Life	StudentLife@caldwell.edu
Medical Leave Information	The Office of Health Services	SHS@caldwell.edu

Athletic Eligibility/Reports	Athletic Department	Athletics@caldwell.edu
Certifications	The Academic Department	See Academic Department of your certification for more info

Statement of General University Regulations/Code of Student Conduct

Students are subject, both on- and off-campus, to all federal, state, and local laws and ordinances, as well as university rules and regulations. Students are subject to such disciplinary action as deemed appropriate, including suspension and expulsion, for acts or omissions that are prohibited by federal, state, or local laws or university rules and regulations. A student is subject to disciplinary action by the university student conduct process whether or not civil/criminal proceedings have been initiated. University conduct proceedings and hearings are not criminal proceedings. This principle extends to conduct that is likely to have adverse effects on the university and its stated mission, on the educational process, or that indicates the individual who committed the violation is an irresponsible member of the university community. Please see the C-Book on the Caldwell University Web page and portal for more information.

Alcohol

The legal drinking age in New Jersey is 21 years. In accordance with the law, alcohol purchase and consumption on the Caldwell University campus will be governed by the following regulations. No one under the legal age for drinking shall be served or allowed to sell, purchase or consume alcoholic beverages. Caldwell University allows alcoholic beverages to be served to persons of legal age at meetings or social gatherings held on campus. Permission to sell alcoholic beverages must be secured in advance from the Director of Student Activities. Request forms for a license application may be secured in that office. Approval is dependent upon a liquor license and the existence of adequate measures to preclude the serving of alcoholic beverages to those under the legal age.

Appeals

A student may appeal the decision of the Judiciary Board by filing a written request for review with the President of the university no later than five business days after receipt of notice of the Board's decision. The President, or an appropriate delegate, will review the matter and may confirm or reverse the decision, but may not increase any penalty imposed. Within a reasonable time of receipt of the request for review, the President or an appropriate delegate will advise the student, in writing, of a decision.

Mobile Technology

No cell phones or smart watches (e.g., Apple watch) should be activated during class or university activities, e.g., concerts, lectures, commencement, etc. unless required by the instructor or part of a campus event.

Destruction of Property

Damage, defacement, or destruction of university property or the property of any person on university property is punishable by law.

Drug Policy

Caldwell University upholds the laws of the Federal Government and Title 24 of the Statutes of New Jersey, which prohibit the illegal possession, use, or distribution of marijuana, cocaine, LSD, or other hallucinogens and narcotic drugs. Students who violate these laws are subject to severe disciplinary measures, including possible expulsion. The university cannot protect an offender against the penalties of the law. Law enforcement officers, when possessing the proper documents, have a legal right to search any and all buildings on campus without prior notice. Any student known to be distributing or selling drugs as mentioned above will be dismissed from the university. The university will not differentiate between violations occurring on or off campus. While in no way condoning the breaking of the laws pertaining to drugs, the university is concerned in every way possible to help the individual achieve a realistic understanding of the consequences of the use of drugs. Therefore, the resources of the university will be available, on a confidential basis, to any student desiring assistance. Since the university is not equipped for rehabilitation, referral to such a service may be necessary. Substance Abuse Counseling is available by calling 973-618-3305.

Harassment

Caldwell University prohibits harassment of or by any employee(s) or student(s) on the basis of sex (including pregnancy and sexual harassment), race, color, age, national origin, disability, handicap, religion, status as a veteran, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership or civil union status, or on the basis of any other such characteristic protected by applicable federal, state or local law. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, in any form whether in person or through any medium, that is based on a person's protected status. Examples of harassing conduct include, but are not limited to stalking, epithets, slurs, jokes, teasing, kidding, bullying, negative stereotyping, and threatening or hostile acts that relate to an individual's protected status, and physical acts of aggression, assault or violence, regardless of whether these acts are being or have been investigated as criminal offenses by a law enforcement agency. Any written or graphic material, including any electronically transmitted or displayed material that likewise denigrates or shows hostility toward members of these protected groups, is also considered harassment. Any act of domestic or dating violence is considered a form of harassment and is prohibited. A person does not have to be the direct target of harassment to make a complaint.

Caldwell will not tolerate harassing conduct that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work environment or performance;
3. Adversely affects tangible employment benefits;
4. Has the purpose or effect of creating an intimidating, hostile, or offensive study or learning environment;
5. Has the purpose or effect of unreasonably interfering with an individual's study or learning experience; or

6. Adversely affects an individual's tangible educational benefits

Subsequent Graduate Program

Students who have earned a master's degree at Caldwell University may apply for admission into another degree program. In some cases, a limited number of credits from one program may be awarded to the new program. Please see specific programs for transfer of credit options.

Transcripts

Official Transcripts may be ordered online at www.getmytranscript.com. Select Caldwell University and follow the instructions provided. There is a nominal cost for ordering a transcript and its delivery. Students may view and print unofficial transcripts through the MyCaldwell Portal at <https://mycaldwell.caldwell.edu>. Transcripts issuance may be delayed and/or suspended during periods of registration and grade distribution. All financial obligations must be met before transcript(s) will be issued.

Transfer of Credits

Caldwell University will accept the transfer of graduate work, including online courses, from another regionally accredited institution, usually up to six credits (depending on the program), provided the credits were completed within five years of the student's registration with Caldwell University and those credits have not been applied to an earned degree. Official transcripts of previous graduate work as well as the description of each course must be submitted for review at the time of application. Approval of transfer credit is based on course content and grade earned in the course. No transfer credit will be awarded for courses that have earned a grade lower than a "B". Each transfer request will be reviewed by the Program Coordinator.

Tutorials

Once the Chair/Associate Dean has determined the need for a tutorial, the student should complete an application for Approval for a Tutorial. Once the form is complete, the Chair/Associate Dean will discuss the tutorial with the Vice President for Academic Affairs for the final approval" to... Once the Chair/Associate Dean has determined the need for a tutorial, the student must complete a tutorial request form, located on the MyCaldwell Portal. The form must be submitted to the Registrar's Office prior to the close of a term's add/drop period.

Violations of Academic Integrity

Academic dishonesty includes but is not necessarily limited to the following:

Cheating

1. Unauthorized use of materials during tests and examinations.
2. Unauthorized possession of test or examination material prior to the administration of same.
3. Altering of assigned grades.
4. Submitting, as one's own work, assignments (for example, papers, data, computer assignments, or artistic works) obtained in whole or in part from another, unless specifically authorized to do so by the instructor.

Fabricating

Inventing data or other information to reach a desired conclusion.

Plagiarism

The unacknowledged, undocumented presentation of words or ideas which are the intellectual property of another as one's own.

1. Direct quotations, that is, even a few of the exact words of a source, must be indicated by the use of quotation marks or indentation of the text and be properly documented.
2. Passages which parallel the thought or expression of the source, even without using the same words, must be properly documented.

Multiple Submission

Assignments substantially the same as those submitted for credit in another course may not be resubmitted in a second course without the explicit authorization of the instructor.

Interference

Behavior deliberately calculated to prevent or impede another student from fulfilling his or her academic responsibilities.

Complicity

Assisting or attempting to assist another student in violating Academic Integrity by any of the actions described in this document. In addition, complicity is also witnessing academic integrity violations and failing to report them.

Charges and Appealing Charges

If a faculty member determines that a violation of academic integrity has occurred, he/she must confront the student and report the incident to the faculty member's department chair/Associate Dean and to the Vice President for Academic Affairs. The penalty for violation of academic integrity ranges from probation to immediate dismissal. The Office of Academic Affairs issues the letter indicating the violation and the penalty that applies.

The student charged with academic dishonesty may appeal the charge to the chair/ Associate Dean of the department/School in which the incident occurred, or the Vice President for Academic Affairs if the faculty member is also the department chair/ Associate Dean.

The department chair/Associate Dean or the Vice President for Academic Affairs if the faculty member is also the department chair/Associate Dean, will investigate the facts and affirm or dismiss the charge. If the charge is affirmed, the penalty stands.

Subsequently, the student may register a formal written appeal with the Vice President for Academic Affairs who will convene the Academic Appeals Board. If the student is a graduate student, the Academic Appeals Board will be chaired by the Director of Graduate Studies and will include the chair/Associate Dean of the department of the faculty member involved in the appeal, one member of the Graduate Academic Foundations Committee, and a faculty member or administrator of the student's choice. If the Board determines that an appeal is warranted, it will invite testimony from both the student and faculty member involved in the incident and, at its discretion, may solicit other pertinent information. The Vice President for Academic Affairs and the Board are responsible for ensuring that the appeals process is correctly followed and that all evidence has been thoroughly examined. The Board's decision is final.

Withdrawal from the University

Graduate students who wish to withdraw from the University must fill out the Intent to Withdraw form located on the student portal. They must also fill out the attached exit survey. If a graduate student withdraws from the university during a semester, the student must also withdraw from all courses. See "Course Changes" section for policies regarding adding, dropping and withdrawing from classes. Failure to follow this procedure will result in a grade of "F" in every course for which the student was registered.

Students wishing to reapply for admission to graduate studies following withdrawal must submit an application for admission along with the application fee and supporting admission credentials and requirements, as requested. Applicants readmitted must meet the program requirements in force at the time of readmission. All credits, whether transfer or Caldwell University graduate credits, applied to the student's transcript during the initial sequence of study, will be valid for a period not to exceed five years

Admission

Acceptance Procedures

Before registering for any class, a person must apply and be accepted to Graduate Studies at Caldwell University under one of several possible admission status categories: Matriculated into a degree or non-degree program; Non-matriculated or Auditing (descriptions below). Final action on an application cannot be taken until all required supporting credentials have been received in the Office of Graduate Admissions. The applicant will receive official notification of admission status issued by the Office of Graduate Admissions.

Applicants for matriculation who have submitted an application, fee, and transcripts but for whom all required admission materials have not been received, may be offered provisional matriculation until all credentials are submitted, and if their official transcripts show conferment of a bachelor's degree with the required GPA and all undergraduate prerequisites met. (International applicants are not eligible for this status.) Such applicants may register for no more than one semester, nor take more than six credits if beginning their studies in the fall or spring semesters. All admission requirements must be met by the end of the first semester in which the student is registered. For students beginning their studies in the summer semester, a maximum of nine credits may be taken with all admission requirements met by November 1. Please refer to specific programs for more detailed information. Upon submission of the outstanding credentials, the student may or may not be offered full admission. If admitted, credits earned with a minimum cumulative GPA of 3.0 during provisional status will be applied to the degree upon matriculation. Applicants should be mindful that provisional admission does not guarantee full admission and continuance in the program.

On occasion, the Program Coordinator may allow students whose academic record falls below accepted standards to enter a program on a conditional basis, if in the Coordinator's judgment other evidence points to the applicant's likely success in the program. These conditional students are subject to the same policies and time limits described in the paragraph above regarding provisional students, or to other conditions stated in the admission letter.

Admission Policy

It is the policy of Caldwell University to offer equal employment and educational opportunities to all. Caldwell does not discriminate on the basis of an individual's sex (including pregnancy and sexual harassment), race, color, age, national origin, disability, religion, veteran status, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership or civil union status, or on the basis of any other such characteristic protected by applicable federal, state or local law in employment or in the administration of its educational programs and policies, admissions policies, scholarship and loan programs, or athletic and other school administered programs. Qualified individuals with known disabilities shall be provided with reasonable accommodation except where such accommodation would cause the university undue hardship. Furthermore, Caldwell University prohibits retaliation against anyone who opposes unlawful discrimination, assists or participates in an investigation of a complaint of discrimination, or exercises that person's rights under any law that forbids discrimination.

The Caldwell University coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Titles VI and VII of the Civil Rights Act of 1964 and other laws and regulations prohibiting discrimination is: Elizabeth Elices, Caldwell University Title IX Coordinator and Compliance Manager, 120 Bloomfield Avenue, Caldwell, NJ 07006; 973-618- 3429; Fax 973-618-3358.

Questions about the Policy Prohibiting Discrimination and Harassment, including a copy of the complete policy, and any complaints of harassment or discrimination shall be directed to a Coordinator. Current information can also be found at <http://www.caldwell.edu/safety/harassment-discrimination>

Admission Procedures

Those wishing to apply for admission to a graduate program at Caldwell University should do the following:

- Complete the Graduate Application for Admission online at <http://caldwell.edu/applynow> and pay the non-refundable application fee of \$50.00. The application fee is waived for current and former Caldwell University students and for some special situations.
- Arrange to have official transcripts from all undergraduate and/or graduate studies sent directly to Caldwell University, Office of Graduate Admissions, 120 Bloomfield Avenue, Caldwell, NJ 07006. No final action will be taken on an application for which there is no official transcript.
- Request the required number of letters of recommendation from professors, employers, or other individuals who are familiar with their work to be sent directly to the Office of Graduate Admissions.
- Arrange to take required standardized test(s) and have the scores sent directly to the Office of Graduate Admissions. Scores may be no more than five years old.
- If required or desired, call the Office of Graduate Admissions (973-618-3544) for information regarding a personal admissions interview.
- Consult program descriptions to determine any additional requirements. All materials should be sent to the Office of Graduate Admissions. The office can be reached at 973-618-3544 and graduate@caldwell.edu

PLEASE NOTE:

- **Dual Applications.** If an applicant wishes to apply for more than one graduate program, a separate application must be submitted for each program. Only one application fee will be charged. It is the applicant's responsibility to submit all necessary materials in support of each application.

- It is the applicant's responsibility to arrange for all official undergraduate and graduate transcripts and other supporting admissions credentials to be sent directly to the Office of Graduate Admissions.
- No action will be taken on credentials that arrive for which there is no completed application for admission on file. Any documents submitted as a part of the application process are considered to be property of Caldwell University.
- Applications which remain inactive for one year (i.e., inadequate documentation prevents an admission decision or an acceptance is not followed by registration) will be removed from active files. Under such circumstances, those wishing to be reconsidered for admission may be required to reapply

Admission Requirements

All applicants, including non-matriculating and visiting students, must complete a Graduate Application for Admission and submit it with the \$50.00 application fee to the Office of Graduate Admissions. Applicants to graduate programs at Caldwell University must hold a bachelor's degree from an accredited college or university, unless a student is applying to a Combined bachelor's/master's program (see section on Combined Bachelor's/Master's Programs for more information). International students applying for admission must present documents demonstrating equivalent education and/or training from a non-U.S. college or university (see section on International Students for more information). Additional admission requirements are outlined in the **Programs of Study** section of this catalog under specific program descriptions.

Auditing

Individuals who wish to take graduate courses for personal or professional development on a non-credit, ungraded, auditing basis may do so in select graduate courses designated by academic departments each semester. Those interested in auditing must apply as a non-matriculating student and submit an application, fee, and transcripts which attest to an earned degree appropriate to the chosen program and a satisfactory cumulative GPA. Registration of auditors will take place only during the designated add-drop period, since priority must be given to matriculated students. Students may drop or withdraw for a refund within the initial two weeks of class only, and may not change the course from audit to credit status. Auditors pay half tuition.

Combined Bachelor's/Master's Programs

Highly qualified students with an excellent record may apply for early admission into a master's degree program. Once accepted, students may complete between 6 to 12 credits of graduate courses (specified by the program of acceptance) which may be applied to **both the undergraduate and graduate degree requirements**. The graduate level classes that are completed in a student's undergraduate program will shorten the time needed to earn a graduate degree. Students will pay undergraduate tuition rates for graduate level courses approved for both UG and GR credit when taken during their bachelor's degree. Upon completion of the Bachelor's students will obtain full acceptance and have a number of program requirements already completed towards the Master's. For more details on this opportunity, please refer to the corresponding program.

General Information

Questions concerning admission status should be addressed to the Office of Graduate Admissions at 973-618-3544 or graduate@caldwell.edu. This office is typically open Monday to Friday from 8:30 a.m. to 4:30 p.m. (8:30 a.m. to 12:00 p.m. on Friday in the summer). The office may also have extended evening and Saturday hours available — call for more information. Questions pertaining to academic matters may be addressed to the appropriate Program Coordinator. See the Communication with the University section at the end of this catalog for contact information

International Students

International applicants planning to enroll under an F-1 visa are advised that according to federal guidelines they are eligible only for study in programs defined as full time and not designed solely to lead to employment in this country. Caldwell University graduate degree (M.A., M.S., M.B.A. and Ed.D./Ph.D.) programs meet these criteria; however, non-degree programs, including those leading to certification, do not and therefore cannot accept F-1 applicants. International applicants should bear in mind that the visa approval process can be quite lengthy, and they should initiate the application process as soon as possible. It is the applicant's responsibility to ensure that deadlines are met.

In addition to meeting standard admission requirements outlined above, international applicants are also required to submit the following information:

- Financial Data Sheet
- If student's native language is not English, TOEFL, IELTS scores or completion of ELS level 12 intensive program – English for Academic Purposes is required. The minimum acceptable TOEFL score is 580 (paper test) or 237 (computer test) or 92 (Internet test) with an acceptable writing score. Minimum IELTS score is 7.5. Official score reports must be sent directly to the Office of Graduate Admissions. Scores must be from a test taken within the past three years.
- A course by course evaluation of non-U.S. transcripts by World Education Services (WES, www.wes.org). Other National Association of Credential Evaluation Services (www.naces.org) accredited evaluations may be submitted at the discretion of the Associate Vice President, Enrollment Management. For electronic access to forms and other international student information, you may also consult the graduate admissions Web pages at <https://www.caldwell.edu/admissions/international-students>.

Non-Matriculating Students

Individuals who have at least a bachelor's degree and want to enroll in particular courses for personal or professional development without reference to matriculation in any degree or certification program may apply for admission as a nonmatriculating student. Applicants to this status are expected to meet the minimum academic requirements as established for regular admission. This includes official verification of an earned bachelor's degree. Should a non-matriculating student wish to change to matriculating status, he or she must apply for admission through the Office of Graduate Admissions, provide all official credentials, and undergo review by the degree program coordinator or selection committee. Non-matriculating students may enroll for 6 credits unless they have written approval of the relevant program coordinator. Credits earned with a minimum GPA of 3.0 while a nonmatriculating student may be applied toward the graduate degree upon acceptance into a degree program. Admission on a non-matriculating basis does not imply eligibility for admission to a degree or non-degree program, regardless of the number of credits undertaken on this basis.

Students who are matriculating at another college or university and wish to enroll at Caldwell University for transfer to their home institution may apply as a visiting student. Ordinarily, visiting students may take up to six credits at Caldwell University. Transfer of these credits to the home institution is solely at the discretion of that institution.

Qualified Undergraduate Students in Graduate Courses

Caldwell University undergraduates who have completed 90+ credits and who have a cumulative GPA of 3.5 may take up to six credits of graduate level courses with appropriate permissions and subject to enrollment limits. Unless the student has been accepted into a combined bachelor's/master's program (see below), these courses may be taken for either graduate or undergraduate credit, but not both. Undergraduates taking graduate courses for either undergraduate or graduate credit will be charged undergraduate tuition, up to a maximum of six graduate credits

Visiting Graduate Student

Those wishing to enroll in a graduate-level course, must formally apply for Visiting Non-matriculated admission through the Office of Graduate Admissions. Please contact Graduate Admissions at graduate@caldwell.edu or 973.618.3408 for more information.

Visiting Students can view grades on the Caldwell Portal. When a visiting student is no longer an "active student," access to the portal will close down. If this occurs and you need a copy, you may complete a Grade Report Request or order an Official Transcript. Please allow 3-5 days for processing.

Expenses

Educational Opportunity Fund Grants

These are grants awarded to New Jersey residents who meet the financial aid guidelines established by the State of New Jersey for the Educational Opportunity Fund Program. For eligibility, students must be in full time attendance (nine credits a semester, fall and spring). For further information, contact the Director of the EOF Program at 973-618-3246.

Graduate Financial Aid

Any student whose resources cannot meet the cost of his/her education should apply for financial aid from among the variety of loan, employment, or other programs available:

Federal Work Study and Campus Employment

Federal Unsubsidized Stafford Loan Program

Federal Grad PLUS Loan Program

Private Educational Loans

Veterans Administration

Responsibilities of Financial Assistance Recipients

Students receiving financial assistance have the following responsibilities:

1. To complete an annual FAFSA application for financial assistance by the recommended April 15th priority date
2. To meet the requirements of good academic standing.
3. To report to the Office of Financial Aid any changes in enrollment status, changes of name or address, and receipt of any additional internal or external financial assistance.

Caldwell University reserves the right to make adjustments to financial assistance packages because of changes in the recipient's enrollment or residency status, income discrepancies, or changes to financial circumstances. The university further reserves the right to make proportionate adjustments in campus administered financial assistance if funding changes. Students who withdraw from the university before the end of an academic term may be required to repay a portion of their financial assistance.

Application Procedures

Students applying for financial assistance must complete the Free Application for Federal Student Aid (FAFSA). The completed FAFSA should be filed with the federal government as soon after October 1st as possible at www.studentaid.gov.

Application Deadlines

Applications for all financial assistance programs should be made by all new and continuing students as soon after October 1st as possible. Consult the Office of Financial Aid for specific dates that may affect applications.

COST OF EDUCATION

Typically the student budget is comprised of tuition, fees, and, if a resident student, room and board. These would be considered direct costs to the student. There are indirect costs that are also allowed to go into a student budget, such as personal expenses, books, supplies, transportation and a home maintenance allowance for commuting students. Additionally, there may be a one-time cost for a computer, not to exceed \$1,000, and childcare-associated costs built into the student's budget on a case-by-case basis.

TYPES OF FINANCIAL ASSISTANCE

EMPLOYMENT OPPORTUNITIES

Students may work in a variety of campus jobs under Federal Work Study.

This program allows eligible students to earn funds to help pay personal expenses. The program is financed through funds from the federal government and administered by Caldwell University. Federal Work Study offers do not guarantee a position. Position availability is determined by individual offices and the student is paid every 2 weeks. The student pay rate is minimum wage. Average weekly work hours 7 – 10 hours, based on need and the annual award.

LOANS

Federal Subsidized Stafford Loan

Under this program, eligible students may borrow for educational expenses. Loans amounts for a borrower may not exceed the annual and aggregate limits for loans under the Federal Direct Loan Program. The 2024-25 interest rates for graduate level study is 8.08%.

Note: First-time recipients of Stafford Loans are required to complete an entrance interview and master promissory note online at www.Studentaid.gov. At this time, they will receive information on default, deferment, debt management and repayment schedules. Loan recipients are also required to complete an exit interview at the time they leave school online at www.Studentaid.gov. During that online counseling session repayment procedures, deferments and cancellation information will again be detailed. The seriousness of undertaking a loan obligation and responsibility for repayment is stressed during both sessions.

Federal Unsubsidized Stafford Loans

These loans are available to those who do not qualify for federal interest subsidies under the Federal Stafford Subsidized Loan Program. The combination of subsidized and unsubsidized Stafford loans for a borrower may not exceed the annual and aggregate limits for loans under the Federal Stafford Loan Program. Interest rates as of July 1, 2023 to June 30, 2024, for undergraduate level is 4.99% and for graduate level is 6.54%.

Note: First-time recipients of Stafford Loans are required to complete an entrance interview and master promissory note online at www.Studentaid.gov. At this time, they will receive information on default, deferment, debt management and repayment schedules. Loan recipients are also required to complete an exit interview at the time they leave school online at www.Studentaid.gov. During that online counseling session repayment procedures, deferments and cancellation information will again be detailed. The seriousness of undertaking a loan obligation and responsibility for repayment is stressed during both sessions.

Federal Grad PLUS Loan

Graduate students may also borrow additional funds under the federal Grad PLUS loan program. This loan may be up to the cost of education minus any financial aid (including federal Unsubsidized Loans). Payments begin within 60 days after second loan disbursement or may be deferred while the student is enrolled at least half time or until graduation. The interest rate as of July 1, 2024 to June 30, 2025, is 9.08%.

Future Interest Rates

Interest rates for the 2025/2026 academic year will be set for all Direct Loan Programs after March 30, 2025. The financial aid web page will be updated with the most current interest rates once they are set by the Department of Education.

Private Educational Loans

Students may consider private loan programs as a source of funding. As always, taking on debt for any reason should be done deliberately and only for the amounts needed. If you plan to take a Private Educational Loan, you will need to select a lender. The lender is the institution from which the money is actually borrowed. All lenders are not the same. It pays to make an informed decision when selecting a lender. You will be entering in a long-term relationship with the institution. Reasons for selecting a particular lender vary from person to person. Some choose based on name or brand recognition or reputation. Others prefer the immediate benefit of below-market processing fees. Still others are interested in borrower benefits in repayment, like an interest rate reduction as a reward for making consecutive on-time payments. We encourage students to use the lender and the loan product that best meets their needs.

Federal Loan Consolidation

Students entering repayment may consolidate their loans. Programs that may be considered for:

Federal Stafford Loans

Federal PLUS Loans

The Annual Percentage Rate (APR) is determined by calculating the weighted average of the interest rates of your consolidation loans. Go to www.loanconsolidation.ed.gov for more detailed information

Ombudsman's Office

The Student Loan Ombudsman's office works with student loan borrowers to resolve loan disputes and problems. The role of the Ombudsman is to help borrowers who have problems with Federal Loans.

The Ombudsman's Web site can be accessed at: www.ombudsman.ed.gov

Mailing address:

Office of the Ombudsman • Student Financial Assistance - U.S. Department of Education - FSA Ombudsman • 830 First Street, NE • Fourth Floor • Washington, DC 20202-5144

Toll-Free Telephone: 1-877-557-2575

Fax Number: 202-275-0549

Veterans Administration

Caldwell University is approved by the State Approving Agency for the education of veterans. Veterans may receive assistance in financial planning through the Office of Financial Aid. To determine eligibility for Veterans' Educational Benefits, War Orphans Benefits, the Post 9-11 GI Bill and Yellow Ribbon Program contact the local Veterans Administration office.

Other Source

Privately-sponsored scholarship programs are often available in local areas. Handicapped may be eligible for educational assistance through the New Jersey Vocational Rehabilitation Commission or the New Jersey Commission for the Blind.

Note: The Office of Financial Aid receives many opportunities from outside sources of aid and regularly posts these notices on the Financial Aid webpage.

For additional information related to financial aid, please consult the Caldwell University Web site at caldwell.edu.

ACADEMIC REQUIREMENTS TO MAINTAIN FINANCIAL ASSISTANCE

Financial assistance recipients must be in good academic standing and must be making satisfactory academic progress. Failure to meet established criteria may result in the loss of financial assistance.

RETURN OF FEDERAL TITLE IV FUNDS

EFFECTIVE FOR PERIODS OF ENROLLMENT BEGINNING ON OR AFTER 8/28/2000 The policy shall apply to all students who withdraw, drop out, receive all grades of "F" in a term or are dismissed from Caldwell University and receive financial aid from Title IV Funds:

1. The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:
 - a. Unsubsidized FFEL/Direct loans, subsidized FFEL/Direct loans,
2. A student's withdrawal date is:
 - a. The date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw; or
 - b. The midpoint of the period for a student who leaves unofficially without notifying the institution; or
 - c. The student's last date of attendance at a documented academically related activity.
3. Refunds on all institutional charges, including tuition and fees, will be calculated using the Caldwell University refund policy published in the Catalog and class schedule and will be calculated and determined by the Bursars Office.
4. Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. 60% is approximately 9.6 weeks of a 16-week semester or 4.8 weeks of an 8-week summer session. Title IV aid and all other aid is viewed as 100% earned after that point in time.
5. The percentage of Title IV aid earned shall be calculated as follows:
 - a. $\text{Number of days completed by student} \div \text{Total number of days in term}^* = \text{Percent of term completed}$.
 - b. The percent of term completed shall be the percentage of Title IV aid earned by the student.
 - c. The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days*
6. The percentage of Title IV aid unearned (i/e., to be returned to the appropriate aid program) shall be 100% minus the percent earned.
7. Unearned aid shall be returned first from the student's account calculated as follows:
 - a. $\text{Total institutional charges (x) percent of unearned aid} = \text{amount returned to programs}$.
 - b. Unearned Title IV aid shall be returned to the following order:
 - Unsubsidized Federal Stafford Loan
8. When the total amount of unearned aid is greater than the amount returned from the student's account, the student is responsible for returning unearned aid.

Return of Title IV Funds Policy

The following procedures should be followed when the Office of Financial Aid receives notification that a student, who is receiving financial aid, has withdrawn from the university

- **Official Withdrawal:** Caldwell University will apply the official withdrawal date as recorded by the Office of the Registrar in determining the return of funds due by the student and/or institution. Caldwell University will consider the student's official withdrawal date to be the date the student submits his/her written withdrawal request, to the Registrar.
- **Unofficial Withdrawal:** Caldwell University will contact the student's instructors to verify that the student attended "at least half-time." If the instructors cannot verify the student's attendance at least half-time, the student must return all financial aid funds. If the instructors verify the student did attend "at least half-time," the Office of Financial Aid will apply the 50% point of the semester to be the withdrawal date. If Caldwell University determines that a University of his/her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, Caldwell University may assign a withdrawal date that is related to that circumstance.
- **Calculations:** Caldwell University will use the Return of Financial Aid – Refund Policy federal software program to determine the amount the student and /or institution must refund to the appropriate program. The Office of Financial Aid and Student Accounts will work cooperatively to verify the accuracy of each refund calculation.
- **Institution's Return of Funds:** Once the institution's portion of the return of funds has been calculated, the Office of Financial Aid will reduce the student's original financial award and return the funds within 30 days to the appropriate program/s in the order specified. If this creates a "charge" on the student's account in Student Accounts, the student will be responsible for paying the debt to Student Accounts immediately. The student will not be allowed to register, receive an official transcript, and/or receive future financial aid until the debt to Caldwell University has been paid in full.
- **Student's Return of Funds:** Once the student's portion of the return of funds has been calculated, the Office of Financial Aid will notify the student of the amount he/she must repay. The student may select one of the following repayment options: – The student may pay Caldwell University the full amount of his/her debt, and the university will return the funds to the appropriate programs; or – The student may contact the Department of Education to establish a repayment plan.

The student will remain eligible for Title IV Funds for 45 days from the date the institution sends a notice to the student of the overpayment. To continue eligibility past 45 days, the student must pay the overpayment in full to Caldwell University or make satisfactory arrangements to repay with the Department of Education. On the 46th day, the institution will report the student's overpayment to the Department of Education, and if the student must return federal loan funds, the student's lender will be notified of the amount owed by the student. The student is responsible for repayment of any loan debt to his/her lender.

- **Return of Unearned Funds:** Unearned funds must be returned
- **Post-Withdrawal Funds:** If the amount disbursed to the student is less than the amount the student earned, the amount is considered to be post-withdrawal disbursement. Post-withdrawal eligibility can be used to credit outstanding charges on the

student's tuition account. Caldwell University has 30 days, from the date of the institution's determination that the student withdrew, to offer any amount of the post-withdrawal disbursement to the student. The student may accept or decline some or all of the post-withdrawal disbursement that is not credited to the student's account. The student or parent must respond within 14 days of the date that the institution sends the notification to be eligible to receive the post-withdrawal disbursement. If the post-withdrawal disbursement is accepted, Caldwell University must make payment within 90 days of the date of the institution's determination that the student withdrew. If the student (or parent) does not respond to the institution's notice, no portion of the post-withdrawal disbursement that is not credited to the student's account may be disbursed.

LEAVE OF ABSENCE

Caldwell University may grant a student a leave of absence of up to 180 days in any 12-month period during which the student is not considered withdrawn and no refund calculation is required.

NOTE: International students on a leave of absence cannot stay in the United States.

If a student does not return to the school at the end of an approved leave of absence, the school is required to calculate the refund based on the date the student initiated the leave of absence.

Graduate Assistantships

Each year a limited number of merit-based graduate assistantships are offered that award up to six credits of graduate tuition remission to awardees for each of the fall and spring semesters. GAs participate in a faculty-directed project that requires approximately twenty hours per week of the student's time. Students must be fully matriculated and in good standing. Visit

<https://www.caldwell.edu/graduate/graduate-research-assistantships/>, or contact the Office of Graduate Studies for details.

Institution Tuition Refund Policy

Enrollment in classes constitutes a financial obligation and non-attendance in class does NOT classify as an official withdrawal. ONLY students who file an official withdrawal or add/drop form with the Office of the Registrar will be entitled to a refund according to the following schedule.

Fall/Spring	
Before the semester begins	100%
Within the first week of semester	80%
Within the second week of semester	60%
Within the third week of semester	40%
Within the fourth week of semester	25%
After the close of the fourth week there is no refund of tuition	NO REFUND

Summer/Winter	
Before the course begins	100%
After the first class meeting	80%
After the second class meeting	60%
After the third class meeting	NO REFUND

Accelerated Courses	
Before the course begins	100%
Within the first week	80%
Within the second week	60%
After the second week	NO REFUND

Any student who fails to drop or withdraw from a course within the published time periods, is not entitled to a refund of charges incurred, unless compelling circumstances precluded the student from taking appropriate actions. Failure to attend a course does not constitute a formal drop or withdrawal and a student will not be automatically dropped from a course due to non-attendance. Exceptions to this policy must be appealed and approved by the Vice President for Academic Affairs in order for action to be taken by the Office of the Registrar. Adjustments are made by the Bursar's Office (973-618-3344).

Add/Drop Benefit – students seeking to adjust their semester schedule can do so without penalty if they do so within the published add/drop period. Students who drop/withdraw from all courses in a semester are considered a semester withdrawal and are not eligible for this benefit.

Course Drop – student drops a course within add/drop period and course is deleted from their transcript.

Course Withdrawal – student drops a course after add/drop closes and course remains on their transcript with a W as a grade.

Semester Withdrawal – student drops all courses after the term begins (add/drop benefit does not apply). A Withdrawal from the University, or a Leave of Absence from the term must be processed in the Registrar's Office.

Title IV Refund/Repayment Policy EFFECTIVE FOR PERIODS OF ENROLLMENT BEGINNING ON OR AFTER 8/28/2000

The policy shall apply to all students who withdraw, drop out or are expelled from Caldwell University and receive financial aid from Title IV funds:

1. The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs: Parent/Graduate PLUS Loan, unsubsidized Stafford Loans, subsidized Stafford Loans, Federal SEOG Grant and Federal Pell Grant. a. A student's withdrawal date is:
 - i. The date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw; or
 - ii. The midpoint of the period for a student who leaves unofficially without notifying the institution; or
 - iii. The student's last date of attendance at a documented academically related activity.
2. Refunds on all institutional charges, including tuition and fees, will be calculated using the Caldwell University refund policy published in the Catalog and Class Schedule and will be calculated and determined by Student Accounts.
3. Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60% point in the semester. 60% is approximately 9.6 weeks of a 16-week semester or 4.8 weeks of an 8-week summer session. Title IV aid and all other aid is viewed as 100% earned after that point in time.
 - a. The percentage of Title IV aid earned shall be calculated as follows: $\text{Number of days completed by student} \div \text{Total number of days in term} = \text{Percent of term completed}$ the percent of term completed shall be the percentage of Title IV aid earned by the student.
 - i. *The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of more than five days.
 - b. The percentage of Title IV aid unearned (i/e., to be returned to the appropriate aid program) shall be 100% minus the percent earned.
 - c. Unearned aid shall be returned first from the student's account calculated as follows: $\text{Total institutional charges (x) percent of unearned aid} = \text{amount returned to programs}$ Unearned Title IV aid shall be returned to the following programs in the following order:
 - i. Graduate/Parent Federal PLUS Loan
 - ii. Unsubsidized Federal Stafford Loan
 - iii. Subsidized Federal Stafford Loan
 - iv. Federal SEOG Grant
 - v. Federal Pell Grant
 - vi. Other Title IV grant programs

Exception: no program can receive a refund if the student did not receive aid from that program

4. d. When the total amount of unearned aid is greater than the amount returned from the student's account, the student is responsible for returning unearned aid to the appropriate programs(s) as follows:
 - i. Graduate/Parent Federal PLUS Loan
 - ii. Unsubsidized Federal Stafford Loan*
 - iii. Subsidized Federal Stafford Loan*
 - iv. Federal Pell Grant** v. Federal SEOG Grant**
 - vi. Other Title IV grant programs**

**Loan amounts are returned in accordance with the terms of the promissory note signed by the student. **Amounts to be returned by the student to federal grant programs will receive a 50% discount*

Return of Title IV Funds Policy

The following procedures should be followed when the Office of Financial Aid receives notification that a student, who is receiving financial aid, has withdrawn from the university.

Official Withdrawal: Caldwell University will apply the official withdrawal date as recorded by the Office of the Registrar in determining the return of funds due by the student and/or institution. Caldwell University will consider the student's official withdrawal date to be the date the student submits his/her written withdrawal request to the Registrar's Office.

Unofficial Withdrawal: Caldwell University will contact the student's instructors to verify that the student attended "at least half-time." If the instructor(s) cannot verify the student's attendance "at least half-time," the student must return all financial aid funds. If the instructor(s) verify the student did attend "at least half-time," the Office of Financial Aid will apply the 50% point of the semester to be the withdrawal date. If Caldwell University determines that a student did not begin the institution's withdrawal process or otherwise provide official notification (including notice from an individual acting on the student's behalf) to Caldwell University of his/her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, Caldwell University may assign a withdrawal date that is related to that circumstance.

Tuition Remission Information

In keeping with its heritage and its mission, Caldwell University extends various tuition remissions. The table below lists all available tuition remissions. Supporting documentation must be presented to the Bursar's Office once a year at the time of registration.

Chart Notes

Students who qualify for multiple discounts will receive the largest discount, if the student is also eligible for institutional money the combination of the discount and institutional monies cannot exceed the cost of tuition

Division titles:

GR – Graduate degree

G2 – 2nd Caldwell graduate degree.

Proof must be submitted to the Financial Aid Office on a yearly basis to renew the discount yearly (excluding Phi Theta Kappa and the associate degree discount).

Remissions labeled **TR** must apply through the Office of Human Resources

Remissions as of fall 2018	GR	G2	Eligibility requirements
ABA Graduate Assistantship	Stipend and 100% up to 9 credits per year	100% up to 9 credits per year	Scholarship is awarded to students in ABA programs by the Director of the Center for Autism and Applied Behavior Analysis
ABA Doctorate Fellowship	Stipend	Stipend	The fellowship is awarded to Ph.D. students in ABA by the Director of the Center for Autism and Applied Behavior Analysis.
Alumni Remission – (Degree to Degree – Eligible; Degree to Certificate – Eligible; Certificate to Degree – Not Eligible; Certificate to Certificate – Not Eligible)	10%	15%	Tuition remission is extended to students who have earned a degree from Caldwell University/College and are pursuing another degree or certificate, the discount is applied by division not by class. The discount only applies to those with a previous Caldwell University/ College degree.
Atlantic Health Employee Discount	25%	X	Tuition discounts awarded to employees of Atlantic Health System, proof of employment must be submitted annually.
Caldwell – Family/Sibling Discount	10%	10%	Tuition discount for student's whose spouse, child, or sibling are concurrently enrolled at Caldwell University as a full-time traditional undergraduate. This can be applied to undergraduate and graduate students.
Caldwell FT Employee, TR	100%	100%	Tuition remission for full-time employees of Caldwell University. Please refer to the Caldwell University Policy Manual, volume 3 for details.
Caldwell PT Employee, TR	50%	50%	Tuition remission for part-time employees of Caldwell University. Dependents and spouse of part-time employees do not qualify.
Criminal Justice Discount	25%	25%	Tuition discount for adult undergraduate and graduate students working as a paid police officer, firefighter, or EMT.
Dominican Sister of Caldwell	100%	X	Tuition remissions for Caldwell Dominican Sisters.
EDCor	20%	X	Tuition discount for employees of companies enrolled in the EDCor benefit program. Proof of employment must be submitted annually.
Graduate Assistantship	100% up to 6 credits a semester	X	Scholarship awarded to a student by committee. The work the student is doing is supervised by Department Chair/ Associate Dean or the Director of the Academic Support Unit where the assistantships is awarded.

Remissions as of fall 2016	GR	G2	Eligibility requirements
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Lowes & UPS Employee Discount	20%	X	Tuition discount is for their first undergraduate and/or graduate degree
Newark Archdiocese	50%	X	Newark Archdiocese faculty and staff discount. Must provide annual proof of employment.
Parish Volunteer Discount	20%	X	Tuition discount for adult undergraduate or graduate students who are at least part-time volunteers (min. 10 hours a week) at a Parish enrolled as a full-time adult undergraduate (12 credits or more) or graduate (9 credits or more) student at Caldwell University.
Parochial Teacher (excluding Newark Archdiocese)	25%	X	Tuition discount for full-time teachers, principals, nurses, librarians whose positions require state certification at a Catholic school.
Religious Discount	25%	X	Adult undergraduates who are members of religious orders other than Dominican, who are matriculating and are actively involved in the work of pastoral ministry on a paid or volunteer basis in a church related institution.
Teacher Cohort Discount	25%	X	Tuition discount for teachers in the off-site education cohort programs taking graduate coursework towards their master's program. These students are selected by the Department of Education.
VA CH33 Non-Yellow Ribbon – Determined by FA VA rep	25%	25%	Tuition discount awarded to students who are post-9/11 benefit eligible but not at 100% eligibility.
Principal Roundtable Discount	25%	X	Tuition discount for employees of schools that are members of the Caldwell University Principal Roundtable enrolled in graduate education degree or certificate program. Proof of employment must be submitted annually

Tuition, Fees, and Payment Procedures

Graduate tuition is billed per credit. The Student Accounts Office assess charges approximately six weeks before the start of each semester to all registered students. Billing can be retrieved from their student portal. Students can understand their payment options by visiting the Methods of Payment page at Caldwell.edu/payments. Payment is accepted via an electronic payment portal, in person, by direct wire transfer, or by mail. There is a fee charged for credit card use and cards will not be accepted in the Student Accounts Office. In no case will a student receive a degree, diploma, grades, or transcripts of credits until charges have been paid in full.

For those who prefer to pay their educational expenses in convenient installments, a commercial tuition plan is available. Detailed information can be found on the Methods of Payment page noted above. There is an enrollment fee per semester to participate in the payment plan option.

Students anticipating grants, scholarships, or loans may consider these credits as long as Financial Aid has included them on their student account. Recipients of financial aid must have filed a FAFSA form and received an award letter before aid will be shown on the billing statement.

**Students should be aware that they must enroll in six credits to be eligible for Federal Stafford Loans.*

Please contact the Student Accounts Office at 973-618-3545 for all billing related questions.

TUITION AND FEES 2023-2024

Graduate Tuition (per credit)	\$1,085.00
Graduate Tuition (per credit) M.S. Nursing	\$545.00
Graduate Tuition (per credit) M.A. Higher Ed.	\$735.00
Graduate Tuition (per credit) Ed.D./Ph.D. Ed. Leadership	\$1,080.00
All other MA and Cert. Programs in Ed.	\$785.00
Graduate Tuition (per credit) MBA/M.S. Accounting	\$735.00
Graduate Tuition (per credit) All ABA/Counseling programs	\$1085.00
Undergraduate Tuition (per credit)	\$1,282.00
Graduate Audit Tuition (per credit)	50% of cost per credit
Application Fee (non-refundable)	\$50.00
Graduation Fee (documentation & diploma)	\$200.00
Comprehensive Fee (per semester)	\$309.00
Education Assessment Fee	\$25.00 per education course
Transcript (processing fees added)	\$7.25 (\$12.25 Rush)

Student Teaching Field Experience Fee	\$50.00 – \$250.00
Live Text (available at Manning Campus Store)	\$185.00
Online Course Fee	\$30.00
UMI Publishing Fee	\$125.00

Fees: 2023 – 2024	
Auditing (per lecture course).	50% of course cost
Room and Board (based on room assignment)	\$3,727–\$5,331
Room Deposit (non-refundable) Upperclassmen—payable by April 1	\$200
Room Deposit New Students Only	\$200
Tuition Deposit New Students Only	\$250

SPECIAL FEES

Applied Music Fee	\$100–\$780
Art Studio Fee	\$85
Bad Check Fee	\$40
Commencement	\$200
*Comprehensive Fee (traditional undergraduate)	\$1,081 per semester
*Comprehensive Fee (part-time and graduate)	\$309 per semester
Online Course Fee	\$30 per course
Freshman Orientation	\$300
Instrumental Techniques Courses Rental Fee	\$80
International Student Orientation	\$300
Late Fee Student Teaching Form	\$25
Late Payment Fee	\$250
Live Text	\$131.25
Nursing Student Clinical Fee	\$465 per semester
Outcomes Assessment Education Fee	\$25 per course
PLA Application Fee	\$125
PLA Course Fee	25% of course tuition
Project Excel	67% of Tuition
School Nurse/Teacher of Health Field Experience Fee	\$170–\$415
Senior Citizen Audit Fee (2 courses)	\$75
Student Teaching Field Experience Fee	\$50–\$100
Technology Fee	\$108 per semester
Theatre Courses	\$40–\$60
Transcript	\$7.25 (\$12.25 Rush)
*Comprehensive Fee does not apply to online degree students.	
(All tuition costs and fees are subject to change without prior notice.)	

Refunds

Students who withdraw from Caldwell University because of prolonged illness or other legitimate reasons beyond their control are granted a refund of board and tuition according to the schedule on page 20 (Institution Tuition Refund Policy).

INSTITUTION TUITION REFUND POLICY

If a student files an official withdrawal or add/drop form with the Registrar, they will be entitled to a refund according to the following schedule:

Fall/Spring Semesters:

Within the first week of class	80%
Within the second week of class	60%
Within the third week of class	40%
Within the fourth week of class	25%
After four weeks	NO REFUND

Summer Semester:

After the first class session	80%
After the second class session	60%
After the third class session	NO REFUND

If a student fails to drop or withdraw from a course within the published time periods, they are not entitled to a refund of charges incurred, unless compelling circumstances precluded the student from taking appropriate actions. Failure to attend a course does not constitute a formal drop or withdrawal and a student will not be automatically dropped from a course due to nonattendance. Exceptions to this policy must be appealed to and approved by the Vice President for Academic Affairs in order for action to be taken by the Office of the Registrar. Adjustments are made by the Bursar (973-618-3344).

TUITION REMISSION INFORMATION

There are different types of tuition remissions available for members of the Dominican order. Additionally, lay persons who work full time as teachers in Catholic schools or as diocesan employees, when presenting supporting documentation, are entitled to a tuition remission. Members of religious orders other than Dominican should also contact the university to determine if there could be a remission and what application procedure to follow

Remissions as of Fall 2019	UG	Eligibility requirements, proof must be submitted to the Financial Aid Office for discounts unless otherwise noted.
ABA Graduate Assistantship		Scholarship assigned to a student from ABA department chair. It can be for either the 1st or 2nd graduate degree. Credit will be posted by Financial Aid.
Alumni Remission	25%	Tuition remission is extended to students who have earned a degree from Caldwell University and are pursuing another degree or certificate, the discount is applied by division not by the classes one is taking.
Archdiocese Discount	20%	Tuition remission is extended to students working or volunteering for the Archdiocese of Newark. Only for adult undergraduate theology majors and graduate pastoral ministry majors
Associates Degree with 2.75 GPA	15%	Adult undergraduate students who graduate with an associate's degree and a cumulative GPA above a 2.75 (A.A. or A.S.).
Caldwell Family/Sibling Discount	10%	Tuition discount for students whose spouse, child or sibling are concurrently enrolled at Caldwell University as a full-time traditional undergraduate. This can be applied to the undergraduate or graduate student and is applied by Financial Aid.
Caldwell FT Employee Dependent, TR	100%	Tuition remission for dependents of full-time employees of Caldwell University. Verification is completed with Human Resources.
Caldwell FT Employee Spouse, TR	100%	Tuition remission for spouse of full-time employees of Caldwell University. Verification is completed with Human Resources.
Caldwell FT Employee, TR	100%	Tuition remission for full-time employee of Caldwell University. Verification is completed with Human Resources.

Caldwell PT Employee. TR	50%	Tuition remission for part-time employees of Caldwell University. Verification is completed with Human Resources. Dependents and spouse of part-time employees do not qualify.
College of Independent College – Tuition Exchange (CIC/TE), TR	100%	College of Independent College Tuition Exchange program. Verification is completed with Human Resources.
Criminal Justice Discount	25%	Tuition discount for adult undergraduate and graduate students working as a paid police officer, firefighter or EMT.
Dominican Sister – Caldwell	100%	Tuition remissions for Caldwell Dominican Sisters.
Dominican Sister Niece/Nephew	50%	Tuition discount for full-time traditional undergraduate students with direct Caldwell Dominican Sister relationship (i.e. sisters/brothers/nieces/nephews, grandnieces/grandnephews).
Dominican Sister – Non Caldwell	50%	Tuition remission for non-Caldwell Dominican Sisters.
Essex County Discount	10%	Tuition discount for new adult undergraduate students starting fall of 2013 and beyond, residing in Essex County.
Graduate Assistantship		Assistantship assigned to a student from individual department chairs, the work the student is doing must be relevant to their studies.
Mount Saint Dominic Remission	10%	Tuition discount extended to students who have graduated from Mount Saint Dominic Academy or who are dependents of a full-time employee of Mount Saint Dominic Academy.
Parish Volunteer Discount	20%	Tuition discount for adult undergraduate students who are at least part-time volunteers (min. 10 hours a week) at a parish enrolled as a full-time adult undergraduate (12 credits or more) or graduate (9 credits or more) student at Caldwell University
Parochial Teacher	25%	Tuition discount for full-time teachers, principals, nurses, librarians whose positions require state certification at a Catholic school. Employment verification required each semester.
Phi Theta Kappa – Adult Undergraduate	25%	Tuition discount for adult undergraduate students who have reached the distinguished honor from a community college
Project Excel – High School Students	67%	Reduced rate for those students taking Caldwell University classes while still enrolled in high school.
Religious Discount	25%	Adult undergraduates or graduates who are members of religious orders other than Dominican, who are matriculating and are actively involved in the work of pastoral ministry on a paid or volunteer basis in a church related institution.
Senior Citizen Discount	67%	Tuition discount for students over the age of 62 pursuing their first undergraduate degree from Caldwell University.
Teacher Cohort Discount	X	Tuition discount for teachers in the off-site education cohort programs taking graduate coursework.
VA CH33 Non Yellow Ribbon – Determined by FA VA rep	25%	Tuition discount awarded to students who are not 100% Post 9/11 eligible. Credit is posted by Financial Aid.

*Students who qualify for multiple discounts will receive the largest discount. If the student is also eligible for institutional money the combination of the discount and institutional monies cannot exceed the **Cost of Tuition**.*

Division Title: UG = Undergraduate Degree

Remissions labeled TR must apply through Human Resources.

All graduate students should consult their academic department/school for the specific requirements related to background checks and additional practicum/ internship fees. Education students should consult the School of Education for fees related to state certifications (973-618-3551). **Fees may be subject to change. For fully online Virtual Campus delivered Programs, please consult the Bursar's Office or Program Coordinator.*

Student Life, Academic Services & Facilities

Academic Success Center

The Academic Success Center, located on the first floor of the Student Center, is designed to assist students of all abilities in the attainment of their academic goals. Individual and group tutoring in most academic subjects is available on a scheduled basis. In addition, various drop-in hours are also offered. Assistance with writing assignments is available in the Writing Center for both drop-in and scheduled appointments. Please call the Coordinator of Tutoring Services at 973-618-3271 for more specific information regarding tutor availability and Academic Success Center hours.

Alumni Association

All graduates of Caldwell University are active members of the Alumni Association and may hold office on the Executive Board. Caldwell University alumni contribute time and energy, in addition to financial support, to the university and have an interest in seeing the university continue to grow and flourish. Those alumni who wish to pursue additional courses are eligible for a tuition discount. In addition, the services of the Career Planning and Development Office, the Library, and other facilities are available. Alumni are encouraged to remain in touch with faculty members and to keep the Office of Development and Alumni Affairs informed of their professional and personal successes. The Office of Development and Alumni Affairs can be reached through the Alumni Association Web site, www.caldwell.edu/alumni or at alumni@caldwell.edu.

Career Planning and Development Office

The Career Planning and Development Office provides students with the necessary tools and training to prepare for their professional futures. Career Planning counselors review résumés and offer career assistance in multiple formats to accommodate graduate students' busy schedules. Students may request in-person and virtual appointments, participate in career-related programs and workshops, or utilize the online resources described below.

The office maintains an online career management system, [Handshake](#), which provides students with extensive job opportunities, a calendar of events, review of uploaded résumés and other career-related resources. Graduate students can find sample resumes, guidance on curriculum vitae, resources for career fair preparation, and more on our online [Career Resource Board](#). Career Planning hosts career-related programs that attract graduate students and relevant employers, including career fairs and networking events. The office posts announcements on its [Instagram](#) page and sends targeted emails regarding employment opportunities and upcoming events of interest to students and recent graduates.

Students can book individual appointments and practice interview sessions on [Handshake](#), or take advantage of our frequent drop-in hours and workshops. Learn more about services for graduate students online at <https://www.caldwell.edu/career/graduate-students/>, stop by the Career Planning and Development Office in Aquinas 109, or contact us at 973-618-3290 or careers@caldwell.edu.

Fitness Center

For students' health and recreation, the university opened a state-of-the-art fitness facility in the George R. Newman Center. It offers weight machines, free weights, aerobic equipment (bikes, treadmills, and elliptical trainers), and exercise areas. The Newman Center also houses basketball courts, an indoor track, and an aerobics room.

Information Technology Resources

The mission of the Office of Information Technology is to provide reliable, up-to-date and effective information technology systems and services to support the University's missions of learning, teaching, research, and service. The IT Department is a solutions provider taking a proactive role in assisting the university via technology, to accomplish its mission and long term vision.

For any assistance with your IT needs please visit the Portal's IT page

https://my.caldwell.edu/ICS/Campus_Community/Information_Technology/Home.jnz or call IT support at 973-618-3904.

Jennings Library

The Jennings Library is a vibrant and dynamic space where students can study independently, work collaboratively with colleagues or just take time for reflection. From early in the morning until late at night, welcoming work spaces are available including technology-enhanced group study rooms, individual study carrels, and the Learning Commons - a collaborative study space featuring study booths and display boards.

The Library collection includes over 144,000 print sources and a wide array of scholarly databases that support research across disciplines. An extensive streaming media collection is available, including more than 109,000 streaming videos and over 2,000,000 tracks of streaming music. The library also provides access to more than 210,000 electronic books and more than 63,000 electronic journals. A large collection of children's literature and a variety of teaching-related materials are available in the Curriculum Center. With a university Net ID, full access to all library resources is available from on or off-campus locations.

When locally held materials do not suffice, students can obtain needed materials from libraries across the United States through the interlibrary loan service. The university's collections are also augmented by consortial agreements with other New Jersey libraries. The VALE (Virtual Academic Library Environment) Reciprocal Borrowing Program enables faculty and students to borrow materials from participating academic libraries in New Jersey, including Rutgers and Montclair State Universities, while Reciprocal Essex Borrowing Libraries (ReBL) card holders have access to 20 member libraries in Essex County.

Reserve, audiovisual, and circulation services are provided by the circulation staff and friendly, professional librarians provide research assistance in person, by phone, text, chat, or e-mail. Point of need reference assistance is available throughout much of the day and

evening. Individual consultations can be scheduled to obtain help with planning research strategies and finding the best resources for class projects and assignments. The “My Librarian” program partners incoming students with librarians, providing a more personalized connection. Throughout the year, the library celebrates the research and scholarly activities of the campus community through exhibits of student and faculty work.

Technology is available to students throughout the library. Students are welcome to bring their own devices, borrow a laptop or Chromebook from the Information Desk or use one of the library’s desktop computers. Students have access to 3D printers in the library lobby and VR headsets in the library VR room. Printing is available in the library and Wi-Fi is accessible throughout the building.

Additional services include a self-service beverage area in the main lobby where coffee, tea, lattes, and hot chocolate are available for purchase. During exam periods the library is open extended hours and it sponsors free beverages as well as fun contests to help students reduce stress as they study for finals. The library’s website (www.caldwell.edu/library) provides current information about hours and services as well as full access to the library’s resources.

Parking and Security

CALDWELL UNIVERSITY RESIDENT STUDENTS PARKING REGULATIONS

Permission to drive or park a motor vehicle on campus is considered to be a privilege and not a right that one is entitled to by reason of enrollment in Caldwell University. The University assumes no responsibility for the vehicle or contents as to fire, theft or other damage. The University assumes no responsibility for damage incurred if a vehicle is moved after the vehicle immobilizer has been installed as a result of repeated parking rule violations.

NOTE: If you are using a vehicle temporarily, you must acquire a temporary parking permit from the Office of Campus Safety & Security.

- A parking permit must be affixed in the bottom left hand corner of the rear window of the vehicle. It will be in clear sight when you are facing the rear of your vehicle. Exceptions may be made for tinted windows.
- You do not need to register your vehicle annually providing no information has changed (i.e. new license plates).
- All vehicles must observe a 10 M.P.H. speed limit on campus.
- Only cars displaying a handicap license plate or placard may park in handicap spaces. You can obtain a NJ temporary handicap permit from your local police department, if you qualify for one, in coordination with your physician.
- Parking in the reserved resident lots will be on a first come-first serve basis. When the reserved parking lots are full, residents must then park in the outer white spaces of the main lot as over flow.
- Only vehicles displaying Resident Student-MJRH stickers may park in lot at MJRH.
- Only vehicles displaying Resident Student RH/DH stickers may park in the red spaces near Dominican Hall.
- All overflow parking for residence hall lots must be in the outer white spaces of the main lot.
- Overnight visitors will park in the main lot, and NOT behind MJRH, in red spaces reserved for RH/DH, or in any “Visitors” spaces. “Visitors” spaces are for prospective students or people doing business with the university.
- Parking in roadways, grassy areas, reserved spaces, the President’s spot or designated fire lanes are prohibited.
- No parking in Staff or Faculty Parking Spaces. Parking is permitted after 4:00 pm in the Staff parking spaces.
- Students cannot park beside the Newman Center at any time.
- Resident reserved parking stickers for MJRH, DH and RH will be issued through the Office of Campus Safety.

CALDWELL UNIVERSITY PARKING REGULATIONS COMMUTER STUDENTS

Permission to drive or park a motor vehicle on campus is considered to be a privilege and not a right that one is entitled to by reason of enrollment in Caldwell University. The University assumes no responsibility for the vehicle or contents as to fire, theft or other damage. The University assumes no responsibility for damage incurred if a vehicle is moved after the vehicle immobilizer has been installed as a result of repeated parking rule violations.

NOTE: If you are using a vehicle temporarily, you must acquire a temporary parking permit from the Office of Campus Safety & Security.

- A parking permit must be affixed in the bottom left hand corner of the rear window of the vehicle. It will be in clear sight when you are facing the rear of your vehicle. Exceptions may be made for tinted windows.
- You do not need to register your vehicle annually providing no information has changed (i.e. new license plates).
- All vehicles must observe a 10 M.P.H. speed limit on campus.
- Only cars displaying a handicap license plate or placard may park in handicap spaces. You can obtain a NJ temporary handicap permit from your local police department, if you qualify for one, in coordination with your physician.
- All commuter students must park in the main parking lot. MJRH lot and the red spaces in the RH/DH lot are off limits to commuter students.
- Parking in roadways, grassy areas, reserved spaces, the President’s spot or designated fire lanes are prohibited.
- No parking in Staff or Faculty Parking Spaces. Parking is permitted after 4:00 pm in the Staff parking spaces.
- Students cannot park beside the Newman Center at any time.
- Commuter student parking stickers will be issued through the Office of Campus Safety.

Registering for a Parking Decal

To register for a parking decal, follow these steps:

1. Log into the portal at my.caldwell.edu
2. Click on the "Campus Community" tab
3. Scroll to "Important Information"
4. Click on the student parking pass registration form link
5. Complete the information requested and pick up your sticker at Campus Safety in the Student Center.
6. Acceptance and use of the permit shall constitute an agreement on the part of the person to whom the permit is issued to obey with all regulations contained herein.

NOTE: You must be logged in with your username and password

Prohibited Parking Areas

1. Handicap parking is reserved for those displaying the proper credentials. Parking in a Handicap space without credentials will result in a summons issued by Caldwell Police.
2. Parking in front of Dominican Hall is limited to 15 minutes. Anything past 15 minutes receives a Prohibited Parking summons. 3 or more summonses for this violation will result in the car being disabled by boot.
3. Parking in Convent parking, or any space marked "SSD" is strictly prohibited and will result in a Prohibited Parking summons and disabled by boot."
4. Parking in front of Rosary Hall in any of the spaces is strictly prohibited and will result in a Prohibited Parking summons and disabled by boot.
5. Parking in any spot marked "visitor" receives a Prohibited Parking summons. 3 or more summonses for this violation will result in the car being disabled by boot.
6. Loop Road parking lot numbered spaces marked with red lines are Resident Assistant parking only. RAs will receive a parking tag for these spots. Anyone using these spots receives a Prohibited Parking summons. 3 or more summonses for this violation will result in the car being disabled by boot.
7. Main parking lot spaces marked "Faculty" are for Faculty only. Anyone using these spaces receives a Prohibited Parking summons. 3 or more summonses for this violation will result in the car being disabled by boot.
8. Main parking lot spaces marked "Staff" are for staff only until 4:00 PM. Anyone using these spots receives a Prohibited Parking summons. 3 or more summonses for this violation will result in the car being disabled by boot.
9. Newman Center lot is prohibited for students. Anyone using these spots receives a Prohibited Parking summons. 3 or more summonses for this violation will result in the car being disabled by boot.
10. President's parking spot is for the President only, regardless of day of week or time of day, and will result in a Prohibited Parking summons and disabled by boot.
11. The gravel lot in front of Mother Joseph Hall has 15-minute spaces and 2 spots for GRDs. Anything past 15 minutes, or in the GRD spots, receives a Prohibited Parking summons. 3 or more summonses for this violation will result in the car being disabled by boot.
12. Mother Joseph Hall RA spots are clearly marked. Anyone parking in a marked RA spot will receive a Prohibited Parking summons. 3 or more summonses for this violation will result in the car being disabled by boot.

DISCIPLINARY ACTION WILL BE AS FOLLOWS:

1. Permit Violations: All violations will result in a \$10.00 fine.
2. Prohibited Parking: All violations will result in a \$20.00 fine.
3. Any vehicle receiving more than three tickets will be immobilized with the "boot", a device fixed on the driver's side front wheel, which can only be removed by Campus Safety and subject to an additional \$25 boot fee.

If your vehicle has been "booted", go to the security office or contact Security at ext.3286 or the University switchboard at ext. 3289 to notify security. Do not attempt to move a vehicle that has been immobilized because it will cause damage to the vehicle.

NOTE: There may be a delay in removal of the boot based on workload for Campus Safety staff.

Special Circumstances: vehicles blocking traffic, causing safety hazards or in egregious violation may be immediately booted or towed. A \$25 fine will also be assessed.

All parking ticket disputes must occur within 10 days of ticket

Student Center and George R. Newman Center

These centers provide a multitude of opportunities for graduate students. The Student Center contains art galleries, an orchestra room with private recital rooms, a cafeteria, lounge, snack bar and gymnasium. The George R. Newman Center, a 60,000 square foot student activities and recreation center, houses a large gym with two practice basketball courts, a running/walking track, fitness center, aerobics room, locker rooms, athletic offices and the Offices of Undergraduate and Graduate Admissions.

The Campus Store

The Caldwell University Campus Store, located on the first floor of the Student Center. Books can also be ordered online. To contact the Campus Store, call 973-618-3262 or visit caldwell.bncollege.com

Wellness Center

Wellness Center (Newman Center, 2nd floor)

The Wellness Center is devoted to the mission of the university by joining the mind, body, and spirit in promoting the well-being of our students. The offices of Counseling and Health Services are housed within the Wellness Center in an effort to provide comprehensive, holistic care to students.

The Center is located in the George R. Newman Center on the second floor. After-hour emergencies should be evaluated by the local hospital emergency room. There are two local hospitals: Cooperman Barnabas Medical Center (973-322-5000) and Hackensack Meridian Mountinside Medical Center (973-429-6000).

Counseling Services

Counseling Services supports the academic mission of the university by providing services and programs that help students maintain their emotional well-being in order to achieve their academic goals.

Professional counselors assist students in understanding their abilities and potential, guide students through changing circumstances, and help students grow in the midst of personal difficulty. This office sponsors special programs and workshops and offers confidential short-term individual and group counseling by appointment. The office also offers counseling, education, and referrals to anyone experiencing problems with alcohol or other drugs, or to those who may be concerned about a friend or family member's substance use.

Programs are designed to assist students in making safe and informed choices concerning alcohol and other drugs. Counseling Services also houses a self-help library that contains a wide selection of books, audio-visual materials, and pamphlets on topics that are relevant to students' emotional and personal needs.

Counseling Services are available to students in person and remotely. Students can also inquire about the "Walk and Talk Therapy" option. For appointments or counseling-related questions, call 973-618-3307 or email counseling@caldwell.edu, and a counselor will get back to students by phone or email within 24 hours during its normal business hours (Monday to Friday from 8:30 A.M. to 4:30 P.M.). If a more immediate response is needed, students are encouraged to contact the following 24/7 hotlines: Crisis Textline: Text HOME to 741741; NJ Hopeline: 1-855-654-6735; National Suicide Hotline: 988 (call or text). If you are dealing with an emergency, please contact 911. Further resources and hotline information can be found on the Counseling Services' webpage at <https://www.caldwell.edu/counseling-center>.

Health Services

The Office of Health Services is dedicated to supporting the educational process by modifying or removing health-related barriers to learning and promoting optimal wellness. The goal is to educate students to make informed decisions about health related concerns and empower students to be self-directed and well-informed consumers of healthcare. A wide range of primary care and referral services are available to all Caldwell University students. The office is staffed with registered nurses and a part-time physician. There are no fees for the services provided at the Office of Health Services. Appointments are required. Walk-ins will be accommodated as scheduling allows.

For emergency situations on campus, the local EMS system must be activated by dialing 911. Health Services is responsible for the public health of the campus community and the university's compliance with New Jersey laws concerning immunizations. All required health documentation must be received and approved to prevent a health hold from being placed on a student's account. Health forms must be uploaded to the Health Services portal on CougarApps or to caldwell.medicatconnect.com. Failure to comply with the requirements will affect a student's registration and or campus housing status. All records and visits to the Office of Health Services are confidential. For more information please visit <http://www.caldwell.edu/current-students/health>.

The University

Mission Statement

Founded in 1939 by the Sisters of Saint Dominic, Caldwell University promotes intellectual, spiritual, and aesthetic growth to a diverse population and welcomes all cultures and faith traditions.

Inspired by St. Dominic de Guzman and our Catholic heritage, we transform students' lives by preparing them through the liberal arts and professional studies to think critically, pursue truth, and contribute to a just society.

Origins

While one of the youngest of the many Dominican colleges and universities throughout the world, Caldwell University is intimately linked to the eight-hundred-year history and spirit of the Dominican Order, a worldwide community of preachers, scholars, and educators which traces its origins to thirteenth century France. This Order had its beginnings in an age not unlike the present day, a time of unrest and transition in the social, economic, moral, and intellectual spheres. Dedicated to the pursuit of truth, the Order has found itself, since its inception, at the heart of higher education, and its climate of study and prayer has produced such scholars as Thomas Aquinas, social reformers like Catherine of Siena, artists like Fra Angelico, and scientists like Albert the Great. This inherited integration of the arts, humanities, and sciences with the deepest expression of the contemplative and creative spirit of men and women forms the basis of the educational philosophy of Caldwell University.

A Message From The President

Students and their families when they are considering where to attend university are rightly focused on the quality and value of their higher education experience. They want a return on their investment as they decide on where they will dedicate their time and resources to earn an important degree as the foundation of their career and lives. What can students expect from earning a Caldwell University degree? Simply put, they can expect to work with an experienced and caring teaching faculty, a dedicated supportive staff, and in a community that is excellence focused where they can learn deeply and gain valuable professional practice opportunities.

National statistics about the value of a university degree continue to be undisputable and a Caldwell degree can help you maximize that value. Students who graduate with a bachelor's degree can usually expect to make between \$500,000 and \$1,000,000 more than their counterparts who have not graduated with a four-year degree. In addition to this substantial increase in earnings, college graduates are more likely to be employed, to be working full time and to be employed in an area that interests and engages them. Furthermore, college graduates are more socially engaged, more likely to vote and to participate in volunteer and service activities. Finally, those with a college degree tend to live healthier lifestyles. For all these reasons, completing a college education is an important goal for students to set, and to achieve, in the next four years.

At Caldwell, you will have an opportunity to receive an excellent education in classes taught by full-time faculty members who are committed to our Catholic and Dominican traditions. Our emphasis on academic excellence is rooted in our liberal arts core curriculum providing life-long foundational education in writing, communicating, critical thinking, mathematics and more and that is as well integrated into our professional programs. Students are taught by our committed faculty and assisted by a nurturing staff while they learn to think critically, pursue truth, and contribute to a just society while taking courses in a variety of subject areas ranging from art to psychology.

Caldwell has always been a community focused on students, and for that reason, the student-faculty ratio is kept low so that faculty members can engage students one-on-one during class and are accessible to students outside the classroom. Support services on campus, including the Cougar One Stop, Academic Success Center, support programs for students with learning differences, and the Jennings Library all exist to provide students with resources and assistance throughout their university careers. Caldwell also has a strong honors program for those students who wish to challenge themselves to an even more rigorous curriculum. Our core values of Respect, Integrity, Community, and Excellence support all we do inside the classroom and beyond and clearly differentiate Caldwell from other universities.

The campus atmosphere is vibrant. There are ample and varied student activities to attract students when they are not in class. Caldwell is home to 16 Division II athletic teams and offers a strong recreational sports and fitness program for non-athletes. Students can participate in dozens of active clubs and organizations or start one of their own if they choose. Through participation in university experiences in addition to classes students can gain valuable practice in leadership, community building and in making a difference. Many students decide to volunteer for campus ministry activities that allow students, for example, to bring food and clothing to the homeless in New York City, to tutor inner city youth, to build homes in Appalachia or travel to Central America to assist those who are less fortunate. Caldwell students give back and earn understanding and character!

If you are interested in achieving a bachelor's degree while experiencing opportunities for personal growth and leadership development, then Caldwell University is the ideal place for you. Whether you choose to live in our residence halls or commute, you will experience the Caldwell spirit of community and sense of pride the minute you step on our safe and beautiful campus. I look forward to seeing you on campus soon. Go Cougars!

Jeffrey D. Senese, Ph.D.
President

Academic Calendar

The academic calendar is located on the CU Portal at the following link: <https://my.caldwell.edu/ICS/Calendar.jnz>

Accreditations

In 1952, Caldwell College received full accreditation from the Commission on Higher Education of the Middle States Association of Colleges and Schools (3624 Market Street, Philadelphia, PA 19104, Telephone: 267-284-5000). Caldwell University has maintained this accreditation, which was last reaffirmed in June 2015.

Several of the university's academic programs have received specialized academic accreditations: Caldwell University is accredited by the Accreditation Council for Business Schools and Programs to offer the following programs: B.S. in Business Administration, B.S. in Accounting, B.S. in Financial Economics, B.S. in Marketing, M.B.A., and an M.B.A. with a Concentration in Accounting.

Caldwell University's teacher preparation program and selected education-related master degree programs were accredited in fall 2013 by the Teacher Education Accreditation Council and by the Inquiry Brief Commission of the Council for the Accreditation of Educator Preparation (CAEP) for a period of seven years, from October 2013 to October 2020.

Caldwell University's graduate programs in clinical mental health counseling (CMHC) and school counseling (SC) received initial accreditation from the Council for Accreditation of Counseling and Related Educational Programs (CACREP) in 2010. The graduate program in clinical mental health counseling with concentration in art therapy (CMHC/AT) received initial accreditation from CACREP in 2013, becoming the first program in the nation to be both CACREP-accredited and AATA-Approved. In addition, the Masters in Clinical Mental Health Counseling with concentration in art therapy degree and Post-Master's in Art Therapy degree have been accredited by The Commission on Accreditation of Allied Health Educational Programs (CAAHEP) since 2017.

In spring 2012, the B.S.N. program received accreditation through the Commission on Collegiate Nursing Education. The accreditation was reaffirmed in 2017.

In 2014, the university's M.A. in Applied Behavior Analysis program received accreditation from the Association for Behavior Analysis International (ABAI).

Board of Trustees

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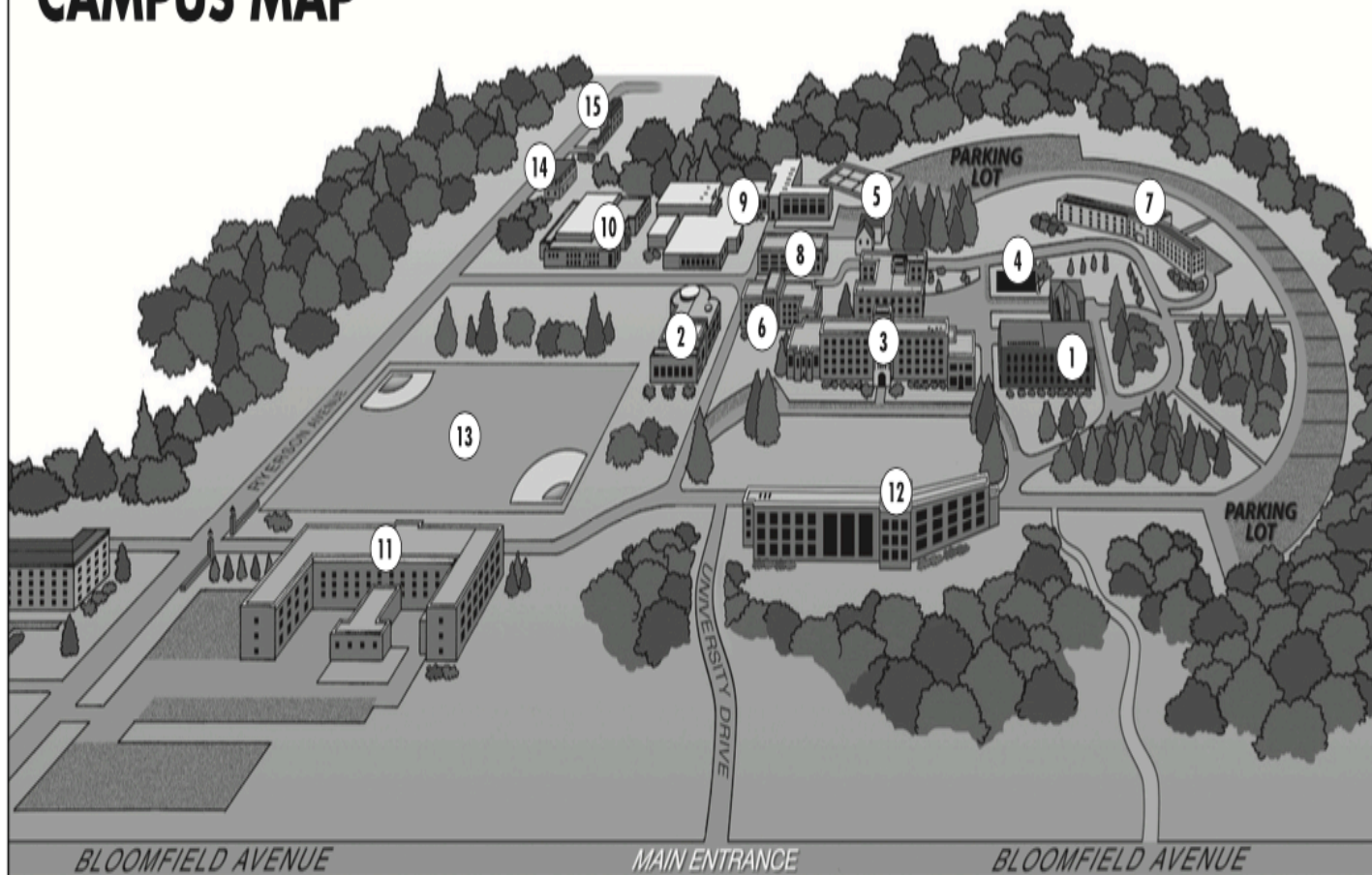
Alexander Giauquinto

Helen Westervelt

Board List 2023-2024 revised 6-30-23

Campus Map and Directions

CAMPUS MAP



Please use Bloomfield Avenue entrance.

Map Key:

- | | | |
|-------------------------------------|--|---|
| ① Motherhouse | ⑥ Werner Hall | ⑪ Mother Joseph Residence Hall/
Center for Autism and
Applied Behavior Analysis |
| ② Jennings Library/Alumni Theatre | ⑦ St. Catherine Convent/Health Care Facility | ⑫ Dominican Hall |
| ③ Rosary Hall/Aquinas Hall | ⑧ Albertus Magnus Hall/Raymond Hall | ⑬ Athletic Field |
| ④ Mount St. Dominic Athletic Center | ⑨ Student Center/Visceglia Hall | ⑭ President's House |
| ⑤ Siena House/Angelica Hall | ⑩ Newman Center | ⑮ Hawthorne House |

DIRECTIONS

From the New Jersey Turnpike (Exit 15W) or the Garden State Parkway (Exit 145):

Take Route I-280 West to Exit 5B (527 North Caldwell). At the end of Livingston Avenue, turn right onto Eagle Rock Avenue and take the first left onto Roseland Avenue. At the end of Roseland Avenue, turn right onto Bloomfield Avenue and turn right into the campus entrance.

From Route I-80 Westbound (from New York):

Take Exit 52, following signs for the Caldwell's onto Passaic Avenue. Go 3.4 miles and turn left onto Bloomfield Avenue. Go approximately two miles and turn right into the campus entrance.

From Route I-287:

Take Exit 41 to Route I-80 Eastbound, and follow directions below.

From Route I-80 Eastbound (from Pennsylvania):

Take Exit 47B onto Route 46 East. After the second traffic light (Hook Mt./Chapin Road), stay right and follow the signs for “The Caldells - Newark” onto Bloomfield Avenue. Take Bloomfield Avenue through West Caldwell (four traffic lights) and Caldwell (six traffic lights). The campus entrance will be on the right.

Local:

From the west, follow Bloomfield Avenue as described above. From the east, take Bloomfield Avenue to the first traffic light west of the Verona-Caldwell town-line and turn left into the campus entrance.

By Bus:

Caldwell University is served by Decamp Bus #33 and New Jersey Transit Bus #29.

Faculty

An active directory of our faculty can be found on the [CU webpage: Directory](#).

History and Accreditation

Caldwell University was founded as Caldwell College, a Catholic liberal arts college, by the Sisters of Saint Dominic under the leadership of Mother M. Joseph Dunn, O.P., with the approval of the Most Rev. Thomas Joseph Walsh, archbishop of Newark, who became its first president.

Caldwell College was incorporated on August 10, 1939, as an institution of higher learning for women under the laws of the state of New Jersey and empowered to grant degrees. On December 9, 2013, the college received official notification from New Jersey's secretary of higher education that it had been granted university status. Caldwell University commenced on July 1, 2014.

In 1974, Caldwell College became the first institution in New Jersey to award the Bachelor of Fine Arts degree. In 1979, the college became one of the few institutions in the state to offer a unique external degree program. In 1985, the Board of Trustees voted to make Caldwell College fully co-educational, enabling men to receive the superior education and career preparation that women had been able to receive for fifty years. Caldwell College welcomed the first full-time male students in the fall of 1986.

In November 1992, Caldwell College reached another plateau: the New Jersey Board of Higher Education granted approval for the college to offer the M.A. in Curriculum and Instruction. During the summer of 1993, the first graduate students began classes.

The university now offers 13 graduate degree programs along with a number of post-baccalaureate and post-master programs. The university has consistently shown growth in the area of graduate studies, including the following additions: Caldwell University's graduate programs in Counseling were initiated in 2000. The clinical mental health counseling and school counseling specializations received initial accreditation from the Council for Accreditation of Counseling and Related Educational Programs (CACREP) in 2010. The graduate program in clinical mental health counseling with concentration in art therapy (CMHC/AT) received initial accreditation from CACREP in 2013, becoming the first program in the nation to be both CACREP-accredited and AATA-approved. In addition, the Masters in Clinical Mental Health Counseling with Art Therapy Concentration degree and Post Master's degree in Art Therapy have been accredited by The Commission on Accreditation of Allied Health Educational Programs (CAAHEP) since 2017. In 2001, the university initiated a Post-baccalaureate Teacher Certification program in Special Education and a Dual Certification in Early Childhood and Elementary Education program. In 2003, the university began offering an M.B.A. program in the School of Business and Computer Science, and the Behavior Analyst Certification Board, Inc. ® approved a course sequence submitted by Caldwell as meeting the coursework requirement for taking the Board Certified Behavior Analyst™ examination. In fall 2005, the university introduced an M.A. in Special Education and an M.A. in Applied Behavior Analysis. In the fall of 2009, the university's first doctoral program, a Ph.D. in Applied Behavior Analysis, commenced. The university was approved to offer its second and third doctoral programs in the fall of 2014, a Ph.D. program and an Ed.D. program in Educational Leadership. In the fall of 2016, the university began offering another graduate program, M.A. in Higher Education. The program is offered in a fully online format.

Honor Societies and Professional Associations

Kappa Gamma Pi, the national Catholic college graduate honor society, is open to outstanding graduate students who have demonstrated academic excellence and service and leadership in the community. A limited percentage of the graduates may be nominated by the graduate faculty.

Chi Sigma Iota (CSI), the national honor society in counseling, is open to graduate students who have completed at least one semester of full-time graduate coursework in a counselor education degree program, have earned a grade point average of 3.5 or better on a 4.0 system, and have been recommended for membership in CSI by the chapter including promise for a capacity to represent the best in professional counseling including appropriate professional behavior, ethical judgment, emotional maturity, and attitudes conducive to working to advocate for wellness and human dignity for all.

Caldwell University was inducted as a chapter of The Honor Society of Phi Kappa Phi on April 13, 2016. The nation's oldest and most selective all-discipline collegiate honor society, PKP offers numerous benefits and resources to assist members throughout their academic and professional lives, including grants and awards totaling over \$1 million each biennium. Phi Kappa Phi membership is earned and admission is by invitation-only. Graduate students must be nominated by the university chapter, have completed at least 18 graduate hours and rank in the top 10 percent of their class to be eligible for membership.

The School of Business and Computer Science oversees the Lambda Psi Chapter of Delta Mu Delta. It is an international honor society for high-achieving undergraduate and graduate business students. The purposes of Delta Mu Delta are to promote higher scholarship in training for business and to recognize and reward scholastic attainment in business subjects.

Caldwell University is a member of the following professional associations: Council of Independent Colleges, Association of Catholic Colleges and Universities, Association of Independent Colleges and Universities in New Jersey, Council of Graduate Schools; Northeast Association of Graduate Schools; New Jersey Association of Graduate Schools; National Association of Graduate and Professional Students; National Association of Graduate Admissions Professionals; Association for Supervision and Curriculum Development; New Jersey Association for Supervision and Curriculum Development; New Jersey Association of Colleges for Teacher Education; New Jersey Council of Education; National Association of Secondary School Principals; National Catholic Education Association; American Education Research Association; American Art Therapy Association; New Jersey Art Therapy Association.

Introduction

Mission Statement

Founded in 1939 by the Sisters of Saint Dominic, Caldwell University promotes intellectual, spiritual, and aesthetic growth to a diverse population and welcomes all cultures and faith traditions. Inspired by St. Dominic de Guzman and our Catholic heritage, we transform students' lives by preparing them through the liberal arts and professional studies to think critically, pursue truth, and contribute to a just society.

Origins

As one of the youngest of the many Dominican colleges and universities throughout the world, Caldwell University is intimately linked to the 800-year history and spirit of the Dominican Order, a worldwide community of preachers, scholars, and educators that traces its origins to the thirteenth century. This Order had its beginnings in an age not unlike the present day, a time of unrest and transition in the social, economic, moral and intellectual sphere. Dedicated to the pursuit of truth, the Order has found itself since its inception at the heart of higher education and its climate of study and prayer has produced such scholars as Thomas Aquinas, social reformers like Catherine of Siena, artists like Fra Angelico, and scientists like Albert the Great. This inherited integration of the arts, humanities and sciences with the deepest expression of the contemplative and creative spirit of men and women forms the basis of the educational philosophy of Caldwell University.

We celebrate our origins by Liturgy and through convocations, a campus-wide commitment to religious belief, and by witness to the university motto: "*Sapientia et Scientia*."

History and Accreditation Caldwell University was founded as Caldwell College, a Catholic liberal arts college, by the Sisters of Saint Dominic under the leadership of Mother M. Joseph Dunn, O.P., and with the approval of the Most Reverend Thomas Joseph Walsh, Archbishop of Newark, who became its first president. Jeffrey D. Senese, Ph.D. joined Caldwell University as its 10th and current President in July of 2023.

Caldwell College was incorporated on August 10, 1939, as an institution of higher learning for women under the laws of the State of New Jersey and empowered to grant degrees.

In 1952, Caldwell College received full accreditation from the Commission on Higher Education of the Middle States Association of Colleges and Schools. Caldwell University has maintained this accreditation, which was last reaffirmed in 2015. Caldwell College was granted the status of university in December, 2013 by the State of New Jersey and officially changed its name to Caldwell University on July 1, 2014.

In 1974, Caldwell became the first institution in New Jersey to award the Bachelor of Fine Arts degree. In 1979, Caldwell College became one of the few institutions in the state to offer a unique external degree program. In 1985, the Board of Trustees of the college voted to make Caldwell College fully co-educational, enabling men to receive the superior education and career preparation that women had been able to receive for fifty years. Caldwell University welcomed the first full-time male students in the fall of 1986.

In November 1992, Caldwell reached another plateau: the New Jersey Board of Higher Education granted approval for Caldwell to offer its first graduate program, the M.A. in Curriculum and Instruction. During the summer of 1993, the first graduate students began classes.

The university now offers thirteen graduate degree programs, doctoral degrees in Applied Behavior Analysis and Educational Leadership, along with a number of post-baccalaureate and post-masters' programs. The university has consistently shown growth in the area of Graduate Studies, including the following additions: in 2000, Caldwell was the first in New Jersey to offer a specialization in Art Therapy within the M.A. in Counseling and in 2008, the first Post-Graduate M.A. in Art Therapy; in 2001, Caldwell initiated a Post-Baccalaureate Teacher Certification Program in Special Education and a dual Certification Program in Early Childhood and Elementary Education; in 2003, Caldwell began offering an M.B.A. program in the Business Department and the Behavior Analyst Certification Board, Inc. ® approved a course sequence submitted by Caldwell as meeting the coursework requirement for taking the Board Certified Behavior Analyst™ examination. In fall 2005, Caldwell introduced an M.A. in Special Education and an M.A. in Applied Behavior Analysis. In the fall of 2009, Caldwell began offering its first doctoral program, a Ph.D. in Applied Behavior Analysis. In the fall of 2010, a B.S.N. degree program was introduced. In spring 2012, the B.S.N. degree program received accreditation through the Commission on Collegiate Nursing Education (CCNE). In fall 2014, Caldwell introduced its second and third doctoral programs, an Ed.D. and Ph.D. in Education.

Several of Caldwell's academic programs have received specialized academic accreditations: Caldwell University is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) to offer the following programs: B.S. in Business Administration, B.S. in Accounting, B.S. in Financial Economics, B.S. in Marketing, M.B.A., M.B.A. with a Concentration in Accounting, and an M.B.A. with a Concentration in Nonprofit Management.

The Education Administration program at Caldwell University is awarded TEAC accreditation by the Inquiry Brief Commission of Council for the Accreditation of Education Preparation (CAEP) for a period of seven years, from October 2013 to October 2020. The

accreditation does not include individual education courses that the EPP offers to P-12 educators for professional development, relicensure, or other purposes.

All three of Caldwell University's graduate programs in counseling (clinical mental health counseling with concentration in art therapy, clinical mental health and school counseling) have received accreditation from the Council for Accreditation of Counseling and Related Education Programs (CACREP). The Masters degree in Clinical Mental Health Counseling with Art Therapy Concentration and Post Masters degree in Art Therapy are also accredited by The Commission on Accreditation of Allied Health Educational Programs (CAAHEP).

In summer 2014, the Master of Arts in Applied Behavior Analysis program received accreditation through the Association for Behavior Analysis International (ABAI).

President's Cabinet

Jeffrey D. Senese, Ph.D.

President

Mark Corino, M.A.

Assistant Vice President, Director of Athletics

Ketan Gandhi, M.B.A

Vice President, Business and Finance

Craig Campbell

Executive Director, Institutional Research & Effectiveness

Sheila O'Rourke, M.S.

Vice President, Operations and Administration

Jorge Rodriguez, M.A.

Vice President, Enrollment Management

Jose Rodriguez, Ed.D

Associate Vice President, Student Life and Dean of Students

Ellina Chernobilsky, Ph. D.

Acting Vice President, Academic Affairs

Scott Koskoski, CFRE, M.S.

Vice President, Philanthropy and Engagement

The Campus

A SAFE, SECURE AND BEAUTIFUL CAMPUS

Located on 70 acres, Caldwell University offers a beautiful and safe campus. Over the years, our track record proves that we are committed to providing our students with the comfort of a secure environment to live and learn.

The campus offers well-lit walking paths, ample parking and easy access to buildings. Security personnel are on duty 24-hours-a-day, 7-days-a-week to provide campus safety and access control. Through the Freshman Orientation program, students are taught about crime awareness on campus and in the residence halls.

LOCATED IN ONE OF THE BEST TOWNS IN NEW JERSEY: CALDWELL

Caldwell, New Jersey, has seen many changes over the years and was recently ranked by NJ Monthly Magazine as one of the best places to live in all of New Jersey. A short walk brings students to the revitalized center of town, where shops, a movie theater, wi-fi hot spots and lots of tasty restaurants provide great options for fun. Many shops participate in a discount program for Caldwell University students, making the town affordable on student budgets.

Benefits to you: Location, Location, Location

- 20 miles from New York City
 - job and internship opportunities
 - access to the world's largest financial markets
 - cultural and entertainment capital of the world
- Caldwell University is close to all that Washington, DC, Baltimore, MD and Boston, MA have to offer. They are all easily accessible by car, bus or train in a few short hours.

Student Services

Accessibility Services

The Office of Accessibility Services (OAS) is a dedicated office for students with disabilities that arranges for reasonable and appropriate accommodations for eligible students. Caldwell University ensures that all students will have equal access to all services, programs and activities to ensure compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA, ADA). The OAS seeks to foster independence and to develop the self-advocacy of students with disabilities. In addition, the OAS serves as a liaison and resource to members of the Caldwell University community. For further information about eligibility, rights and responsibilities, log onto the Accessibility Services web page at <https://www.caldwell.edu/academics/student-success/office-of-accessibility-services/>

Campus Ministry

The Office of Campus Ministry at Caldwell University is dedicated to keeping the four Dominican pillars of prayer, study, community, and service at the center of campus life. Inspired by Saint Dominic de Guzman and our Roman Catholic heritage, we seek to build a compassionate, inclusive, justice-oriented community of faith.

To that end, the Office of Campus Ministry oversees religious, spiritual, and liturgical life as well as service and social justice programming at the university and serves as a resource for all those seeking to deepen their relationship with God. While our programming is centered in the Catholic-Dominican tradition, all members of the university community are welcome. We eagerly invite all students, faculty, staff, and alumni to connect with our office to worship with us, serve others through volunteer and community outreach, join a faith-sharing group, or explore spirituality.

Counseling Services

Counseling Services

Counseling Services supports the academic mission of the university by providing services and programs that help students maintain their emotional well-being in order to achieve their academic goals.

Professional counselors assist students in understanding their abilities and potential, guide students through changing circumstances, and help students grow in the midst of personal difficulty. This office sponsors special programs and workshops and offers confidential short-term individual and group counseling by appointment. The office also offers counseling, education, and referrals to anyone experiencing problems with alcohol or other drugs, or to those who may be concerned about a friend or family member's substance use. Counseling Services can also connect students to in-house and outside resources to assist them in meeting their academic, physical, financial, social or emotional well-being. Counseling Services houses a self-help library that contains a wide selection of books, audio-visual materials, and pamphlets on topics that are relevant to students' emotional and personal needs.

Counseling Services are available to students in person and remotely. Students can also inquire about the "Walk and Talk Therapy" option. For appointments or counseling-related questions, call 973-618-3307 or email counseling@caldwell.edu, and a counselor will get back to students by phone or email within 24 hours during its normal business hours (Monday to Friday from 8:30 A.M. to 4:30 P.M.). If a more immediate response is needed, students are encouraged to contact the following 24/7 hotlines:

Crisis Textline: Text HOME to 741741; NJ Hopeline: 1-855-654-6735; National Suicide Hotline: 988 (call or text). For emergencies, please contact 911. Further resources and hotline information can be found on the Counseling Services' webpage at <https://www.caldwell.edu/counseling-center/>

Cougar One Stop

The Cougar One Stop is dedicated to the success of Caldwell University students. Cougar One Stop is comprised of Academic Advising, the Student Accounts Office, the Office of Financial Aid and the University Registrar's Office. These services exist in a single office space in Aquinas Hall to facilitate the student experience. The Cougar One Stop aspires to support and empower students from matriculation to graduation and beyond.

Health Services

Health Services

The Office of Health Services is dedicated to supporting the educational process by modifying or removing health-related barriers to learning and promoting optimal wellness. The goal is to educate students to make informed decisions about health related concerns and empower students to be self-directed and well-informed consumers of healthcare. A wide range of primary care and referral services are available to all Caldwell University students. The office is staffed with registered nurses and a part-time physician. There are no fees for the services provided at the Office of Health Services. Appointments are required. Walk-ins will be accommodated as scheduling allows. For emergency situations on campus, the local EMS system must be activated by dialing 911.

Health Services is responsible for the public health of the campus community and the university's compliance with New Jersey laws concerning immunizations. All required health documentation must be received and approved to prevent a health hold from being placed on a student's account. Health forms must be uploaded to the Health Services portal on CougarApps or to caldwell.medicatconnect.com. Failure to comply with the requirements will affect a student's registration and or campus housing status. All records and visits to the Office of Health Services are confidential. For more information please visit <http://www.caldwell.edu/current-students/health>.

International Student Services

The Mission of the Office of International Student Services (OISS) is to advance Caldwell University's commitment to a holistic education by providing immigration expertise and services to the international community at Caldwell University. The OISS advises international students on compliance with immigration laws and regulations, provides support to international students in cultural and social adjustment, and assists student, administrative, and academic groups in their initiatives to nurture and grow international programs.

The Director of International Student Services serves as the Principal Designated School Official (immigration compliance officer) to the Department of Homeland Security in all international student immigration-related matters, including the issuing of I-20 documents and maintenance of SEVIS records. International students can access relevant academic information about immigration regulations through the international page on the Caldwell University Student Portal.

Student Engagement

The Office of Student Engagement is a student-centered department dedicated to providing opportunities for individual, organizational, and professional growth and success. We work not only as the primary source of programming for students, as well as advisors to all student clubs and organizations, Greek life, and the Student Government Association. Additionally, we coordinate volunteer opportunities for students to get involved and give back to Caldwell University as well as the surrounding community. It is our mission to ensure that each student has access to a plethora of opportunities that will allow them to excel both in and out of the classroom; and develop the skills necessary to succeed as a member of society.

Traditions of Caldwell University

Academic Convocation

A long-standing tradition at the beginning of each fall semester, Caldwell University formally receives and welcomes new undergraduate students into the academic community. The Academic Convocation ceremony is celebrated prior to the beginning of fall semester classes. Each new student receives a pendant featuring the university seal.

Mass of the Holy Spirit

Early in the fall semester, the university community gathers for the Mass of the Holy Spirit to begin the academic year anew, rededicate ourselves to our purpose as a campus, to welcome new students, staff, and faculty to the community, and to ask for God's inspiration and spirit to fill all that we do. Special blessings of teams and/or student groups are often conducted. All are welcome to attend.

Caldwell Day of Service

Caldwell University's Caldwell Day of Service, celebrating the life of St. Martin de Porres, is held each fall semester. St. Martin was a Dominican brother whose passionate love for God led him to serve the poor in Lima, Peru during the early 1600's. On Caldwell Day, classes are canceled and offices are closed to allow faculty, staff, students and alumni to serve the local Caldwell/Essex County area and to put into action our Catholic Dominican Mission as a university community.

Christmas Traditions

The university commemorates the birth of Christ with a cluster of ceremonies and activities. Reminded of those who are less fortunate, the custom of a "Giving Tree" has been established, allowing members of the university community to share something of themselves with others. Members of the university community decorate a Christmas tree for the Student Center.

An Advent Liturgy is celebrated by the university community, the outdoor Crèche and tree are blessed and illuminated amongst Christmas carols and hymns. Afterward, faculty, staff, and students gather for an evening celebration.

Saint Thomas Aquinas Celebration

As a university community, we celebrate the Feast of Saint Thomas Aquinas, a Dominican philosopher and theologian who is the patron of Catholic education. Whereas the Feast of Saint Thomas Aquinas is January 28, we celebrate a campus-wide liturgy on the Wednesday closest to January 28 once spring semester classes are in session.

Founder's Day

Each year, on the Wednesday closest to March 19 (the Feast of Saint Joseph), the university celebrates its founder, Mother Joseph Dunn, O.P., and the memory of the many women and men whose lives helped build the university. Following the Liturgy, years of service by faculty, staff and administration are recognized. The day is filled with spirit and pride; events also include the notable Founder's Day Lecture and community-building activities.

Honors Convocation

Toward the end of each spring semester, prior to commencement, the Caldwell University community gathers to recognize the outstanding academic achievements of its students. The honorees range from inductees into honor societies, to outstanding scholars in specific majors of study, to the Trustee Award. Faculty and staff are also recognized. This ceremony also highlights faculty who have newly earned a Ph.D., the Excellence in Teaching Award, the Mission in Action Award, and the Caldwell Cup.

Lady Lane Tree Dedication Ceremony

Each year since 1943, graduating students dedicate a tree to be planted at Lady Lane to cement the relationship between Caldwell University and its alumni. This tradition unites alumni tangibly to the institution and provides them with a physical memorial for their time spent at Caldwell.

Catalog Notice

The Catalog of Caldwell University is a document of record issued for an academic year. It contains, to the extent possible, current information concerning admissions and degree requirements, fees, regulations, and course offerings. The catalog does not constitute a contract between the university and an accepted student.

Students are advised that the information contained in this catalog are subject to change at the sole discretion of the university, which reserves the right to add, amend, or repeal any of its regulations, policies, and programs, in whole or part, at any time. In any such case, the university will give appropriate notice as is reasonably practicable under the circumstances.

Students are expected to have the knowledge of the information presented in this publication, the handbook, and other university publications, as well as officially posted notices. Failure to read or acknowledge University publications does not excuse students from the regulations contained within.

ACADEMIC PROGRAMS

It is important that students find the right college major to achieve their career and educational goals. Use this chart to determine which major fits each area of interest

CHECK COURSE DESCRIPTIONS FOR A COMPLETE LIST OF PREREQUISITES OR COREQUISITES. STUDENTS SHOULD MEET WITH AN ACADEMIC ADVISOR TO PLAN THE BEST SEQUENCE IN WHICH TO TAKE COURSES.

Departments

Applied Behavior Analysis
Business & Computer Science
Counseling
Education
Nursing

Applied Behavior Analysis

Program Code: DOABA

Doctor of Philosophy

GRADUATE PROGRAM IN APPLIED BEHAVIOR ANALYSIS

Applied Behavior Analysis (ABA) is a well developed scientific discipline that entails the comprehensive use of empirically validated principles of learning to develop, implement, and evaluate practical strategies to enhance the abilities and self-direction skills of both children and adults in the context of community, home, and educational settings. Although the principles and procedures developed within ABA have been successfully applied in areas such as psychology, traditional and special education, business, industrial safety, addiction, self-management, and rehabilitation, ABA has been most publicly successful in its application to skill development and behavior change for people with developmental disabilities, such as those with autism spectrum disorder and intellectual developmental disorder.

Caldwell University Center for Autism

What sets Caldwell's Applied Behavior Analysis program apart is the [Caldwell University Center for Autism and Applied Behavior Analysis](#). Situated on our campus, the Center provides assessment and intervention services for individuals with autism spectrum disorder (ASD) and other developmental disabilities. Led by a team of Doctoral-level Board Certified Behavior Analysts (BCBA-Ds), who also instruct our courses, the Center serves as a central component for clinical training that fulfills the supervision and field work required by the Behavior Analyst Certification Board. Graduate students have the valuable opportunity to take practicum at the Center, learning skills in assessment and treatment of children and adolescents with ASD.

RETENTION FOR ALL PROGRAMS IN ABA DEPARTMENT

Students may only earn one grade below B for the graduate level courses. This course may be repeated to earn a higher letter grade. Any student who receives a grade below B in a second graduate level course will be dismissed from the program.

ACADEMIC OPTIONS

- [Ph.D. in Applied Behavior Analysis \(Accredited by ABAI Accreditation Board\)](#)
- [M.A. in Applied Behavior Analysis \(Accredited by ABAI Accreditation Board\)](#)
- [Combined B.S. in Psychology/M.A. in Applied Behavior Analysis](#)
- [Post-Master Program in Applied Behavior Analysis](#)
- [Undergraduate Pathways to ABA including the Combined Minor in Applied Behavior Analysis / MA in Applied Behavior Analysis](#)

Program Outcomes:

As the capstone requirement for the Ph.D. in Applied Behavior Analysis, students must complete the courses Dissertation in ABA I, II, and III (ABA 890, ABA 891, and ABA 892), and additional dissertation courses, if necessary. In these classes, students will complete a comprehensive survey of the research literature in a particular area within applied behavior analysis, write this as a formal publication-quality literature review paper, and then orally defend it. Students will then design and conduct an original experimental research study using the principles of ABA. The dissertation research study will be written in American Psychological Association (APA) format. Following approval of the written component, both the dissertation proposal and the completed dissertation will be orally defended to a committee of faculty members and outside professionals. The goal of the completed dissertation is to generate scholarly work that will be of professional publication quality and that is a substantial and innovative contribution to the field in terms of theoretical implications or clinical applications.

Doctor of Philosophy in Applied Behavior Analysis

The Ph.D. in ABA program was designed to prepare students for high-level employment within areas where there are growing demands for competent professionals with expertise in applied behavior analysis: namely, developmental services, special education, mental health, and academia. Students are required to show proficiency in coursework, practicum and dissertation research. The core curriculum for the Ph.D. in ABA program focuses on (a) the advanced principles and procedures of basic and applied behavior analysis practice and research, (b) the application of behavior analysis and behavioral support in complex environments (i.e., home, school, work, other community settings, and institutional settings), and (c) supervision and training of others in behavior analysis (d) conceptual and theoretical underpinnings of advanced topics in behavior analysis (e) development and completion of independent research in behavior analysis.

The core of each program is 24 credits which have been approved by the Behavior Analyst Certification Board®, Inc. as meeting the coursework requirements for eligibility to take the Board Certified Behavior Analyst® examination. Those who wish to sit for the Board Certified Behavior Analyst® examination must meet additional requirements to qualify for certification. (See www.bacb.com for certification requirements.)

[Please refer to Financial Aid for thesis or dissertation enrollment status information.](#)

ADMISSION REQUIREMENTS:

Ph.D. Applied Behavior Analysis Admission Requirements

Note: *The application deadline for the Ph.D. program is December 1, and applicants are only accepted for the fall semester.*

- Bachelor's degree or higher, preferably in ABA or a related field such as psychology, education, or special education
- Official undergraduate/graduate transcripts
- Minimum GPA of 3.6 in bachelor's/master's degree coursework
- Official transcripts of their bachelor's/master's degree coursework
- Three letters of recommendation that specifically speak to the likelihood of the applicant's success in a doctoral degree program
- Writing sample: a research-based paper in applied behavior analysis or a related area of psychology of at least ten pages that was previously submitted as part of a course. If applicable, the applicant's master's thesis is preferable.
- Three to five page personal statement describing reasons for pursuing Ph.D. in ABA at Caldwell University, current research interests, and preferred faculty member with whom to study (including reasons for this choice).
- Personal interview

PROGRAM REQUIREMENTS (90 Credits)

Required Courses (63 credits)		
ABA 510	Survey Research Methods & Statistics	3
ABA 526	Behavior Analysis and Learning	3
ABA 534	Research Methods in Applied Behavior Analysis	3
ABA 537	Introduction to Applied Behavior Analysis	3
ABA 556	Advanced Applied Behavior Analysis	0
ABA 561	Ethics and Professionalism in ABA	3
ABA 573	Scientific Writing for Behavior Analysts	3
ABA 615	Function-Based Assessment and Intervention	3
ABA 624	Organizational Behavior Management	3
ABA 646	Analysis of Verbal Behavior	3
ABA 650	Thesis in ABA I	3
ABA 651	Thesis in ABA II	3
ABA 655	Philosophy of Behaviorism	3
ABA 800	Applied Practicum in ABA I	3
(see https://autism-center.caldwell.edu/)		
ABA 801	Applied Practicum in ABA II	3
OR		
ABA 809	Research Practicum in ABA	3
ABA 820	College Teaching	3
ABA 826	Advanced Behavior Analysis and Learning	3
ABA 834	Advanced Research Methods in ABA	3
ABA 890	Dissertation in ABA I	3
ABA 891	Dissertation in ABA II	3
ABA 892	Dissertation in ABA III	3
Elective Courses (27 credits: Any 9 courses)		
ABA 535	Biopsychology	3

OR		
CPS 535	Biopsychology	3
ABA 553	Controversial Therapies for Autism Spectrum Disorder	3
ABA 572	Best Practices in Skill Acquisition for Individuals with ASD	3
ABA 600	Behavior Analysis of Child Development	3
ABA 601	Behavioral Approaches to Childhood Disorders	3
ABA 603	Autism Spectrum Disorder Across the Lifespan	3
ABA 605	Play Interventions for Children with Autism Spectrum Disorder	3
ABA 616	Developing an ABA Program for Individuals with Autism Spectrum Disorder	3
ABA 618	Assessment & Treatment of Stereotypy	3
ABA 619	Pediatric Feeding Disorders	3
ABA 620	Stimulus Control	3
ABA 627	Stimulus Control & Conceptual Behavior	3
CPS 627	Psychopharmacology	3
ABA 631	Reinforcement & Choice	3
ABA 640	Self Management	3
ABA 645	Developmental Disabilities	3
ABA 699	Independent Study	3
ABA 802	Applied Practicum in ABA III	.5 - 3
ABA 811	Research Practicum in ABA II	1 - 3
In place of one ABA elective course (3 credits), students enrolled in the Ph.D. in ABA program may take one of the following electives from the Schools of Business and Computer Science or Education.		

Business

BU 520	Advanced Business Strategy	3
BU 537	Financial Management	3
BU 620	Executive Business Communications	3
BU 625	Accounting for Managers	3
BU 638	Marketing in a Dynamic Environment	3
BU 649	Business Law, Ethical Behavior and Social Responsibility	3
BU 650	eMarketing	3
BU 652	Employment Law	3
BU 670	Integrated Marketing Communications	3
BU 702	Leadership: Theory, Practice, and Emerging Possibilities	3

Education

ED 522	Application of Special Education Law for Students with Disabilities	3
ED 564	Diagnosis and Correction of Reading Difficulties	3
ED 672	School Finance: Public and Private Funding	3
ED 675	Communications for School Leaders	3

Status During Dissertation

Doctoral degree students who have completed all course requirements except for their dissertation may register in ABA 890 Dissertation in ABA I for three credits. Upon successful completion of ABA 890 Dissertation in ABA I, students will register for ABA 891 Dissertation in ABA II. Upon successful completion of ABA 891 Dissertation in ABA II, students will register for ABA 892 Dissertation in ABA III. Students who must continue beyond three semesters to complete their dissertation may register in ABA 896 Dissertation Continuation, which is a pass/fail non-academic bearing course that carries 3 billable credit hours. Students must seek permission from the department to continue registration for Dissertation Continuation beyond two semesters. Registration in any dissertation course will grant the student full-time status.

Transfer of Graduate Credit

For applicants who have earned their MA in ABA at Caldwell University, all credits will be accepted for transfer to the Ph.D. in ABA. For other applicants, Caldwell University will accept the transfer up to a maximum of 30 credits of graduate work in behavior analysis or a closely related field, provided that the courses taken are equivalent in content to those offered in the Caldwell University Ph.D. in ABA programs, the credits were completed within five years of the applicant's admission to Caldwell University, and the grade earned in the courses submitted for transfer credit is a "B" or better. Official transcripts of previous graduate work as well as the catalog description and course syllabus of each course must be submitted for review at the time of application. Approval of transfer credit is based on course content and grade earned in the course which should not be lower than a B. Each credit transfer request will be reviewed by the Program Coordinator on a case-by-case basis.

M.A. in Applied Behavior Analysis

Program Code: GRMAB

Master of Arts

GRADUATE PROGRAM IN APPLIED BEHAVIOR ANALYSIS

Applied Behavior Analysis (ABA) is a well developed scientific discipline that entails the comprehensive use of empirically validated principles of learning to develop, implement, and evaluate practical strategies to enhance the abilities and self-direction skills of both children and adults in the context of community, home, and educational settings. Although the principles and procedures developed within ABA have been successfully applied in areas such as psychology, traditional and special education, business, industrial safety, addiction, self-management, and rehabilitation, ABA has been most publicly successful in its application to skill development and behavior change for people with developmental disabilities, such as those with autism spectrum disorder and intellectual developmental disorder.

Caldwell University Center for Autism

What sets Caldwell's Applied Behavior Analysis program apart is the [Caldwell University Center for Autism and Applied Behavior Analysis](#). Situated on our campus, the Center provides assessment and intervention services for individuals with autism spectrum disorder (ASD) and other developmental disabilities. Led by a team of Doctoral-level Board Certified Behavior Analysts (BCBA-Ds), who also instruct our courses, the Center serves as a central component for clinical training that fulfills the supervision and field work required by the Behavior Analyst Certification Board. Graduate students have the valuable opportunity to take practicum at the Center, learning skills in assessment and treatment of children and adolescents with ASD.

RETENTION FOR ALL PROGRAMS IN ABA DEPARTMENT

Students may only earn one grade below B for the graduate level courses. This course may be repeated to earn a higher letter grade. Any student who receives a grade below B in a second graduate level course will be dismissed from the program.

ACADEMIC OPTIONS

- [Ph.D. in Applied Behavior Analysis \(Accredited by ABAI Accreditation Board\)](#)
- [M.A. in Applied Behavior Analysis \(Accredited by ABAI Accreditation Board\)](#)
- [Combined B.S. in Psychology/M.A. in Applied Behavior Analysis](#)
- [Post-Master Program in Applied Behavior Analysis](#)
- [Undergraduate Pathways to ABA including the Combined Minor in Applied Behavior Analysis / MA in Applied Behavior Analysis](#)

Program Outcomes:

As a capstone requirement for the MA in Applied Behavior Analysis, students must complete either Thesis in ABA I and ABA II (650, 651) or Master's Project in ABA I and ABA II (ABA 750, ABA 751). If additional courses are necessary, students take ABA 656 Thesis in ABA Continuation or Master's Project in ABA Continuation. The primary purpose of these courses is to develop competency in designing procedures to evaluate research/clinical questions. In both tracks, students a) submit an APA-style written proposal to the student's committee, b) implement procedures approved by the committee, and c) submit an APA-style written final paper to the student's committee. Students who may pursue doctoral studies are advised to complete the Master's Thesis. Students employ an experimental research design and formally defend the proposal and final thesis to their committee. The final thesis should be a scholarly work of professional presentation and/or publication quality.

Students who are pursuing a terminal Master's degree and are interested in a career as a practitioner (not as an academic and researcher) are advised to complete the Master's Project. Students employ an experimental or quasi-experimental research design to solve a problem of social importance using techniques of applied behavior analysis. The final project should be a formal clinical report of professional quality.

M.A. Applied Behavior Analysis

The MA in ABA was designed to prepare students for employment within the fields where there are growing demands for competent professionals with expertise in applied behavior analysis: namely, developmental services, special education, and mental health. Students are required to show proficiency in coursework and to complete a research thesis. The curriculum for this program focuses on (a) the principles and procedures of basic and applied behavior analysis practice and research and (b) the application of behavior analysis and behavioral support in complex environments (i.e., home, school, work, other community settings, and institutional settings) (c) conceptual and theoretical underpinnings of advanced topics in behavior analysis (d) development and completion of independent research in behavior analysis.

The core of each program is 24 credits which have been approved by the Behavior Analyst Certification Board®, Inc. as meeting the coursework requirements for eligibility to take the Board Certified Behavior Analyst® examination. Those who wish to sit for the Board Certified Behavior Analyst® examination must meet additional requirements to qualify for certification. (See www.bacb.com for certification requirements.)

[Please refer to Financial Aid for thesis or dissertation enrollment status information.](#)

ADMISSION REQUIREMENTS:

M.A. Applied Behavior Analysis Admission Requirements

Note: The application deadlines for the MA in ABA are:

April 1 – Summer • June 1 – Fall • December 1 – Spring

- A minimum undergraduate GPA of 3.3
- Bachelor's degree or higher, preferably in a related field such as psychology, education, or special education
- Official undergraduate/graduate transcripts
- Two letters of recommendation for graduate study
- Writing sample: a research-based paper in psychology or education of at least ten pages that was previously submitted as part of an undergraduate or graduate course. Other subject matter may be considered if the candidate has had limited prior psychology or education work.
- Personal statement of several pages in length describing reason for pursuing graduate study in ABA at Caldwell University
- Personal Interview

PROGRAM REQUIREMENTS (42 credits)

Required Courses (42 credits)		
ABA 526	Behavior Analysis and Learning	3
ABA 534	Research Methods in Applied Behavior Analysis	3
ABA 537	Introduction to Applied Behavior Analysis	3
ABA 556	Advanced Applied Behavior Analysis	0
ABA 561	Ethics and Professionalism in ABA	3
ABA 573	Scientific Writing for Behavior Analysts	3
ABA 615	Function-Based Assessment and Intervention	3
ABA 624	Organizational Behavior Management	3
ABA 650	Thesis in ABA I	3
OR		
ABA 750	Master's Project in ABA I	3
ABA 651	Thesis in ABA II	3
OR		
ABA 751	Master's Project in ABA II	3
ABA 655	Philosophy of Behaviorism	3
ABA 800	Applied Practicum in ABA I	3
(see https://autism-center.caldwell.edu/)		
ABA 801	Applied Practicum in ABA II	3
Elective Courses (3 credits 1 of the following courses)		
ABA 510	Survey Research Methods & Statistics	3
ABA 535	Biopsychology	3
OR		
CPS 535	Biopsychology	3
ABA 553	Controversial Therapies for Autism Spectrum Disorder	3
ABA 572	Best Practices in Skill Acquisition for Individuals with ASD	3
ABA 600	Behavior Analysis of Child Development	3
ABA 601	Behavioral Approaches to Childhood Disorders	3
ABA 603	Autism Spectrum Disorder Across the Lifespan	3
ABA 604	Adv Lang And So Skills Ind W Autism	3
ABA 605	Play Interventions for Children with Autism Spectrum Disorder	3
ABA 616	Developing an ABA Program for Individuals with Autism Spectrum Disorder	3
ABA 618	Assessment & Treatment of Stereotypy	3
ABA 619	Pediatric Feeding Disorders	3
ABA 627	Stimulus Control & Conceptual Behavior	3

CPS 627	Psychopharmacology	3
ABA 631	Reinforcement & Choice	3
ABA 640	Self Management	3
ABA 645	Developmental Disabilities	3
ABA 646	Analysis of Verbal Behavior	3
ABA 698	Seminar In Special Topics	3
ABA 809	Research Practicum in ABA	3
ABA 811	Research Practicum in ABA II	1 - 3

Status During Thesis

Master's degree students who have completed all course requirements except for their thesis/Master's Project will register in ABA 650 Thesis in ABA I or ABA 750 Master's Project in ABA I for three credits. Upon successful completion of ABA 650 Thesis in ABA I or ABA 750 Master's Project in ABA I, students will register for ABA 651 Thesis in ABA II or ABA 751 Master's Project in ABA II. Students who must continue beyond two semesters to complete their thesis/Master's Project may register for ABA 656 Thesis Continuation or ABA 756 Master's Project Continuation, a pass/fail non-credit bearing course that carries 3 billable credit hours. Students must seek permission from the department to continue registration in Thesis/Master's Project Continuation beyond two semesters. Registration in any thesis/Master's Project course will grant the student full-time status.

Transfer of Graduate Credit

Caldwell University will accept the transfer of a maximum of twelve credits of graduate work in psychology, education or a closely related field, provided that the credits were completed within five years of the student's registration at Caldwell University. Official transcripts of previous graduate work as well as the catalog description of each course must be submitted for review at the time of application. Approval of transfer credit is based on course content and grade earned in the course, which should not be lower than a B. Each transfer request will be reviewed by the Program Coordinator.

Post-Baccalaureate Certificate in Business Administration for Behavior Analysts

Program Code: PBBUS

Post-Baccalaureate Certification

The certificate in Business Administration is a 12-credit certificate program for graduate students not enrolled in the Caldwell University School of Business & Computer Science. Board Certified Behavior Analysts (BCBAs) often start their own consulting businesses or are expected to fulfill business administration responsibilities as part of their positions. The Post-baccalaureate Certificate in Business Administration for Behavior Analysts is intended to provide behavior analysis students with essential business knowledge across areas of accounting, marketing, law, and organizational behavior management.

Courses

Students without a business degree must take this course prior to taking classes toward the certificate. This is undergraduate content and may not be counted toward a graduate degree. Students pay undergraduate tuition for these 3 credits. Prerequisite Course for Students without an Undergraduate Business Degree:

BU 095	MBA Prerequisite Module	3
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Accounting Course

BU 625	Accounting for Managers	3
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Marketing Course (choose one 3-credit course)

BU 650	eMarketing	3
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BU 638	Marketing in a Dynamic Environment	3
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Law Course (choose one 3-credit course)

BU 649	Business Law, Ethical Behavior and Social Responsibility	3
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OR

BU 652	Employment Law	3
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ABA 624	Organizational Behavior Management	3
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ABA 624 double counts toward the Post-baccalaureate Certificate in Business Administration and as a required course in the Post-Master, MA, or Ph.D. in Applied Behavior Analysis.

For doctoral students in Applied Behavior Analysis, the accounting course (BU 625), marketing course (BU 650 or BU 638), or law course (BU 649 or BU 652) may be double counted as an elective course toward the Ph.D. in Applied Behavior Analysis (see Ph.D. in ABA Program Requirements, Elective Courses).

Post-Master in Applied Behavior Analysis

Program Code: PMABA

Post-Master Certification

GRADUATE PROGRAM IN APPLIED BEHAVIOR ANALYSIS

Applied Behavior Analysis (ABA) is a well developed scientific discipline that entails the comprehensive use of empirically validated principles of learning to develop, implement, and evaluate practical strategies to enhance the abilities and self-direction skills of both children and adults in the context of community, home, and educational settings. Although the principles and procedures developed within ABA have been successfully applied in areas such as psychology, traditional and special education, business, industrial safety, addiction, self-management, and rehabilitation, ABA has been most publicly successful in its application to skill development and behavior change for people with developmental disabilities, such as those with autism spectrum disorder and intellectual developmental disorder.

Caldwell University Center for Autism

What sets Caldwell's Applied Behavior Analysis program apart is the [Caldwell University Center for Autism and Applied Behavior Analysis](#). Situated on our campus, the Center provides assessment and intervention services for individuals with autism spectrum disorder (ASD) and other developmental disabilities. Led by a team of Doctoral-level Board Certified Behavior Analysts (BCBA-Ds), who also instruct our courses, the Center serves as a central component for clinical training that fulfills the supervision and field work required by the Behavior Analyst Certification Board. Graduate students have the valuable opportunity to take practicum at the Center, learning skills in assessment and treatment of children and adolescents with ASD.

RETENTION FOR ALL PROGRAMS IN ABA DEPARTMENT

Students may only earn one grade below B for the graduate level courses. This course may be repeated to earn a higher letter grade. Any student who receives a grade below B in a second graduate level course will be dismissed from the program.

ACADEMIC OPTIONS

- [Ph.D. in Applied Behavior Analysis \(Accredited by ABAI Accreditation Board\)](#)
- [M.A. in Applied Behavior Analysis \(Accredited by ABAI Accreditation Board\)](#)
- [Combined B.S. in Psychology/M.A. in Applied Behavior Analysis](#)
- [Post-Master Program in Applied Behavior Analysis](#)
- [Undergraduate Pathways to ABA including the Combined Minor in Applied Behavior Analysis / MA in Applied Behavior Analysis](#)

Post-Master in Applied Behavior Analysis

The Post-Master in ABA was designed to introduce students to the field of behavior analysis and to prepare students for employment within the fields where there are growing demands for competent professionals in applied behavior analysis: namely, developmental services, special education, and mental health. In this program, students are only required to show proficiency in coursework. The curriculum for this program focuses on (a) the principles and procedures of basic and applied behavior analysis practice and research and (b) the application of behavior analysis and behavioral support in complex environments (i.e., home, school, work, other community settings, and institutional settings).

ADMISSION REQUIREMENTS:

Post-Master Applied Behavior Analysis Admission Requirements

- Master's degree, preferably in ABA, Psychology or Education. Applicants who do not meet these requirements are urged to apply to the Caldwell University MA in ABA program or an equivalent program.
- Minimum GPA of 3.3 in master's degree coursework
- Official transcripts of their master's degree coursework
- Writing sample: a research-based paper in psychology or education of at least ten pages that was previously submitted as part of a graduate course. Other subject matter may be considered if the candidate has had limited prior psychology or education work. If applicable, the applicant's master's thesis is preferable.
- Two letters of recommendation
- Personal statement of several pages in length describing reason for pursuing graduate study in ABA at Caldwell University
- Personal Interview

PROGRAM REQUIREMENTS (24 credits)

ABA 526	Behavior Analysis and Learning	3
ABA 534	Research Methods in Applied Behavior Analysis	3
ABA 537	Introduction to Applied Behavior Analysis	3
ABA 556	Advanced Applied Behavior Analysis	0

ABA 561	Ethics and Professionalism in ABA	3
ABA 615	Function-Based Assessment and Intervention	3
ABA 624	Organizational Behavior Management	3
ABA 655	Philosophy of Behaviorism	3

Transfer of Graduate Credit

Caldwell University will accept the transfer of a maximum of three credits of graduate work in psychology, education or a closely related field, provided that the credits were completed within five years of the student's registration at Caldwell University. Official transcripts of previous graduate work as well as the catalog description of each course must be submitted for review at the time of application. Approval of transfer credit is based on course content and grade earned in the course, which should not be lower than a B. Each transfer request will be reviewed by the Program Coordinator.

Master in Accounting

Program Code: GRGAT

Master of Science

Caldwell University's 30-credit M.S. in Accounting is designed for those who wish to specialize in accounting at the graduate level. Given the requirement for 150 credits in order to qualify for CPA licensure, the M.S. in Accounting is an ideal program for students anticipating a career as a CPA.

The M.S. Degree foundation courses (6 cr.) completed during senior year will meet the program requirements for both the B.S. and M.S. However, it is anticipated that, because of the six credits satisfying both the degrees, students may complete their M.S. with less than 150 unique credits earned. Those wishing to sit for the CPA may be required by the State Board to take additional credits to reach the necessary 150 credits. Contact the M.S. program coordinator for more information on this matter.

ADMISSION REQUIREMENTS

Applicants with undergraduate accounting degrees

- Bachelor's degree in accounting from a regionally accredited college or university
- Undergraduate GPA of at least 2.75 overall and 3.0 in the accounting major
- Names and contact information of two professional references for graduate study
- Personal statement: Submit a statement of objectives for entering the program

Applicants with undergraduate degrees in fields other than accounting

- Bachelor's degree from a regionally accredited college or university
- Undergraduate GPA of at least 2.75 overall
- Completion of a business foundations course (BU 095 MBA Prerequisite Module) and:
 - Accounting I & II
 - Intermediate Accounting I & II
 - One additional upper level undergraduate accounting course
- Names and contact information of two professional references for graduate study
- Personal interview upon Graduate Coordinator's request
- Personal statement: Submit a statement of objectives for entering the program

PROGRAM REQUIREMENTS (30 credits)

<i>Core Courses (15 credits)</i>		
BU 627	Financial Statement Analysis	3
BU 632	Federal Taxation	3
BU 634	Accounting Information Systems	3
BU 649	Business Law, Ethical Behavior and Social Responsibility	3
BU 662	Big Data, Data Mining and Data Science	3
<i>Electives (15 credits)</i> Select 5 courses.		
BU 520	Advanced Business Strategy	3
BU 525	Advanced Auditing	3
BU 610	Data Analysis and Visualization	3
BU 620	Executive Business Communications	3
BU 630	Governmental Accounting	3
BU 631	Forensic Accounting	3
BU 641	International Travel Experience	3
BU 689	Graduate Business Internship (full-time students only)	3

Transfer of Graduate Credit

Caldwell University will accept the transfer of up to six credits of graduate work in business from another accredited institution provided the credits were completed within five years of the student's initial registration at Caldwell University. Official transcripts of previous graduate work as well as the description of each course must be submitted for review at the time of application. Approval of transfer credit is based on course content and grade earned in the course, which should be B or better. Each transfer request will be reviewed by the Program Coordinator. All requests for transfer credit must be submitted and approved within the student's first semester in the program.

Master of Business Administration (M.B.A.)

Program Code: GRMBA

Master of Business Administration

The M.B.A. program is accredited by ACBSP (Accreditation Council for Business Schools and Programs). Our M.B.A. offers a rigorous 33-credit curriculum that has been carefully prepared by the university to meet the demands of the twenty-first century business world. In addition to the traditional M.B.A., Caldwell offers an M.B.A. with concentrations in Accounting, Business Analytics, Global Business, Healthcare Administration, Human Resource Management, Marketing, Organizational Leadership, and Sport Management. The Caldwell University M.B.A. requires students to complete 33 graduate credits, consisting of 11 required courses. Applicants without specific undergraduate courses in business will be required to take a three-credit academic leveling course (for 15 credits in accounting for the accounting program) before full admission into the M.B.A. program.

ADMISSION REQUIREMENTS

- Bachelor's degree from an accredited college or university
- Undergraduate GPA of at least 2.75 overall and 3.0 in business as a major
- Two references for graduate study
- Personal Interview upon Graduate Coordinator's request
- Personal statement: Submit a statement of objectives for entering the program
- Resume highlighting Business, Leadership and Work Experience
- Students who enter the program with an undergraduate degree outside of business need to take BU 095 MBA Prerequisite Module

Program Outcomes:

M.B.A. program graduates of the university will exhibit proficiency in managing a range of representative business problems and challenges which reflect contemporary global business practices. Our students will be proficient in essential business subjects (accounting, finance, global business, legal and social environment of business, marketing, management, ethics, information systems and business policy) and will be proficient in oral presentations, written communications and IT skills. They will also be able to address real-world business problems with ethical sensitivity and welldeveloped critical thinking and problem solving skills.

In pursuit of this objective, every student is required to take the capstone Integrated Strategic Management Seminar. This course is designed to integrate the skills and academic knowledge covered by students in all their prior graduate business courses. Therefore, the outcomes goal of the program and the Integrated Strategic Management Seminar course will be that our M.B.A. graduates exhibit the following:

- Advanced knowledge of the functional areas of business
- Analytical and critical thinking skills necessary for effective strategic and tactical decision-making
- The ability to comprehend business challenges from the perspective of an upper level executive
- Effective communication skills at the upper executive level in the modern corporation, including proficiency in presentations, and written and verbal expression

The effectiveness of our program in meeting these objectives will be monitored by an annual outcomes assessment report prepared jointly by the Division Associate Dean and the faculty member(s) who has (have) taught the capstone Integrated Strategic Management Seminar capstone course. This written report will be submitted to the Vice President of Academic Affairs, the Director of Graduate Studies and the Office of Institutional Research. In addition, this report will also be circulated to all full-time business faculty members for review. At a subsequent meeting of the School (early in the following academic year) the outcomes assessment report will be discussed in detail and the School will develop a plan to address any shortcomings in the outcomes. Depending on the nature of these shortcomings (if any) the School will formulate changes in curricula with a view to improvement.

PROGRAM REQUIREMENTS (33 credits)

Core Courses (30 credits)		
BU 520	Advanced Business Strategy	3
BU 537	Financial Management	3
BU 525	Advanced Auditing	3
BU 610	Data Analysis and Visualization	3
BU 625	Accounting for Managers	3
BU 633	Organizational Behavior for Managers	3
BU 635	Strategic Human Resource Management	3
BU 638	Marketing in a Dynamic Environment	3
BU 644	Global Business Management	3

BU 649	Business Law, Ethical Behavior and Social Responsibility	3
BU 660	Management Information Systems	3
BU 695	Operations and Project Management	3
<i>Capstone Course (3 credits)</i>		
BU 785	Integrated Strategic Management Seminar	3
Accounting Concentration		
BU 525	Advanced Auditing	3
Advanced Auditing is taken instead of the core BU 537 Financial Management. Accounting elective is taken instead of the core BU 625 Accounting for Managers		
BU 625 - Accounting for Managers is not available for students pursuing this concentration. Students choose an Accounting elective in its place, and two additional electives from the list below:		
<i>Select three (total) accounting electives:</i>		
BU 620	Executive Business Communications	3
BU 627	Financial Statement Analysis	3
BU 630	Governmental Accounting	3
BU 631	Forensic Accounting	3
BU 632	Federal Taxation	3
BU 634	Accounting Information Systems	3
BU 641	International Travel Experience	3
BU 662	Big Data, Data Mining and Data Science	3
BU 689	Graduate Business Internship (full-time students only)	3
Global Business Concentration		
BU 641	International Travel Experience	3
BU 642	Global Strategy	3
Healthcare Administration		
BU 540	Healthcare Finance	3
(in place of MBA core requirement BU 537 Financial Management)		
BU 580	Strategic Planning and Leadership in Healthcare	3
BU 692	Healthcare Operations Management	3
Human Resource Management Concentration		
BU 652	Employment Law	3
BU 702	Leadership: Theory, Practice, and Emerging Possibilities	3
Marketing Concentration		
BU 645	Managing New and Existing Brands	3
BU 650	eMarketing	3
Organizational Leadership		
Select 2 Courses:		
BU 620	Executive Business Communications	3
BU 702	Leadership: Theory, Practice, and Emerging Possibilities	3
BU 704	Organizational Leadership Applications	3
BU 707	Communication for Educational Leaders	3
Sport Management		
BU 639	Global Sport Management	3
(in place of MBA core requirement BU 644 Global Business Management)		

BU 510	Creating the Ethical Sport Leader	3
BU 515	Engaging the Sport Fan with Sponsorships	3

TRANSFER OF GRADUATE CREDIT

Caldwell University will accept the transfer of up to six credits of graduate work in business from another accredited institution provided the credits were completed within five years of the student's initial registration at Caldwell University. Official transcripts of previous graduate work as well as the description of each course must be submitted for review at the time of application. Approval of transfer credit is based on course content and grade earned in the course, which should be B or better. Each transfer request will be reviewed by the Program Coordinator. All requests for transfer credit must be submitted and approved within the student's first semester in the program.

Post-Baccalaureate Certificate in Business Analytics

Program Code: PBBAN

Post-Baccalaureate Certification

Certificate in Business Analytics for post-baccalaureate students: students who have earned an undergraduate degree and otherwise qualify for the MBA or MS program can earn a certificate by completing the following four courses:

BU 520 Advanced Business Strategy

BU 610 Data Analysis and Visualization

BU 660 Management Information Systems

BU 662 Big Data, Data Mining, and Data Science

These certificate courses could be applied to a full MS in Accounting or MBA degree program if the certificate holder matriculates into the full degree program. Students who do not have a business-related undergraduate degree would be required to complete BU 095 MBA Prerequisites.

Courses

BU 095	MBA Prerequisite Module	3
BU 520	Advanced Business Strategy	3
BU 610	Data Analysis and Visualization	3
BU 660	Management Information Systems	3
BU 662	Big Data, Data Mining and Data Science	3

M.A. in Clinical Mental Health Counseling with a concentration in Art Therapy - CACREP-Accredited - CAAHEP-Accredited

Program Code: GRMAT

Master of Arts

M.A. IN CLINICAL MENTAL HEALTH COUNSELING WITH ART THERAPY CONCENTRATION - CACREP-Accredited; CAAHEP-Accredited

The Master's in Clinical Mental Health Counseling degree with art therapy concentration is a 63-credit program that prepares you for a career as a clinical mental health Counselor with concentration in art therapy. Graduates are eligible for entry level work in a variety of human service settings.

The Master's in Clinical Mental Health Counseling degree with a concentration in art therapy is accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The degree fulfills coursework requirements for licensure in New Jersey as a Licensed Professional Counselor (LPC) and integrates the CACREP Standards for Clinical Mental Health Counselors. The Master's in Clinical Mental Health Counseling degree with art therapy concentration also fulfills coursework requirements for registration as an art therapist (ATR) with the Art Therapy Credentials Board (ATCB) and licensure as a Professional Art Therapist (LPAT) in NJ.

Graduate coursework is a combination of didactic and experiential teaching methods in cognitive/(knowledge), psychomotor/(skills), and affective/(behavior and professional dispositions) learning domains. The program requires that students complete coursework, practicum and internship experiences, and pass a written and oral comprehensive examination.

ACADEMIC OPTIONS

M.A. in Counseling

- Clinical Mental Health Counseling Specialization
- Clinical Mental Health Counseling with Art Therapy Concentration
- School Counseling Specialization

Combined B.A. in Psychology/M.A. in Counseling

Post-Graduate M.A. in Art Therapy

Post-Master Director of School Counseling

Post-Master Professional Counselor Licensing Credits

Post-Master School Counseling Specialization

ADMISSION REQUIREMENTS

Note – Admission to the M.A. in Counseling with Clinical Mental Health Counseling with Art Therapy Concentration are:

May 1 – Summer; August 1 – Fall; January 1 – Spring Semesters

- A completed application (on paper or online)
- A minimum undergraduate GPA of 3.2
- 6 credits in Psychology including Psychopathology and Human Development with at least a grade of "B" in each. Additional courses in psychology are recommended
- 18 credits in studio art including drawing, painting, and three-dimensional work with at least a grade of "B" in each
- Official undergraduate/graduate transcripts
- Writing sample: Submission of a paper of 5-10 pages that is formatted in APA style.
- Art portfolio of 10-15 pieces, slides, or digital copies evidencing proficiency in drawing, painting, three-dimensional work as well as a range of media
- Two letters of recommendation, preferably from former professors or current employer
- Personal and group interviews may be required

Program Outcomes:

In order to complete the Master's program, students must complete three tiers of coursework (Foundations, Skills and Professionalism), demonstrate a professional presentation and aptitude and an ability to integrate theory and practice by successfully completing a supervised practicum experience, followed by an internship sequence.

The Academic Capstone of the program is a comprehensive examination in the form of a case study supported by peer-reviewed research. The case study provides students with the opportunity to fully integrate clinical mental health counseling with art therapy concentration perspectives into practice. Students should be able to demonstrate the following competencies on the comprehensive exam:

- A scholar practitioner approach to the fundamental principles of clinical mental health counseling in practice, including ethics, diagnosis, assessment, clinical treatment approaches, individual and group processes, human development, psychopathology, and the role of culture, family, career and lifestyle;
- A recognition of how the creativity promotes wellness, healing and therapeutic change. A recognition of how client imagery, symbolism and metaphor communicate thoughts and feelings, challenges and strengths and support growth and well-being;
- An understanding of appropriate use of clinical mental health counseling and art-based assessments, interventions and processes as applicable to the treatment process and treatment planning;

- Development of professional dispositions congruent with the profession.
- Application of research as a scholar practitioner.
- An ability to write clearly and to communicate effectively.

PROGRAM REQUIREMENTS (63 credits)

To satisfy all program requirements as competent entry-level art therapists, competencies in the cognitive/knowledge, psychomotor/skills, and affective/behavior and professional dispositions learning domains are emphasized. Students should consult the Student Course Planning Guide and the Graduate Counseling Student Handbook. In addition, Program Coordinators can provide guidance and will establish advisement days each semester prior to registration. A no credit comprehensive exam is given as a corequisite with CPS 601 Internship I/Concentration Practicum.

***Curricular changes will go into effect the following academic year, unless otherwise noted.**

Required Courses

CPS 501	History and Development	3
CPS 507	Creative Methods and Techniques	3
CPS 509	Cultural And Social Diversity	3
CPS 510	Research Methods and Statistics	3
CPS 514	Theory and Application I	3
CPS 515	Theory & Application II	3
CPS 520	Introduction to Clinical Mental Health Counseling	3
CPS 545	Legal and Ethical Issues in Counseling	3
CPS 562	Assessment Methods In Counseling	3
CPS 577	Diagnosis & Treatment Psychopathology	3
CPS 607	Projective Assessment	3
CPS 612	Clinical Work with Children and Families	3
CPS 614	Professional Practice	3
CPS 617	Group Process	3
CPS 633	Career Counseling	3
CPS 667	Lifespan Development	3

Required Practicum/Internship Experiences (9 credits)

CPS 590	Counseling Practicum	3
CPS 601	Internship I / Concentration Practicum	1
CPS 602	Internship II	1
CPS 603	Advanced Internship I	2
CPS 604	Advanced Internship II	2

Electives with Advisement (6 credits)

CPS 535	Biopsychology	3
CPS 600	Treatment of Trauma	3
CPS 613	Techniques Of Individual Counseling	3
CPS 615	Spirituality and Creativity	3
CPS 620	Advanced Seminar In Creative Techniques	3
CPS 621	Crisis Interventions in Counseling	3
CPS 623	Marriage and Family Counseling	3
CPS 627	Psychopharmacology	3

CPS 637	Substance Abuse Counseling	3
CPS 640	Advanced Experiential Methods	3
CPS 641	Study Abroad	3
CPS 643	Counseling Children and Adolescent	3
CPS 647	Counseling And Spirituality	3
CPS 657	Issues of Grief in Counseling	3
CPS 673	Foundations of Brief Counseling	3
CPS 677	Sexual Issues in Counseling	3
CPS 698	Seminar in Special Topics	3
CPS 699	Special Topics in Counseling	3

Practicum/Internship Screening Requirements

The practicum and internships are the culminating experience in counseling education, preparing students to apply classroom learning to real world concerns. Success in these courses is a requirement for graduation. The Program Coordinator or Clinical Coordinator can assist in identifying practicum/internship sites. Some placement sites require health or drug screenings and/or criminal background checks. All screenings are the student's responsibility.

Annual Disposition Assessment

Faculty observe students' behavioral performance beyond GPA (knowledge and skills) to assess professional dispositions. Important components of professional dispositions include cultural competency, self awareness, interpersonal skills, professional boundaries, emotional stability, adaptability and flexibility, openness to feedback, self-awareness and commitment to self-growth. In addition to performance on assignments, faculty members will annually review each student in light of professional dispositions based on performance in class, practicum and internship evaluations and consultation with site supervisors for practicum and internship. Following this annual review, the student receives a score of: Meets Expectations (M), Emerging/needs feedback (E) or Unsatisfactory/needs intervention (U) on the Professional Disposition Assessment Rubric (PDAR is available upon request from the academic advisor). If the student receives a score of emerging competency, the student will be contacted by their advisor regarding feedback. If the student receives a score of unsatisfactory, the student will meet with the advisor to initiate a professional dispositions performance improvement plan (PDPIP). Additionally, feedback and PDPIPs related to professional dispositions may be introduced beyond the annual review at any time during the academic year. If there is no improvement the semester following the initiating PDPIP, the student is placed on a departmental probation with advisement support. If the student continues to score in the unsatisfactory range on the PDAR after the second semester that follows the initiation of the PDPIP, the student is referred to a Graduate Academic Foundations Committee (GAFC) subcommittee for review and possible further intervention or recommendations. Refer to the Graduate Catalog for additional probation and dismissal policies governing all graduate programs.

Transfer of Graduate Credit

Caldwell University may accept the transfer of up to six credits of graduate work in counseling, or a closely related field, provided the credits were completed within five years of the student's graduate registration at Caldwell University. Official transcripts of previous graduate work as well as the catalog description of each course must be submitted for review at the time of application. Each request for transfer credit will be reviewed by the Program Coordinator. Approval of transfer credit is based on course content and the grade earned in the course, which should be a B or better.

Total Credits 63

M.A. in Counseling with a specialization in Clinical Mental Health Counseling – CACREP-Accredited

Program Code: GRMMH

Master of Arts

M.A. IN COUNSELING WITH MENTAL HEALTH COUNSELING SPECIALIZATION - CACREP-ACCREDITED

The M.A. in Counseling with Clinical Mental Health Counseling Specialization is a rigorous 60-credit degree program which prepares students to effectively function as clinical mental health counselors in a variety of human service settings. Graduates of this program will hold a master's degree that satisfies fully the coursework requirements for licensure in New Jersey as a Professional Counselor. In addition, the program fulfills CACREP Standards for Clinical Mental Health Counselors. This program requires that students complete prescribed coursework, practicum and internship experiences, and must pass a written and oral comprehensive examination. The program particularly emphasizes a cognitive-behavioral theoretical orientation, and the coursework accentuates this approach. While other theoretical perspectives are studied as well, students in this program gain a strong conceptual and practical cognitive-behavioral understanding.

ADMISSION REQUIREMENTS

Note – The application deadlines for the M.A. in Counseling with Clinical Mental Health Counseling Specialization are:

May 1 – Summer; August 1 – Fall; January 1 – Spring Semesters

- A minimum undergraduate GPA of 3.2
- Bachelor's-level coursework in psychology, education, or a closely related field and successful completion of a statistics course is recommended.
- Official undergraduate and/or graduate transcripts
- Writing sample: Submission of a research-based paper of 5-10 pages that was previously submitted in an undergraduate or graduate course. APA style preferred. At the discretion of the Coordinator, other subject matter and/or formatting may be considered if the candidate has limited access to coursework.
- Two letters of recommendation for graduate study, preferably from former professors or current employer.
- Personal interview with the program coordinator and/or participation in a group interview.

Program Outcomes:

Successful candidates for the M.A. in Counseling with Clinical Mental Health Counseling Specialization must demonstrate a professional manner and aptitude and a demonstrated ability to integrate theory and practice in their coursework, including the successful completion of a three-credit supervised counseling practicum experience, followed by six-credits of internships.

The Academic Capstone of the program is a two-part comprehensive examination in the form of a case study supported by peer-reviewed research. In general, students should be able to demonstrate the following in the comprehensive exam:

- An understanding of the fundamental principles of mental health counseling, including diagnosis and evidence-based treatment methodologies, individual and group process, human development, psychopathology, the role of culture, gender, spirituality, and the biopsychosocial bases of behavior, etc.
- An understanding of counseling research, including experimental, quasiexperimental, and non-experimental designs, particularly as they pertain to treatment of mental/emotional disorders.
- The ability to read, evaluate and utilize reports of psychological and counseling research.
- An ability to write clearly about counseling concerns and treatment and to communicate effectively

PROGRAM REQUIREMENTS

Clinical Mental Health Counseling Specialization (60 credits)

In order for students to initiate and continue their studies effectively and to satisfy all prerequisites, they should consult the **Student Course Planning** Guide within the Graduate Counseling Student Handbook. In addition, Program Coordinators can provide guidance and will establish advisement days each semester prior to registration.

Required Courses

CPS 510	Research Methods and Statistics	3
CPS 520	Introduction to Clinical Mental Health Counseling	3
CPS 535	Biopsychology	3
CPS 545	Legal and Ethical Issues in Counseling	3
CPS 557	Counseling Theory and Practice	3
CPS 562	Assessment Methods In Counseling	3
CPS 577	Diagnosis & Treatment Psychopathology	3

CPS 613	Techniques Of Individual Counseling	3
CPS 633	Career Counseling	3
CPS 647	Counseling And Spirituality	3
CPS 663	Group Counseling: Dynamics and Practice	3
CPS 667	Lifespan Development	3
CPS 673	Foundations of Brief Counseling	3
<i>Required Practicum/Internship Experiences (9 credits)</i>		
CPS 590	Counseling Practicum	3
AND		
CPS 688A	Counseling Internship I	3
CPS 688B	Counseling Internship II	3
OR		
CPS 690A	Counseling Internship I	2
CPS 690B	Counseling Internship II	2
CPS 690C	Counseling Internship III	2
<i>Electives with Advisement (9 credits)</i>		
CPS 525	Theories of Personality	3
CPS 621	Crisis Interventions in Counseling	3
CPS 623	Marriage and Family Counseling	3
CPS 627	Psychopharmacology	3
CPS 637	Substance Abuse Counseling	3
CPS 643	Counseling Children and Adolescent	3
CPS 657	Issues of Grief in Counseling	3
CPS 670	Principles Of Counselor Supervision	3
CPS 677	Sexual Issues in Counseling	3
CPS 699	Special Topics in Counseling	3

Practicum Screening Requirements

The practicum and internships are the culminating experience in counseling education, preparing students to apply classroom learning to real world concerns. Success in these courses is a requirement for graduation. The Program Coordinator or Clinical Coordinator can assist in identifying practicum/internship sites. Some placement sites require health or drug screenings and/or criminal background checks. All screenings are the student's responsibility.

Annual Disposition Assessment

Faculty observe students' behavioral performance beyond GPA (knowledge and skills) to assess professional dispositions. Important components of professional dispositions include cultural competency, self awareness, interpersonal skills, professional boundaries, emotional stability, adaptability and flexibility, openness to feedback, self-awareness and commitment to self-growth. In addition to performance on assignments, faculty members will annually review each student in light of professional dispositions based on performance in class, practicum and internship evaluations and consultation with site supervisors for practicum and internship. Following this annual review, the student receives a score of: Meets Expectations (M), Emerging/needs feedback (E) or Unsatisfactory/needs intervention (U) on the Professional Disposition Assessment Rubric (PDAR is available upon request from the academic advisor). If the student receives a score of emerging competency, the student will be contacted by their advisor regarding feedback. If the student receives a score of unsatisfactory, the student will meet with the advisor to initiate a professional dispositions performance improvement plan (PDPIP). Additionally, feedback and PDPIPs related to professional dispositions may be introduced beyond the annual review at any time during the academic year. If there is no improvement the semester following the initiating PDPIP, the student is placed on a departmental probation with advisement support. If the student continues to score in the unsatisfactory range on the PDAR after the second semester that follows the initiation of the PDPIP, the student is referred to a Graduate Academic Foundations Committee (GAFC) subcommittee for review and possible further intervention or recommendations. Refer to the Graduate Catalog for additional probation and dismissal policies governing all graduate programs.

Transfer of Graduate Credit

Caldwell University may accept the transfer of up to six credits of graduate work in counseling, or a closely related field, provided the credits were completed within five years of the student's graduate registration at Caldwell University. Official transcripts of previous graduate work as well as the catalog description of each course must be submitted for review at the time of application. Each request for transfer credit will be reviewed by the Program Coordinator. Approval of transfer credit is based on course content and the grade earned in the course, which should be a B or better.

Total Credits 60

M.A. in Counseling with a specialization in School Counseling – CACREP-Accredited

Program Code: GRPSC

Master of Arts

The M.A. in Counseling with School Counseling Specialization is A NJDOE-approved and CACREP accredited program for individuals who wish to pursue the profession of School Counseling. Upon completion of the program, students will have met the N.J. Department of Education (DOE) requirements for the credential of School Counselor.

The 60 credit School Counseling Specialization program has three options:

Option 1: Open elective option - students take 15 credits of open electives. This option fulfills the NJDOE requirements for School Counselor Licensure and will also meet the coursework requirements for licensure in New Jersey as a Professional Counselor (LPC).

Option 2: LPC option – This option fulfills the NJDOE requirements for School Counselor Licensure and the requirements to meet the coursework requirements for licensure in New Jersey as a Professional Counselor (LPC) with coursework intended to prepare students to work in a Clinical Mental Health Counseling setting.

Option 3: Director of School Counseling option – Allows students to take the required courses for the Director of School Counseling certification (12 credits) although they will not be eligible for this certification until they have completed three years successful experience as a school counselor.

ADMISSION REQUIREMENTS

Note – The application deadlines for the M.A. in Counseling with School Counseling Specialization are:

April 1 – Summer; June 1 – Fall; December 1 – Spring Semesters

- A minimum undergraduate GPA of 3.2
- Bachelor's-level coursework in psychology, education, or a closely related field and successful completion of a statistics course is recommended.
- Official undergraduate and/or graduate transcripts
- Submission of either the GRE general test or the Miller Analogies Test (MAT) is optional
- Writing sample: Submission of a research-based paper of 5-10 pages that was previously submitted in an undergraduate or graduate course. APA style preferred. At the discretion of the Coordinator, other subject matter and/or formatting may be considered if the candidate has limited access to coursework.
- Two letters of recommendation for graduate study, preferably from former professors or current employer
- Personal or group interview

Program Outcomes:

Successful candidates for the M.A. in Counseling with School Counseling Specialization must demonstrate professional aptitude and an ability to integrate theory and practice by completing a three-credit supervised counseling practicum experience, followed by six-credits of internships, working in a school setting.

The Academic Capstone of the program is a two-part comprehensive examination in the form of a case study supported by peer-reviewed research. In general, students should be able to demonstrate the following in the comprehensive exam:

- An understanding of the fundamental principles of school counseling, including counseling approaches, learning, individual behavior, personality, group processes, human development, psychopathology (abnormal behavior) and the role of culture, gender, and spirituality, among other areas.
- Ability to read and evaluate reports of counseling and psychological research and statistical measures, particularly as they pertain to counseling and its outcomes.
- Ability to write clearly about case content and to be able to communicate it effectively.
- Ability to articulate the school counselor's role in the context of the case.
- An understanding of the selection and implementation of appropriate methods of assessment and evaluation.

M.A. IN COUNSELING WITH SCHOOL COUNSELING SPECIALIZATION – CACREP-ACCREDITED

The M.A. in Counseling with School Counseling Specialization is a rigorous 60-credit degree program which prepares students to effectively function as clinical mental health counselors in a variety of human service settings... Upon completion of the program, students will have met the NJ Department of Education (DOE) requirements for the credential, Certified School Counselor.

The program is designed to prepare students to work within the guidelines of the American School Counselor Association (ASCA)'s "National Model: A Framework for School Counseling Programs." Graduates of this master's program may also take an additional 12 credits to satisfy the educational requirements for the credential of New Jersey Licensed Professional Counselor. They are also eligible to take the additional 12 credits to meet the educational requirements for the New Jersey Department of Education Certification for the Director of School Counseling Services.

PROGRAM REQUIREMENTS

School Counseling Specialization (60 credits)

In order for students to initiate and continue their studies effectively and to satisfy all prerequisites, they should consult the **Student Course Planning Guide** within the Graduate Counseling Student Handbook. In addition, Program Coordinators can provide ongoing guidance and will establish advisement days each semester prior to registration.

Required Core Courses (24 credits)

CPS 505	College and Career Counseling for School Counselors	
CPS 510	Research Methods and Statistics	3
CPS 545	Legal and Ethical Issues in Counseling	3
CPS 557	Counseling Theory and Practice	3
CPS 613	Techniques Of Individual Counseling	3
CPS 653	Multicultural Counseling	3
CPS 663	Group Counseling: Dynamics and Practice	3
CPS 667	Lifespan Development	3

School Counseling Specialization Requirement (9 credits)

CPS 500	Introduction to School Counseling	3
CPS 560	Assessment Measures and Practices in Schools	3
ED 522	Application of Special Education Law for Students with Disabilities	3

Sociological Foundations (3 credits)

CPS 570	The School Counselor and Community Resources	3
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Required Practicum/Internship Experiences (9 credits)

CPS 590	Counseling Practicum	3
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AND

CPS 688A	Counseling Internship I	3
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CPS 688B	Counseling Internship II	3
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OR

CPS 690A	Counseling Internship I	2
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CPS 690B	Counseling Internship II	2
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CPS 690C	Counseling Internship III	2
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Electives (With advisement; based on specific SC Options 1-3)

CPS 619	Counseling Practice Seminar: Cognitive and Behavior Theories	3
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CPS 623	Marriage and Family Counseling	3
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CPS 637	Substance Abuse Counseling	3
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CPS 643	Counseling Children and Adolescent	3
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CPS 647	Counseling And Spirituality	3
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CPS 657	Issues of Grief in Counseling	3
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CPS 673	Foundations of Brief Counseling	3
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CPS 689	Advanced Seminar In Rational Emotive Behavior Therapy [REBT]	3
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CPS 699	Special Topics in Counseling	3
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Practicum Screening Requirements

The practicum and internships are the culminating experience in counseling education, preparing students to apply classroom learning to real world concerns. Success in these courses is a requirement for graduation. The Program Coordinator or Clinical Coordinator can assist in identifying practicum/internship sites. Some placement sites require health or drug screenings and/or criminal background checks. All screenings are the student's responsibility

Transfer of Graduate Credit

Caldwell University may accept the transfer of up to six credits of graduate work in counseling, or a closely related field, provided the credits were completed within five years of the student's graduate registration at Caldwell University. Official transcripts of previous graduate work as well as the catalog description of each course must be submitted for review at the time of application. Each request for transfer credit will be reviewed by the Program Coordinator. Approval of transfer credit is based on course content and the grade earned in the course, which should be a B or better.

Post Graduate M.A. Art Therapy CAAHEP-ACCREDITED

Program Code: PMATP

POST-GRADUATE M.A.

This program is intended for professionals who already hold an M.A. in Counseling or a closely related field and who are interested in pursuing a career or specialized training in art therapy. Graduate art therapy courses fulfill the educational requirements for registration (ATR) as an Art Therapist through the American Art Therapy Association and licensure as a Professional Art Therapist (LPAT) in New Jersey. Graduates will likely need additional post-graduation supervised clinical work hours in art therapy and a passing score on the ATCB's ATCBE exam to qualify for credentials in the field of art therapy in most jurisdictions or for national recognition. Applicants should consult the licensing laws and regulations about what is required in their jurisdiction.

Graduate coursework is a combination of didactic and experiential teaching methods in cognitive/knowledge, psychomotor/skills, and affective/behavior and professional dispositions learning domains. The program requires that students complete coursework, internship experiences, and pass a comprehensive examination.

ACADEMIC OPTIONS

- Clinical Mental Health Counseling Specialization
- Clinical Mental Health Counseling with Art Therapy Concentration
- School Counseling Specialization

Combined B.A. in Psychology/M.A. in Counseling

Post-Graduate M.A. in Art Therapy

Post-Master Director of School Counseling

Post-Master Professional Counselor Licensing Credits

Post-Master School Counseling Specialization

Program Outcomes:

In order to complete the Master's program, students must complete three tiers of coursework (Foundations, Skills and Professionalism), demonstrate a professional presentation and aptitude and an ability to integrate theory and practice by successfully completing a supervised practicum experience, followed by an internship sequence.

The Academic Capstone of the program is a comprehensive examination in the form of a case study supported by peer-reviewed research. The case study provides students with the opportunity to fully integrate clinical mental health counseling with art therapy concentration perspectives into practice. Students should be able to demonstrate the following competencies on the comprehensive exam:

- A scholar practitioner approach to the fundamental principles of clinical mental health counseling in practice, including ethics, diagnosis, assessment, clinical treatment approaches, individual and group processes, human development, psychopathology, and the role of culture, family, career and lifestyle;
- A recognition of how the creativity promotes wellness, healing and therapeutic change. A recognition of how client imagery, symbolism and metaphor communicate thoughts and feelings, challenges and strengths and support growth and well-being;
- An understanding of appropriate use of clinical mental health counseling and art-based assessments, interventions and processes as applicable to the treatment process and treatment planning;
- Development of professional dispositions congruent with the profession.
- Application of research as a scholar practitioner.
- An ability to write clearly and to communicate effectively

ADMISSION REQUIREMENTS

May 1 – Summer; August 1 – Fall; January 1 – Spring Semesters

- M.A. in Counseling or a closely related field covering core content area, demonstrating a 3.0 cumulative GPA or better
- 18 credits in studio art including drawing, painting, and three-dimensional work with a grade of "B" or better in each
- Writing sample: Submission of a paper of 5-10 pages that is formatted in APA style.
- Official graduate transcript(s)
- One letter of recommendation
- Personal Interview and portfolio review
- Art portfolio of 10-15 pieces, slides, or digital copies evidencing proficiency in drawing, painting, three-dimensional work as well as a range of media and demonstrating introspection
- Past graduate coursework in the following content areas: Human Development, Psychopathology, Appraisal and Evaluation, Research and Career Counseling. Additional graduate courses are required for any of these content areas that were not covered in prior coursework.

PROGRAM REQUIREMENTS (36 credits)

To satisfy all program requirements as competent entry-level art therapists, competencies in the cognitive/knowledge, psychomotor/skills, and affective/behavior and professional dispositions learning domains are emphasized. Students should consult the Student Course Planning Guide and the Graduate Counseling Student Handbook. In addition, Program Coordinators can provide guidance and will establish advisement days each semester prior to registration. A no credit comprehensive exam is given as a corequisite with CPS 601 Internship I/Concentration Practicum

All content areas from the MA in Clinical Mental Health Counseling with Art Therapy Concentration that are not taught in this degree program must be covered before or during completing this degree program. Graduates may need additional coursework to fulfill all content areas in subjects such as career counseling or assessment and diagnosis.

***Curricular changes will go into effect the following academic year, unless otherwise noted.**

Required Courses (33 credits)

CPS 501	History and Development	3
CPS 507	Creative Methods and Techniques	3
CPS 509	Cultural And Social Diversity	3
CPS 514	Theory and Application I	3
CPS 515	Theory & Application II	3
CPS 607	Projective Assessment	3
CPS 612	Clinical Work with Children and Families	3
CPS 614	Professional Practice	3
CPS 617	Group Process	3
CPS 601	Internship I / Concentration Practicum	1
CPS 602	Internship II	1
CPS 603	Advanced Internship I	2
CPS 604	Advanced Internship II	2

Electives with Advisement (3 credits)

CPS 510	Research Methods and Statistics	3
CPS 520	Introduction to Clinical Mental Health Counseling	3
CPS 535	Biopsychology	3
CPS 545	Legal and Ethical Issues in Counseling	3
CPS 562	Assessment Methods In Counseling	3
CPS 577	Diagnosis & Treatment Psychopathology	3
CPS 600	Treatment of Trauma	3
CPS 613	Techniques Of Individual Counseling	3
CPS 615	Spirituality and Creativity	3
CPS 620	Advanced Seminar In Creative Techniques	3
CPS 621	Crisis Interventions in Counseling	3
CPS 623	Marriage and Family Counseling	3
CPS 627	Psychopharmacology	3
CPS 633	Career Counseling	3
CPS 637	Substance Abuse Counseling	3
CPS 640	Advanced Experiential Methods	3
CPS 641	Study Abroad	3
CPS 643	Counseling Children and Adolescent	3
CPS 647	Counseling And Spirituality	3

CPS 657	Issues of Grief in Counseling	3
CPS 667	Lifespan Development	3
CPS 677	Sexual Issues in Counseling	3
CPS 698	Seminar in Special Topics	3
CPS 699	Special Topics in Counseling	3

Transfer of Graduate Credit

Caldwell University may accept the transfer of up to six credits of graduate work in counseling, art therapy or a closely related field, provided the credits were completed within five years of the student's graduate registration at Caldwell University. Official transcripts of previous graduate work as well as the catalog description of each course must be submitted for review at the time of application. Each request for transfer credit will be reviewed by the Program Coordinators. Approval of transfer credit is based on course content and grade earned in the course, which should be a B or better.

Total Credits 36

Post-Master Director of School Counseling

Program Code: PMDSCP

Post-Master Certification

This program is designed for individuals who wish to pursue the New Jersey credential of Director of School Counseling Services. This endorsement qualifies the holder to serve as a director, administrator, or supervisor of school counseling services in grades PK-12. The New Jersey Department of Education requires that applicants for this credential have a master's degree, school counselor certification, and three years successful experience as a school counselor. The Caldwell University Post-Master program meets the state-mandated requirements for graduate coursework in the areas of administration, staff supervision, and curriculum development. (For more information on state requirements, consult www.nj.gov/njded/code/current/title6a/chap9.pdf, Subchapter 13.7.)

ADMISSION REQUIREMENTS

- New Jersey School Counselor certification or an equivalent out-of-state certification
- Master's or higher degree from an accredited college or university
- Three years successful experience as a school counselor in grades PK-12
- Letter of recommendation from appropriate school professional
- Official graduate transcript(s)
- Personal interview with the program coordinator

PROGRAM REQUIREMENTS (12 credits)

ED 650	Curriculum Leadership	3
ED 671	Foundations of Pre K-12 Administration and Curriculum Supervision	3
ED 674	Education Law and Regulation	3
CPS 670	Principles Of Counselor Supervision	3

Post-Master Professional Counselor Licensing Credits

Program Code: PMPML

Post-Master Certification

POST-MASTER PROFESSIONAL COUNSELOR LICENSING CREDITS

This program is intended for those who hold a master's degree in Counseling, or a closely related field, and who require additional graduate credits in order to be eligible for the credential, Licensed Professional Counselor (LPC) in New Jersey. According to the N.J. Professional Counselor Licensing Act, to become a Licensed Professional Counselor, a candidate must have achieved a graduate degree in counseling and as part of the graduate study, successfully completed a minimum of 60 graduate semester hours, 45 of which must be distributed across eight of nine designated areas.

Individuals who have earned a master's degree in Counseling, or a closely related field, but who have not earned the requisite 60 credit hours or who have not met the appropriate distribution requirements for professional licensure, may apply for admission to this program. Academic programs for these students are developed based on a review of and conformity to APA Style the individual candidates' official graduate transcript(s). The Program Coordinator will assist each candidate in planning for the completion of areas/courses needed to satisfy educational requirements for licensing in New Jersey.

ADMISSION REQUIREMENTS

- A completed application
- Master's degree in Counseling or related field
- Official graduate transcript(s)
- One letter of recommendation
- A personal interview with the program coordinator

Post-Master applicants who completed M.A. in Counseling at Caldwell University

- Request of the registrar that their graduate transcript be sent to the Office of Graduate Admissions
- Participate in an individual interview with the Program Coordinator in order to plan future coursework

These applicants may omit:

- Letter of recommendation

Post-Master School Counseling Specialization

Program Code: PMSCP

Post-Master Certification

POST-MASTER SCHOOL COUNSELING SPECIALIZATION

This program is intended for professionals with an M.A. in Counseling or a closely related field. Students will take the courses they need to meet the requirements to obtain a School Counselor Certification from the New Jersey Department of Education, including a practicum experience in a school setting.

Academic programs for these students are developed based on a review by the New Jersey Department of Education of their official graduate transcript(s). Those interested should apply directly through the New Jersey Department of Education Website (<https://www.nj.gov/education/educators/license/>). Once a review of the applicants transcripts has been completed by the NJDOE, the program coordinator and candidate will identify areas/courses needed to satisfy educational requirements for certification in New Jersey. For mandated areas and course distributions, see the program requirements for the M.A. in Counseling with School Counseling Specialization.

ADMISSION REQUIREMENTS

- Master's degree
- Official graduate transcript(s)
- One letter of recommendation
- Personal interview with the program coordinator

Post-Master applicants who completed an M.A. in Counseling at Caldwell University

- Request of the registrar that their graduate transcript be sent to the Office of Graduate Admissions
- Participate in an interview with the Program Coordinator in order to plan future coursework

These applicants may omit:

- Letter of recommendation

Curriculum And Instruction

Program Code: GREDDG

Master of Arts

RETENTION FOR ALL PROGRAMS IN THE SCHOOL OF EDUCATION

Students may only earn one grade below B- in a graduate level course. This course may be repeated once to earn a higher letter grade. Any student who receives a grade below B- in a second graduate level course will be dismissed from the program.

Some courses are assessed as PASS/FAIL.

Education Department program requirements are subject to change based on the NJ DoE regulations. For most current information, please consult the Caldwell University School of Education Website.

[Please refer to Financial Aid for thesis or dissertation enrollment status information.](#)

Program Outcomes:

All students must successfully complete ED 610/611. ED 610/611 guides students through the process of creating an action research project. The study results in a report that includes a statement of the problem, a review of related literature, a description of the methodology used in the study, an analysis of the collected data, and a reflection on the use of the data to improve teaching and learning. Three areas are assessed as the final outcome for this program, subject matter knowledge, pedagogical knowledge, and caring teaching skills. Similarly, the course objectives align with these three components as students identify research questions relevant to their studies, review and analyze important research related to the topic, design a study using qualitative or quantitative methodology, and reflect on the implications of this study to enhance the quality of teaching. ED 610 will be graded in the Pass/Fail. ED 611 will receive a letter grade.

M.A. IN CURRICULUM AND INSTRUCTION

The M.A. in Curriculum and Instruction is designed for experienced teachers as a way to further enhance their professionalism and the quality of their teaching. The graduate program prepares educators for leadership roles in their schools. Integrating theory, practice, and research, the M.A. in Curriculum and Instruction provides teachers with opportunities to conduct action research in their schools. Through this research, teachers will acquire advanced knowledge and develop greater competence in their disciplines, while discovering innovative and effective approaches to teaching and learning. Students are required to take seven core courses and five elective courses for a total of 36 credits. The credits which meet the educational requirements for the **Supervisor Certification** may be completed as part of the elective requirements within this program. Other concentrations available to students in this degree program include **Principal Certification** – 36 credits, ***ESL Certification** – 39 credits, and **Special Education (TOSD)** – 42 credits. Students who have earned 15 credits in an alternate route teacher certification program and are now certified may transfer these credits into the elective portion of the program. However, credits will not transfer until the student has been enrolled in the program for a year (two semesters). To earn the **Supervisor Certification**, three years under a standard certificate are required; to earn the **Principal Certification**, five years of working under an appropriate New Jersey certificate, and passing the School Leader Praxis; to earn the **ESL certificate**, passing the WPI and OPI tests are required and a teaching certificate; to earn the **TOSD Certification** a standard certificate is required.

ADMISSION REQUIREMENTS

- Teaching certificate in education
- Undergraduate degree with a minimum GPA of 3.0
- Official undergraduate/graduate transcripts
- Two professional references
- Writing sample: Submission of a 1-2 page typed statement of your goals/ objectives for enrolling in the M.A. in Curriculum and Instruction program

PROGRAM REQUIREMENTS

<i>Required Courses (21 credits)</i>		
ED 580	Models of Teaching and Curriculum	3
ED 590	Curricula in a Multicultural Society	3
ED 598	Strategies for Curriculum Change and Development	3
ED 599	Integrating Technology into Curriculum Design and Classroom Instruction	3
ED 674	Education Law and Regulation	3
<i>Capstone Courses (part of required courses)</i>		
ED 610	Educational Research I	3
(Prerequisite: 27 credits including ED 580, ED 590, ED 599, ED 598, and ED 674)		
ED 611	Ed. Research II	3

(Prerequisite: ED 610)		
<i>Electives (15 credits by advisement)</i>		
ED 500E	Curriculum Theory and Development for General and Special Education Students	3
ED 500S	Curriculum Theory and Development for General and Special Education Students	3
ED 505	Student Development and Learning for General and Special Education Students	3
ED 615	Practicum In LDT-C II	3
ED 510	Reading and Communication	3
ED 515	Class/Community:Social Unit	3
ED/LA 516	Linguistics	3
ED 517	Language Acquisition: First and Second Language Development	3
ED 518	Methods of Teaching ESL	3
(12-hour field requirement) (Prerequisite: EN 520)		
ED 519	Theory and Practice of Teaching English to Non-native Speakers	3
(12-hour field requirement) (Prerequisite: EN 520)		
ED 520	Professional Skills Field	3
ED 522	Application of Special Education Law for Students with Disabilities	3
ED 527	Assessment Strategies for Students with Disabilities	3
ED 530	Adaptive Tech Students With Disabil	3
ED 535	Application of Brain-Based Strategies for Students with Disabilities	3
(12-hour field requirement)		
ED 536	Special Reading Programs for Students with Disabilities	3
ED 539	Theory, Principles and Application of Behavior Management for Students with Disabilities	3
ED 540	Sp Ed Teacher As Collaborator	3
ED 576	Reading Foundations	3
ED 635	Principles and Practices of Curriculum Development and Supervision in Subject Matter Areas	3
ED 650	Curriculum Leadership	3
ED 670	General Principles of Staff Supervision: Theory and Practice in Educational Administration and Supervision	3
ED 671	Foundations of Pre K-12 Administration and Curriculum Supervision	3
ED 672	School Finance: Public and Private Funding	3
ED 675	Communications for School Leaders	3
ED 678	Managing Human and Material Resources	3
ED 680	Internship in Educational Administration	3

- 1 Required for Principal Certification
- 2 ED 500, ED 505, ED 510, ED 515, ED 520 are post-baccalaureate students
- 3 Seven courses required for Teacher of Students with Disabilities Certification
- 4 Four courses required for Supervisor Certification
- 5 Elective courses for ESL Certification (18 credits in electives required)
- 6 Five courses required for Principal Certification

Internship

All students entering the M.A. in Educational Administration must participate in a state-mandated 300-hour internship. There will be a set of specific activities that relate to the duties of a school principal that students will be expected to accomplish. Three (3) credits will be awarded for the 300 hours.

NOTE: It is understood that students must meet the State of New Jersey's requirements for certification. Fees and requirements are set by the New Jersey Department of Education. Copy of teacher certification and minimum of three years of experience under appropriate New Jersey teacher certification is necessary to begin the program.

Candidates are eligible for New Jersey certification after working five years under appropriate certification and passing School Leader Praxis.

Transfer of Graduate Credit

Caldwell University will accept the transfer of up to six credits of graduate work in education from another accredited institution provided the credits were completed within five years of the student's registration at Caldwell University. Official transcripts of previous graduate work as well as the description of each course must be submitted for review at the time of application. Approval of transfer credit is based on course content and grade earned in the course which should be B or better. Each transfer request will be reviewed by the Program Coordinator. Students entering this program upon completion of the Post-Baccalaureate Teacher Certification program or Special Education program will receive advanced standing; therefore, no additional transfer credits will be accepted. Such students must show evidence of having received or expecting teacher certification, which is a prerequisite for this program. In addition, students who have earned 15 credits in an alternate route teacher certification program and are now certified may transfer these credits into the elective portion of the program. However, credits will not transfer until the student has been enrolled in the program for a year (two semesters).

Education Leadership

Program Code: DOE

Doctorate of Education

RETENTION FOR ALL PROGRAMS IN THE SCHOOL OF EDUCATION

Students may only earn one grade below B- in a graduate level course. This course may be repeated once to earn a higher letter grade. Any student who receives a grade below B- in a second graduate level course will be dismissed from the program.

Some courses are assessed as PASS/FAIL.

Education Department program requirements are subject to change based on the NJ DoE regulations. For most current information, please consult the Caldwell University School of Education Website.

[Please refer to Financial Aid for thesis or dissertation enrollment status information.](#)

Program Outcomes:

Prior to the dissertation process, students will complete a portfolio of assignments that best exemplify their ability to begin conducting a dissertation research study.

As the capstone requirement for the Ed.D./Ph.D. in Educational Leadership, students must complete the courses Dissertation Research I: Process and Product, Dissertation Research II, Dissertation Proposal Seminar, Dissertation Research III, and Dissertation Research IV (ED 740, ED 741, ED 742, ED 743, and ED 744). If the dissertation is not defended upon completion of the 3-year program of courses, students will enroll in ED 745 Dissertation Continuation for 0 credit, but will pay each subsequent semester the amount of 3 credits until the dissertation is successfully defended.

Students will complete a comprehensive study in a particular field of education, as a formal publication-quality scholarly study comprised of the background and need for the study, a literature review, methodology to be used, analysis of the data collection, the conclusions, and implications of the study. The students will then orally defend the dissertation in front of a committee. The dissertation research study will be written in American Psychological Association (APA) format. The goal of the completed dissertation is to generate scholarly work that is a significant and applicable contribution to the field of education.

Ed.D IN EDUCATIONAL LEADERSHIP

The Ed.D. in Educational Leadership program is designed as a 3-year accelerated executive program of coursework to meet the learning needs of the busy professional. The dissertation process, however, may go beyond the 3 years. Program specializations are offered in Educational Leadership (K-12), Special Education Leadership, and Higher Education Leadership and Teaching. Each course will be offered in 8-week segments that meet approximately every third weekend on Friday and Saturday. Students will focus on two classes in a semester. This is a 90-credit, Ed.D., or 102-credit Ph.D. program. We will allow students to transfer up to 36 credits from an approved master's program or from an appropriately related master's degree program. Students may apply to the doctoral program until August 1 for a fall start of program.

ADMISSION REQUIREMENTS

A completed master's degree in education or related field from an accredited institution with a 3.6 cumulative grade point average

- Official transcripts of your academic record from each graduate school attended; if you attended Caldwell University, the Office of Graduate Admissions will secure your official Caldwell transcript
- Two (2) completed reference forms or letters appraising your capacity for doctoral studies; leadership experience and ability; reference forms are available through the Office of Graduate Admissions
- A copy of your completed action research paper/thesis, a published article, grant writing, or sample of substantive job embedded writing and data analysis
- Resume highlighting education, career, leadership experience, and service
- At least five (5) years of teaching and/or administrative experience
- Personal Interview, if necessary

Please send supporting documents to:

Doctor of Education Admission Committee

Caldwell University

Office of Graduate Admissions

120 Bloomfield Avenue

Caldwell, New Jersey 07006

You may contact the Office of Graduate Admissions for further details or clarification at 973-618-3455 or graduate@caldwell.edu.

PROGRAM REQUIREMENTS (90 credits)

I. General Core I

- Up to 36 credits from conferred degrees in M.A. in Curriculum & Instruction, Educational Leadership, Special Education, Literacy Instruction, or other related M.A./M.S. degrees as approved by the admissions committee (additional courses may be needed depending on specialization or degrees conferred from other colleges and the number of credits of the master's degree)
- Two semesters of action research

II. General Core II

ED 701	Policy Analysis and School Reform	3
ED 702	Leadership Skill Development	3
ED 703	Statistics for Educational Research and Decision-making	3
ED 704	Organizational Leadership Applications	3
ED 705	Global Education and Leadership	3
ED 706	Testing, Measurement and Data Informed Decision-making	3
ED 707	Media Skills of Leaders	3
ED 708	Ethical Leadership and School Leaders	3
ED 709	Implications of Federal, State, and Local Economies and Politics on Education	3
ED 716	Technology Based Learning and Management Systems	3

III. Specializations (9 credits)

Educational Leadership (K – 12)

ED 710	School Safety and Security for K-12 School Leaders	3
ED 711	Legal Perspectives and Labor Relations	3
ED 714	Public/Private Administration K-12	3

Special Education Leadership

ED 712	Navigating Special Education and Legal Problems	3
ED 713	Special Education Personnel and District Administration Personnel	3
ED 715	Managing Special Education Programs and Creating Partnerships	3
Higher Educational Leadership and Teaching		
ED 717	Organization, Governance and Finance in Higher Education	3
ED 718	Student Affairs and Enrollment Management in Higher Education	3
ED 719	Higher Education and Teaching	3

IV. Research Core (15 credits)

ED 740	Dissertation Research I: Process and Product	3
ED 741	Dissertation Research II	3
ED 742	Dissertation Proposal Seminar	3
ED 743	Dissertation Research III	3
ED 744	Dissertation Research IV	3
ED 745	Dissertation Continuation	0

Transfer of Graduate Credit

For applicants who have earned their M.A. in Curriculum and Instruction, Education Administration, Special Education, or Literacy Instruction at Caldwell University, all credits will be accepted for transfer to the Ed.D./Ph.D. in Educational Leadership. For other applicants, Caldwell University will accept the transfer up to a maximum of 36 credits of graduate work in the degrees mentioned above or a closely related field, provided that the courses taken are equivalent in content to those offered in the Caldwell University M.A. in Education programs. If these programs required fewer than 36 credits, courses will need to be completed to complete the Ed.D./Ph.D. program. M.A./M.S. degrees not related to education will be reviewed by the Admissions Committee on a case-by-case basis to determine the number of credits eligible for transfer.

Attendance

Missing more than 2.5 contact hours over the span of the course may result in lowering the grade in that course.

DISSERTATION COMPLETION

If the dissertation is not defended upon completion of the 3 year program of courses, students will have a 5-year time frame to complete and defend the dissertation. This 5-year time period will commence on the first day of classes in the subsequent fall or spring semester upon which a student finished coursework and end on the last day of the calendar year. For each subsequent summer, fall, and spring semester students will enroll in ED 745 Dissertation Continuation for zero credit but will pay the equivalent of 3 credits each semester. Students who interrupt the dissertation process for more than one consecutive, calendar year (fall, spring, summer) may be reassigned a first reader upon return. This may result in the need to change the topic and focus of the dissertation study. Such leave will only be permitted once. For people who do not return after one calendar year, refer to the general graduate catalog policy in the section entitled Interruption of Registration and Leave of Absence.

Ed.D. COMMENCEMENT REQUIREMENTS

Caldwell University confers degrees three times a year, in May, August, or December. The commencement ceremony is held once a year in May. In order for a candidate to participate in May ceremonies, the student must complete all dissertation requirements prior to graduation. If requirements are not met, the degree can be awarded at the next conferral date, and the student is eligible to participate in ceremonies the subsequent May.

To graduate in December or May, the last day for an oral defense is six weeks prior to the end of fall or spring semester. Defenses, however, can continue until June 30. There will be none after that date. They will resume at the start of the fall semester. After the oral defense, students will have two weeks to complete the necessary changes and submit these changes for review by the first reader (or first and second readers if major revisions are needed). Upon signed approval by the first reader (and the second reader in case of major revisions) and a copy submitted to the Doctoral Program Coordinators, students will submit the dissertation to an approved editor. When returned from the editor, the student will forward a copy to the first reader and the coordinators of the program. The entire process (i.e., defense, revisions, editing) must be completed no later than April 30 for May degree conferral, July 1 for August degree conferral, or November 15 for December degree conferral.

Educational Administration

Program Code: GREAS

Master of Arts

RETENTION FOR ALL PROGRAMS IN THE SCHOOL OF EDUCATION

Students may only earn one grade below B- in a graduate level course. This course may be repeated once to earn a higher letter grade. Any student who receives a grade below B- in a second graduate level course will be dismissed from the program.

Some courses are assessed as PASS/FAIL.

Education Department program requirements are subject to change based on the NJ DoE regulations. For most current information, please consult the Caldwell University School of Education Website.

[Please refer to Financial Aid for thesis or dissertation enrollment status information.](#)

Program Outcomes:

Any student who completes the M.A. in Educational Administration must successfully complete a two-semester research project in ED 686-687 that applies research skills to field-based problems in educational administration. The student's log of mentor activities and the rubric evaluating those activities are also considered as part of the outcome assessment. Selected courses will also have required outcomes assessment assignments that reflect a maximum of CAEP principles and program claims.

NOTE: It is understood that students must also meet the State of New Jersey's requirements for certification. Fees and requirements are set by the New Jersey Department of Education.

M.A. IN EDUCATIONAL ADMINISTRATION (ON CAMPUS AND ONLINE)

This program is designed for individuals who seek certification as a school principal and supervisor.

We claim that we prepare school leaders who will:

1. demonstrate their understanding of theories and strategic decision-making for educational administration and supervision in order to meet the learning needs of all students.
2. act in an ethical, fair, and trustworthy manner in their interactions with all members of the school community.
3. meet the requirements for certification and become eligible for employment as a principal or supervisor in the State of New Jersey.

ADMISSION REQUIREMENTS

- Undergraduate degree with a GPA of 3.0, or an earned master's degree with GPA of 3.0
- Official undergraduate/graduate transcripts
- Minimum of three years successful teaching experience or its equivalent in New Jersey schools under a standard teaching or an appropriate certificate.
- Copy of New Jersey teaching or school certification
- One professional reference

PROGRAM REQUIREMENTS (36 credits)

ED 616	Qualitative and Quantitative Research for Educational Administrators	3
ED 635	Principles and Practices of Curriculum Development and Supervision in Subject Matter Areas	3
ED 650	Curriculum Leadership	3
ED 670	General Principles of Staff Supervision: Theory and Practice in Educational Administration and Supervision	3
ED 671	Foundations of Pre K-12 Administration and Curriculum Supervision	3
ED 672	School Finance: Public and Private Funding	3
ED 674	Education Law and Regulation	3
ED 675	Communications for School Leaders	3
ED 686	Problem-Based Inquiry in Educational Administration I	3
ED 687	Problem-Based Inquiry in Educational Administration II	3
ED 678	Managing Human and Material Resources	3
ED 680	Internship in Educational Administration	3

Internship

All students entering the M.A. in Educational Administration must participate in a state-mandated 300-hour internship. There will be a set of specific activities that relate to the duties of a school principal that students will be expected to accomplish. Three (3) credits will be awarded for the 300 hours.

NOTE: It is understood that students must meet the State of New Jersey's requirements for certification. Fees and requirements are set by the New Jersey Department of Education. Copy of teacher certification and minimum of three years of experience under appropriate New Jersey teacher certification is necessary to begin the program.

Candidates are eligible for New Jersey certification after working five years under appropriate certification and passing School Leader Praxis.

Transfer of Graduate Credit

Caldwell University will accept the transfer of up to six credits of graduate work in education from another accredited institution provided the credits were completed within five years of the student's initial registration at Caldwell University.* Official transcripts of previous graduate work as well as the description of each course must be submitted for review at the time of application. Approval of transfer credit is based on course content and grade earned in the course which should be B or better. Each transfer request will be reviewed by the Program Coordinator. All requests for transfer credit must be submitted and approved within the student's first semester in the program.

* Up to 12 credits of coursework applicable to NJ Department of Education Certifications may be honored.

Educational Leadership

Program Code: DOP

Doctor of Philosophy

RETENTION FOR ALL PROGRAMS IN THE SCHOOL OF EDUCATION

Students may only earn one grade below B- in a graduate level course. This course may be repeated once to earn a higher letter grade. Any student who receives a grade below B- in a second graduate level course will be dismissed from the program.

Some courses are assessed as PASS/FAIL.

Education Department program requirements are subject to change based on the NJ DoE regulations. For most current information, please consult the Caldwell University School of Education Website.

[Please refer to Financial Aid for thesis or dissertation enrollment status information.](#)

Program Outcomes:

Prior to the dissertation process, students will complete a portfolio of assignments that best exemplify their ability to begin conducting a dissertation research study.

As the capstone requirement for the Ed.D./Ph.D. in Educational Leadership, students must complete the courses Dissertation Research I: Process and Product, Dissertation Research II, Dissertation Proposal Seminar, Dissertation Research III, and Dissertation Research IV (ED 740, ED 741, ED 742, ED 743, and ED 744). If the dissertation is not defended upon completion of the 3-year program of courses, students will enroll in ED 745 Dissertation Continuation for 0 credit, but will pay each subsequent semester the amount of 3 credits until the dissertation is successfully defended.

Students will complete a comprehensive study in a particular field of education, as a formal publication-quality scholarly study comprised of the background and need for the study, a literature review, methodology to be used, analysis of the data collection, the conclusions, and implications of the study. The students will then orally defend the dissertation in front of a committee. The dissertation research study will be written in American Psychological Association (APA) format. The goal of the completed dissertation is to generate scholarly work that is a significant and applicable contribution to the field of education.

Ph.D. IN EDUCATIONAL LEADERSHIP

Ph.D. in Educational Leadership program is designed as a 3-year accelerated executive program of coursework to meet the learning needs of the busy professional. The dissertation process, however, may go beyond the 3 years. Program specializations are offered in Educational Leadership (K-12), Special Education Leadership, and Higher Education Leadership and Teaching. Each course will be offered in 8-week segments that meet approximately every third weekend on Friday and Saturday. Students will focus on two classes in a semester. This is a 90-credit, Ed.D., or 102-credit Ph.D. program. We will allow students to transfer up to 36 credits from an approved master's program or from an appropriately related master's degree program. Students may apply to the doctoral program until May 15 for a fall start of program.

A completed master's degree in education or related field from an accredited institution with a 3.6 cumulative grade point average

- Official transcripts of your academic record from each graduate school attended; if you attended Caldwell University, the Office of Graduate Admissions will secure your official Caldwell transcript
- Two (2) completed reference forms or letters appraising your capacity for doctoral studies; leadership experience and ability; reference forms are available through the Office of Graduate Admissions
- A copy of your completed action research paper/thesis, a published article, grant writing, or sample of substantive job embedded writing
- Resume highlighting education, career, leadership experience, and service
- At least five (5) years of teaching and/or administrative experience
- Personal Interview, if necessary

Please send supporting documents to:

Doctor of Education Admission Committee

Caldwell University

Office of Graduate Admissions

120 Bloomfield Avenue

Caldwell, New Jersey 07006

You may contact the Office of Graduate Admissions for further details or clarification at 973-618-3455 or graduate@caldwell.edu.

PROGRAM REQUIREMENTS (102 credits)

I. General Core I

- Up to 36 credits from conferred degrees in M.A. in Curriculum & Instruction, Educational Leadership, Special Education, Literacy Instruction, or other related M.A./M.S. degrees as approved by the admissions committee (additional courses may be needed depending on specialization or degrees conferred from other colleges)
- Two semesters of action research

II. General Core II (36 credits)

ED 701	Policy Analysis and School Reform	3
ED 702	Leadership Skill Development	3
ED 703	Statistics for Educational Research and Decision-making	3
ED 704	Organizational Leadership Applications	3
ED 705	Global Education and Leadership	3
ED 706	Testing, Measurement and Data Informed Decision-making	3
ED 707	Media Skills of Leaders	3
ED 708	Ethical Leadership and School Leaders	3
ED 709	Implications of Federal, State, and Local Economies and Politics on Education	3
ED 716	Technology Based Learning and Management Systems	3
ED 730	Theoretical Research	3
ED 731	Comparative Research	3
ED 732	Statistics II	3
ED 733	Advanced Qualitative Research	3

III. Specializations (9 credits)

Educational Leadership (K – 12)

ED 710	School Safety and Security for K-12 School Leaders	3
ED 711	Legal Perspectives and Labor Relations	3
ED 714	Public/Private Administration K-12	3

Special Education Leadership

ED 712	Navigating Special Education and Legal Problems	3
ED 713	Special Education Personnel and District Administration Personnel	3
ED 715	Managing Special Education Programs and Creating Partnerships	3

Higher Educational Leadership and Teaching

ED 717	Organization, Governance and Finance in Higher Education	3
ED 718	Student Affairs and Enrollment Management in Higher Education	3
ED 719	Higher Education and Teaching	3

IV. Research Core (15 credits)

ED 740	Dissertation Research I: Process and Product	3
ED 741	Dissertation Research II	3
ED 742	Dissertation Proposal Seminar	3
ED 743	Dissertation Research III	3
ED 744	Dissertation Research IV	3
ED 745	Dissertation Continuation	0

Transfer of Graduate Credit

For applicants who have earned their M.A. in Curriculum and Instruction, Education Administration, Special Education, or Literacy Instruction at Caldwell University, all credits will be accepted for transfer to the Ed.D./Ph.D. in Educational Leadership. If these programs required fewer than 36 credits, two courses will need to be completed to fully matriculate into the Ed.D./Ph.D. program. For other applicants, Caldwell University will accept the transfer up to a maximum of 36 credits of graduate work in the degrees mentioned above or a closely related field, provided that the courses taken are equivalent in content to those offered in the Caldwell University M.A. in Education programs. M.A./M.S. degrees not related to education will be reviewed by the Admissions Committee on a case-by-case basis to determine the number of credits eligible for transfer.

Attendance

Missing more than 2.5 contact hours over the span of the course may result in lowering the grade in that course.

DISSERTATION COMPLETION

If the dissertation is not defended upon completion of required courses, students will have a 5-year time frame to complete and defend the dissertation. This 5-year time period will commence on the first day of classes in the subsequent fall or spring semester upon which a student finished coursework and end on the last day of the calendar year. For each subsequent summer, fall, and spring semester students will enroll in ED 745 Dissertation Continuation for zero credit but will pay the equivalent of 3 credits each semester accompanied by a fee for maintenance of registration. Students who interrupt the dissertation process for more than one consecutive, calendar year (fall, spring, summer) may be reassigned a first reader upon return. This may result in the need to change the topic and focus of the dissertation study. Such leave will only be permitted once. For people who do not return after one calendar year, refer to the general graduate catalog policy in the section entitled Interruption of Registration and Leave of Absence.

Ph.D. COMMENCEMENT REQUIREMENTS

Caldwell University confers degrees three times a year, in May, August, or December. The commencement ceremony is held once a year in May. In order for a candidate to participate in May ceremonies, the student must complete all dissertation requirements prior to graduation. If requirements are not met, the degree can be awarded at the next conferral date, and the student is eligible to participate in ceremonies the subsequent May.

The last day for an oral defense is six weeks prior to the end of fall or spring semester. There will be no defenses in the summer, between the end of the spring semester and the beginning of the fall semester. After the oral defense, students will have two weeks to complete the necessary changes and submit these changes for review by the first reader (or first and second readers if major revisions are needed). Upon signed approval by the first reader (and the second reader in case of major revisions) and a copy submitted to the Doctoral Program Coordinators, students will submit the dissertation to an approved editor. When returned from the editor, the student will forward a copy to the first reader. The first reader will then inform the Doctoral Program coordinators of the completion. The entire process (i.e., defense, revisions, editing) must be completed no later than April 30 for May degree conferral, July 1 for August degree conferral, or November 15 for December degree conferral.

English as a Second Language (ESL) Certification

Program Code: PMESL

Certification

RETENTION FOR ALL PROGRAMS IN THE SCHOOL OF EDUCATION

Students may only earn one grade below B- in a graduate level course. This course may be repeated once to earn a higher letter grade. Any student who receives a grade below B- in a second graduate level course will be dismissed from the program.

Some courses are assessed as PASS/FAIL.

Education Department program requirements are subject to change based on the NJ DoE regulations. For most current information, please consult the Caldwell University School of Education Website.

[Please refer to Financial Aid for thesis or dissertation enrollment status information.](#)

POST-BAC ENGLISH AS A SECOND LANGUAGE (ESL) CERTIFICATION

**The offering of this program is dependent upon enrollment numbers. Please contact the Program Coordinator for more information.*

This program is designed to meet the State of New Jersey certification requirements for the English as a Second Language Certification for applicants who already have a valid STANDARD New Jersey Instructional Certificate in education.

ADMISSION REQUIREMENTS

- Formal application to Caldwell University's Office of Graduate Admissions
- Official undergraduate transcript(s)
- STANDARD New Jersey Instructional Certificate

PROGRAM REQUIREMENTS (21 credits)

ED 516	Linguistics	3
ED 517	Language Acquisition: First and Second Language Development	3
ED 518	Methods of Teaching ESL	3
12-hour field requirement		
ED 519	Theory and Practice of Teaching English to Non-native Speakers	3
12-hour field requirement		
ED 576	Reading Foundations	3
ED 590	Curricula in a Multicultural Society	3
EN 520	Structure of American English	3
Prior to completion of this program, students must pass a state-approved examination of knowledge, Writing Proficiency Test (WPT) and Oral Proficiency Interview (OPI). Fees are set by the testing institutions.		

Higher Education

Program Code: GRMHA

Master of Arts

RETENTION FOR ALL PROGRAMS IN THE SCHOOL OF EDUCATION

Students may only earn one grade below B- in a graduate level course. This course may be repeated once to earn a higher letter grade. Any student who receives a grade below B- in a second graduate level course will be dismissed from the program.

Some courses are assessed as PASS/FAIL.

Education Department program requirements are subject to change based on the NJ DoE regulations. For most current information, please consult the Caldwell University School of Education Website.

[Please refer to Financial Aid for thesis or dissertation enrollment status information.](#)

Program Outcomes:

The capstone courses (ED 604: Internship and ED 618: Seminar) will be the culminating activities for the students in the program. Assessment of the internship will be triangulated and include assessment of student performance by the Internship supervisor and mentor; a rubric-based evaluation of the student's log of activities; and student reflections of the process and experience. The seminar will include a major research project that explores in depth a current problem or issue of particular interest to the student, allowing students to demonstrate graduate-level research competency.

M.A. IN HIGHER EDUCATION (ONLINE)

The M.A. in Higher Education has been designed to give students the theoretical background they need, complemented by sufficient experiential learning opportunities, to be well-prepared for positions in diverse areas including, student affairs, enrollment management, resource management and human resources in public, private and Catholic institutions. This 36-credit program is fully online. Classes are 7-weeks in length and students who choose to attend full-time may be able to complete their degree in one year. The course rotation will allow students to enter the program at the beginning of any seven-week session, maximizing the flexibility and appeal of the program. The target audience for the program is individuals working in higher education who are seeking career advancement and recent college graduates who are interested in pursuing a career in higher education.

ADMISSION REQUIREMENTS

- Formal application to the Caldwell University Office of Graduate Admissions
- Official transcript(s)
- Two (2) letters of recommendation
- Minimum undergraduate GPA of 3.0
- Personal interview, if necessary

*Tuition for this program may vary from the per credit charges for other programs within the School of Education. Students should check the University website for the most current information on tuition and fees.

PROGRAM REQUIREMENTS

Students must complete a minimum of 36 credit hours, including the following:

Core Courses (30 credits)

ED 524	History and Current Issues in Higher Education	3
ED 532	Legal and Ethical Issues in Higher Education	
ED 531	Diversity and Multicultural Issues in Higher Education	3
ED 506	Curriculum, Technology and Digital Identity	3
ED 507	Student Affairs	3
ED 511	Organizations and Leadership	3
ED 512	College Student Development in the 21st Century	3
ED 609	Assessment and Institutional Research	3
ED 586	Resource Management in Higher Education	3
ED 617	Enrollment Management: Access and Retention	3

Capstone Courses (6 credits)

ED 604	Capstone Internship	3
ED 618	Seminar in Higher Education	3

Literacy Instruction

Program Code: GRMLI

Master of Arts

RETENTION FOR ALL PROGRAMS IN THE SCHOOL OF EDUCATION

Students may only earn one grade below B- in a graduate level course. This course may be repeated once to earn a higher letter grade. Any student who receives a grade below B- in a second graduate level course will be dismissed from the program.

Some courses are assessed as PASS/FAIL.

Education Department program requirements are subject to change based on the NJ DoE regulations. For most current information, please consult the Caldwell University School of Education Website.

[Please refer to Financial Aid for thesis or dissertation enrollment status information.](#)

Program Outcomes:

All students must successfully complete ED 610/611. ED 610/611 guides students through the process of creating an action research project. The study results in a report that includes a statement of the problem, a review of related literature, a description of the methodology used in the study, an analysis of the collected data, and a reflection on the use of the data to improve teaching and learning. Three areas are assessed as the final outcome for this program, subject matter knowledge, pedagogical knowledge, and caring teaching skills. Similarly, the course objectives align with these three components as students identify research questions relevant to their studies, review and analyze important research related to the topic, design a study using qualitative or quantitative methodology, and reflect on the implications of this study to enhance the quality of teaching. ED 610 will be graded in the Pass/Fail format. ED 611 will receive a letter grade.

M.A. IN LITERACY INSTRUCTION

The M.A. in Literacy Instruction, offered through the Caldwell University School of Education, is a 36-credit program. Twenty-one credits constitute the program's required core courses. Candidates are then required to choose 15 credits of electives from the elementary or secondary strands. Through the selection of appropriate courses, certified teachers with two years of experience will fulfill the New Jersey Department of Education coursework requirements for **Reading Specialist certification**.

The M.A. in Literacy Instruction program is designed for K-12 certificated classroom teachers who seek to improve and/or enhance their knowledge and skills in literacy instruction. Through the structure of the course offerings, this graduate literacy program is designed to balance the requirement of successful teaching of K-12 reading and writing.

ADMISSION REQUIREMENTS

- Formal application to Caldwell University Office of Graduate Studies
- Official transcript(s)
- Two (2) letters of recommendation
- Minimum undergraduate GPA of 3.0
- A one to two-page statement of goals and objectives expected by the candidate while in the program
- Personal interview

PROGRAM REQUIREMENTS

Required Core Courses (21 credits)		
ED 528	Literacy Assessment and Evaluation	3
12-hour field requirement		
ED 576	Reading Foundations	3
ED 510 Reading and Communication (3) may be substituted for this course		
ED 564	Diagnosis and Correction of Reading Difficulties	3
12-hour field requirement		
ED 577	Teaching Writing: Process to Produc	3
ED 610	Educational Research I	3
ED 611	Ed. Research II	3
ED 628	Supervised Practicum and Reading	3
40-hour field requirement		

AREAS OF CONCENTRATION

A. Elementary Strand (15 credits)

The Elementary Strand for the M.A. in Literacy Instruction offers K-6 classroom teachers courses that will provide them with an opportunity to concentrate on reading or writing at the elementary (K-6) school level. Selection of three (3) of the following courses that are preceded by a “+” along with four of the required “+” core courses listed above constitutes the Reading Specialist Certification Track. The Reading Specialist certification requires that a teacher have at least two years of successful full-time 96 teaching experience.

ED 526	The Reading Specialist as Teacher Consultant	3
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ED 534	Instruction and Assessment of Writing for Special Needs Students	3
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ED 535	Application of Brain-Based Strategies for Students with Disabilities	3
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12-hour field requirement

ED 574	Literature for Children	3
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ED 578	Brain-Based Literacy Instruction	3
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ED 505 may be substituted for this course.

ED 579	Critical Thinking and Literacy	3
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ED 581	Teaching Writing in the Elementary School	3
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ED 500 may be substituted for this course.

ED 615	Practicum In LDT-C II	3
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B. Secondary Strand (15 credits)

The Secondary Strand for the M.A. in Literacy Instruction offers secondary classroom teachers courses that will provide them with an opportunity to concentrate on reading or writing at the 6-12 level. Selection of three (3) of the following courses that are preceded by a “+” along with four of the required core courses listed above constitutes the Reading Specialist Certification Track. The reading specialist certification requires that a teacher have at least two years of successful full time teaching experience.

ED 529	Teaching Reading in the Content Areas	3
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ED 573	Teaching Writing in the Content Areas	3
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ED 500 may be substituted for this course.

ED 583	Literature for Adolescents	3
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ED 526	The Reading Specialist as Teacher Consultant	3
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ED 534	Instruction and Assessment of Writing for Special Needs Students	3
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ED 535	Application of Brain-Based Strategies for Students with Disabilities	3
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12-hour field requirement

ED 578	Brain-Based Literacy Instruction	3
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ED 505 may be substituted for this course.

ED 579	Critical Thinking and Literacy	3
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ED 615	Practicum In LDT-C II	3
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Transfer of Graduate Credits

Caldwell University will accept the transfer of up to six credits of graduate work in education from another institution, provided the credits were completed within five years of the student's registration at Caldwell University. Official transcripts of previous graduate work as well as the description of each course must be submitted for review at the time of application. Approval of transfer credit is based on course content and grade earned in the course which should be no lower than a B. Each transfer request will be reviewed by the Program Coordinator.

Post-Baccalaureate Teacher Certification Program Courses for Transfer

Certified teachers who have completed the Caldwell University Post-Baccalaureate Teacher Certification Program may, with approval, substitute the following courses for those listed among the M.A. in Literacy Instruction required and/or elective courses:

ED 500E Curriculum Theory and Development for ED 573 General and Special Education Students

EED 500S Curriculum Theory and Development for General and Special Education Students

ED 505 Student Development and Learning for ED 578 General and Special Education Students

ED 510 Reading and Communication (3) for ED 576

ED 515 and ED 520 can be transferred as electives

Post-Baccalaureate Special Education Certification

Program Code: PBSSED

Certification

RETENTION FOR ALL PROGRAMS IN THE SCHOOL OF EDUCATION

Students may only earn one grade below B- in a graduate level course. This course may be repeated once to earn a higher letter grade. Any student who receives a grade below B- in a second graduate level course will be dismissed from the program.

Some courses are assessed as PASS/FAIL.

Education Department program requirements are subject to change based on the NJ DoE regulations. For most current information, please consult the Caldwell University School of Education Website.

[Please refer to Financial Aid for thesis or dissertation enrollment status information.](#)

POST-BACCALAUREATE SPECIAL EDUCATION TEACHER CERTIFICATION

This program is designed for a certified teacher who has decided to seek the Teacher of Students with Disabilities (TOSD) Endorsement in special education. The program is designed to give this teacher the necessary skills and information that s/he can teach in a self-contained special education classroom, a self-contained school, or teach in partnership in an inclusive education setting. The goal of this program is to give teachers the necessary foundational skills to effectively teach students with disabilities. The Special Education program has seven courses for 21 credits which fulfill the requirements for the Teacher of Students with Disabilities (TOSD) Endorsement.

ADMISSION REQUIREMENTS

- Minimum undergraduate GPA of 3.0 for program entry
- New Jersey certification in education (CEAS or STANDARD certification)
- Official undergraduate/graduate transcript

PROGRAM REQUIREMENTS (21 credits)

ED 522	Application of Special Education Law for Students with Disabilities	3
ED 527	Assessment Strategies for Students with Disabilities	3
ED 530	Adaptive Tech Students With Disabil	3
ED 535	Application of Brain-Based Strategies for Students with Disabilities	3
12-hour field requirement		
ED 536	Special Reading Programs for Students with Disabilities	3
ED 539	Theory, Principles and Application of Behavior Management for Students with Disabilities	3
ED 540	Sp Ed Teacher As Collaborator	3

Transfer of Graduate Credit

Caldwell University will accept the transfer of three graduate credits provided the credits were completed within five years of previous graduate work. A description of each course must be submitted for review at time of application. Acceptance is pending review of the course and submission of official transcripts to the program coordinator. Approval of transfer credit is based on course content and grade earned in the course, which should be B or better.

Post-Baccalaureate Teacher Certification

Program Code: PBTC

Post-Baccalaureate Certification

This program is offered for individuals who have a bachelor's degree and wish to obtain teaching certification. This program is open to students with undergraduate backgrounds in the liberal arts and sciences. Applicants are advised that additional undergraduate course work may be required to meet New Jersey certification standards. See "Certification Procedures" in the Academic Policies section for information on procedures to earn New Jersey certification.

ADMISSION REQUIREMENTS

- Bachelor's degree with a minimum GPA of 3.0 or a master's degree in a relevant content area with a minimum 3.0 GPA
- Official undergraduate/graduate transcripts
- Must pass the Praxis I: Praxis Core Academic Skills for Educators: Combined (5751). Please refer to the Education Portal for all up to date changes that may not be noted in this catalog at the time of printing.
- Two professional references
- Submit a personal statement of 2-3 pages describing your reasons for pursuing this program of study
- Personal interview

NOTE: It is highly recommended that the Praxis II exam is passed prior to admission. A passing score on the Praxis II exam is required by the State of New Jersey for certification. **Students must pass this exam in their first semester (two courses) of the program.** Students will not be allowed to take additional courses until Praxis scores have been submitted to the Office of Field Placement.

PROGRAM REQUIREMENTS (27 credits)

GRADUATE COURSES (15 credits)		
ED 500E	Curriculum Theory and Development for General and Special Education Students	3
OR		
ED 500S	Curriculum Theory and Development for General and Special Education Students	3
ED 505	Student Development and Learning for General and Special Education Students	3
ED 510	Reading and Communication	3
field component		
ED 515	Class/Community:Social Unit	3
ED 520	Professional Skills Field	3
field component		
UNDERGRADUATE COURSES (12 credits)		
ED 470 & 475	Student Teaching and Student Teaching Seminar	12
The student teaching experience is the culmination of the program. Student teaching must be completed in the semester following the completion of all coursework. No additional courses may be taken during student teaching.		
Note: Nine undergraduate credits of behavioral science are required prior to student teaching, as follows:		
<i>K-6 (Elementary)</i>		
<ul style="list-style-type: none">• 1 Sociology course with approved multicultural content• Prenatal/Infant Psychology• Child Psychology		
<i>5-8 (Middle School)</i>		
<ul style="list-style-type: none">• 1 Sociology course with approved multicultural content• Prenatal/Infant Psychology• Child Psychology• Adolescent Psychology		
<i>K-12 (Secondary)</i>		
<ul style="list-style-type: none">• 1 Sociology course with approved multicultural content• Child Psychology• Adolescent Psychology		

Early Childhood Program — Students who wish to obtain the P-3 endorsement must also complete ED 332 Methods of Early Childhood Education and ED 333 Curriculum in Early Childhood Education.

Upon completion of the post-baccalaureate program, students entering the M.A. in Curriculum and Instruction program may transfer 15 credits into the elective section of the M.A. in Curriculum and Instruction program. 15 credits may transfer into the M.A. in Literacy Instruction program. No other transfer credits will be accepted.

Additionally, students who successfully complete the Post-Baccalaureate Teacher Certification program may wish to enter the Special Education Certification program.

Transfer of Graduate Credit

The Post-Baccalaureate Teacher Certification program accepts up to three credits of transfer credit on approval.

Post-Master LDT-C Certification

Program Code: PMLDC

Certification

RETENTION FOR ALL PROGRAMS IN THE SCHOOL OF EDUCATION

Students may only earn one grade below B- in a graduate level course. This course may be repeated once to earn a higher letter grade. Any student who receives a grade below B- in a second graduate level course will be dismissed from the program.

Some courses are assessed as PASS/FAIL.

Education Department program requirements are subject to change based on the NJ DoE regulations. For most current information, please consult the Caldwell University School of Education Website.

[Please refer to Financial Aid for thesis or dissertation enrollment status information.](#)

POST-MASTER LDT-C CERTIFICATION

This program is designed to meet the State of New Jersey certification requirements for the LDT-C Certification for applicants who have a **master's degree and three years of documented teaching experience with a STANDARD New Jersey Instructional Certificate.**

ADMISSION REQUIREMENTS

- **New Jersey certification in education and completion of three years documented full time teaching experience with a STANDARD New Jersey Instructional Certificate. Letter substantiating this should be submitted on letterhead of school district.**
- Verification of an earned master's degree through official transcript
- Two professional references
- Submit a personal statement of a minimum of 2-3 pages describing reason for pursuing this graduate program in special education including what your career goals are for this area of specialization
- Personal interview

PROGRAM REQUIREMENTS (27 credits)

ED 522	Application of Special Education Law for Students with Disabilities	3
ED 559	Assessment of Learning Disabilities and Instructional Planning Techniques	3
ED 530	Adaptive Tech Students With Disabil	3
ED 535	Application of Brain-Based Strategies for Students with Disabilities	3
12-hour field requirement		
ED 536	Special Reading Programs for Students with Disabilities	3
ED 540	Sp Ed Teacher As Collaborator	3
ED 613	Methods Of Research In Lrn Dis	3
ED 614	Practicum In LDT-C I	3 - 0
(minimum 45-hour supervised field experience)		
ED 615	Practicum In LDT-C II	3
(minimum 45-hour supervised field experience)		

Transfer of Graduate Credit

Caldwell University will accept the transfer of three graduate credits from another institution of higher learning provided the credits were completed within five years of previous graduate work. A description of the course as well as official transcripts must be submitted at the time of application. Approval of transfer credit is based on course content and grade earned in the course, which should be B or better. Each transfer request will be reviewed by the Program Coordinator.

Post-Master Principal Certification

Program Code: PMGPC

Certification

Verification of an appropriately earned master's degree through official graduate transcript(s), or current enrollment in either the M.A. in Curriculum and Instruction or the M.A. in Educational Administration.

ADMISSION REQUIREMENTS

- Verification of an appropriately earned master's degree through official graduate transcript(s), or current enrollment in either the M.A. in Curriculum and Instruction or the M.A. in Educational Administration.
- New Jersey teacher or other appropriate school certification
- If a candidate has an MA in Education but NOT Educational Leadership nor Curriculum and Instruction, then they need to complete 30 credits for NJ Principal (School Leader) certification.

PROGRAM REQUIREMENTS (27-30 credits)*

If MA is in Curriculum and Instruction then you complete 21 credits for Post MA Principal Certification

PRINCIPAL CERT WITH MA IN LEADERSHIP OR C & I (21 credits)

This program is designed to meet the State of New Jersey certification requirements for the Principal Certification for applicants who have an M.A. in Educational Administration, M.A. in Curriculum and Instruction, or a recognized field of leadership or management. Courses in the applicant's master's degree will be reviewed to determine the specific courses required for the Principal Certification, which may include educational research. To earn the New Jersey Principal Certification, candidates need to complete five years of experience with appropriate New Jersey school certification.

ED 635	Principles and Practices of Curriculum Development and Supervision in Subject Matter Areas	3
OR		
ED 650	Curriculum Leadership	3
ED 670	General Principles of Staff Supervision: Theory and Practice in Educational Administration and Supervision	3
ED 672	School Finance: Public and Private Funding	3
ED 674	Education Law and Regulation	3
ED 675	Communications for School Leaders	3
ED 678	Managing Human and Material Resources	3
ED 680	Internship in Educational Administration	3
MA OTHER THAN ED LEADERSHIP OR C & I (30 credits)		
This program is designed to meet the State of New Jersey certification requirements for the Principal Certification for applicants who have an M.A. in Educational Administration, M.A. in Curriculum and Instruction, or a recognized field of leadership or management. Courses in the applicant's master's degree will be reviewed to determine the specific courses required for the Principal Certification, which may include educational research. To earn the New Jersey Principal Certification, candidates need to complete five years of experience with appropriate New Jersey school certification.		
PROGRAM REQUIREMENTS (30 credits) ONLINE		
ED 635	Principles and Practices of Curriculum Development and Supervision in Subject Matter Areas	3
ED 650	Curriculum Leadership	3
ED 670	General Principles of Staff Supervision: Theory and Practice in Educational Administration and Supervision	3
ED 671	Foundations of Pre K-12 Administration and Curriculum Supervision	3
ED 672	School Finance: Public and Private Funding	3
ED 674	Education Law and Regulation	3
ED 675	Communications for School Leaders	3
ED 678	Managing Human and Material Resources	3
ED 680	Internship in Educational Administration	3
Elective from Curriculum & Instruction program		

Total Credits 21

Post-Master Reading Specialist Certification

Program Code: PMRS

Certification

RETENTION FOR ALL PROGRAMS IN THE SCHOOL OF EDUCATION

Students may only earn one grade below B- in a graduate level course. This course may be repeated once to earn a higher letter grade. Any student who receives a grade below B- in a second graduate level course will be dismissed from the program.

Some courses are assessed as PASS/FAIL.

Education Department program requirements are subject to change based on the NJ DoE regulations. For most current information, please consult the Caldwell University School of Education Website.

[Please refer to Financial Aid for thesis or dissertation enrollment status information.](#)

POST-MASTER READING SPECIALIST CERTIFICATION

This program is designed to meet the State of New Jersey certification requirements for the Reading Specialist Certification for applicants who have a master's degree and two years teaching experience under New Jersey certification.

ADMISSION REQUIREMENTS

- Formal application to Caldwell University's Office of Graduate Admissions
- Verification of an earned master's degree through official graduate transcript(s)
- **New Jersey certification in education and completion of two years documented full-time teaching experience with a STANDARD New Jersey Instructional Certificate. Letter substantiating this should be submitted on letterhead of school district.**
- Two (2) letters of recommendation
- One to two-page statement of goals and objectives expected by the candidate while in the program
- Personal interview

PROGRAM REQUIREMENTS

<i>Required Core Courses (12 credits)</i>		
ED 528	Literacy Assessment and Evaluation	3
12-hour field requirement		
ED 564	Diagnosis and Correction of Reading Difficulties	3
12-hour field requirement		
ED 576	Reading Foundations	3
ED 510 Reading and Communication (3) may be substituted for this course.		
ED 628	Supervised Practicum and Reading	3
40-hour field requirement		
<i>Selection of three (3) of the following courses (9 credits)</i>		
ED 526	The Reading Specialist as Teacher Consultant	3
ED 534	Instruction and Assessment of Writing for Special Needs Students	3
ED 535	Application of Brain-Based Strategies for Students with Disabilities	3
12-hour field requirement		
ED 574	Literature for Children	3
OR		
ED 583	Literature for Adolescents	3

Post-Master School Administrator Certification

Program Code: PMSAC

Certification

This program is designed for individuals who seek certification as a School Administrator. We prepare school leaders who will:

- Demonstrate an understanding of theory and strategic decision-making in order to meet the learning needs of all students.
- Act in an ethical, fair, and trustworthy manner while interacting with all members of the school community.
- Meet the requirements for the State of New Jersey Superintendent Certification.

ADMISSION REQUIREMENTS

- Official undergraduate/graduate transcripts
- One professional reference
- Interview with the program coordinator
- Copy of New Jersey certifications
- Complete five years of successful educational experience in a school district, non-public school, or a regionally accredited college or university.

To be eligible for the School Administrator CE, the candidate shall:

OPTION 1

1. Complete one of the following:

- Hold a master's or higher degree from a regionally accredited college or university in educational leadership, curriculum and instruction, or one of the recognized fields of leadership or management;
- Hold a master's degree from a regionally accredited college or university and complete a Post-Master program resulting in certification of advanced study in educational administration and supervision;
- Hold a master's degree from a regionally accredited college or university and complete a post-master program in a coherent sequence of 30 semester hour credits as they appear on the institution's transcript. The study must be completed at one institution in educational leadership, curriculum and instruction, or one of the recognized fields of leadership or management;
- Hold a master's degree from a regionally accredited college or university and complete a New Jersey state-approved certification program in educational leadership offered by providers approved by the department pursuant to N.J.A.C. 6A:9-12.5(j)2, (k)2 and (l)1; or
- Hold a master's degree from an NCATE, TEAC, or CAEP-approved program in educational leadership from an out-of-state college or university.
- If your program was not Educational Leadership, you must submit an official college or university for review and an original letter from the chairperson outlining the course or courses in which the areas above are included. All graduate courses must appear on a nationally accredited four-year college/university transcript.

2. Complete a minimum of 30 graduate credits either within the master's program or in addition to it, in the following quality components of preparation to promote student learning as set forth in N.J.A.C. 6A:9-3.4 (a)1 through 6:

- Lead a common vision of learning in the school community;
- Lead a climate and culture conducive to student learning and staff professional growth
- Lead a safe and effective environment for learning;
- Lead the mobilization of resources, response to diverse needs, and collaboration with families and communities;
- Lead with integrity and fairness; and
- Lead with a perspective of the larger political, social, economic and legal context.

3. 150-hour requirement - Complete a 150-hour internship in educational leadership independent of other course requirements.

4. Praxis II Requirement - Pass a state approved examination of knowledge that is acquired through study of the topics listed in (a) 2 above, aligned with the Professional Standards for School Leaders that is directly related to the functions of superintendents as defined in N.J.A.C. 6A:9-12.3(a); and

5. Experience requirement - Complete five years of successful educational experience in a school district, nonpublic school, or a nationally accredited college or university.

As part of the application for this endorsement, your employer(s) must submit an electronic record of Professional Experience (ROPW) form documenting your employment; the NJ Department of Education will make the final determination as to whether or not the experience meets the New Jersey Regulations.

OPTION 2

1. Valid NJ Principal Certificate

2. Master Degree - All credits on an accredited four-year college/university transcript

3. Experience official documentation of five years of successful employment as a principal or assistant superintendent of curriculum and instruction in a New Jersey public school or in an approved nonpublic school.

- 4. Praxis II requirement
- 5. As part of the application for this endorsement, your employer(s) must submit an electronic record of Professional Experience (ROPW) form documenting your employment.

PROGRAM REQUIREMENTS (3 credits)

Required Courses (3 credits)		
ED 681	Internship for School Administrator	3
This course fulfills the requirement of 150 hours of internship as per the New Jersey certification for school administrator N.J.A.C. 6Q: 9 12.4 (a) 3. Candidates may take the Internship as a stand-alone course and pass the School Administrator Praxis exam to receive this certification.		

Post-Master Supervisor Certification

Program Code: PMGSC

Certification

RETENTION FOR ALL PROGRAMS IN THE SCHOOL OF EDUCATION

Students may only earn one grade below B- in a graduate level course. This course may be repeated once to earn a higher letter grade. Any student who receives a grade below B- in a second graduate level course will be dismissed from the program.

Some courses are assessed as PASS/FAIL.

Education Department program requirements are subject to change based on the NJ DoE regulations. For most current information, please consult the Caldwell University School of Education Website.

[Please refer to Financial Aid for thesis or dissertation enrollment status information.](#)

POST-MASTER SUPERVISOR CERTIFICATION (ON CAMPUS AND ONLINE)

This program is designed to meet the State of New Jersey certification requirements for the Supervisor Certification for applicants who have a master's degree and three years experience under New Jersey certification for teaching or support services.

ADMISSION REQUIREMENTS

- Verification of an earned master's degree through official graduate transcript(s), or current enrollment in the M.A. in Curriculum and Instruction
- Copy of existing teaching or support service certificate for the field in which Supervisor Certification is sought

PROGRAM REQUIREMENTS (12 credits)

ED 635	Principles and Practices of Curriculum Development and Supervision in Subject Matter Areas	3
ED 650	Curriculum Leadership	3
ED 670	General Principles of Staff Supervision: Theory and Practice in Educational Administration and Supervision	3
ED 671	Foundations of Pre K-12 Administration and Curriculum Supervision	3

Caldwell University will accept the transfer of six credits of graduate work in education from another accredited institution provided the credits were completed within five years of the student's initial registration at Caldwell University. Official transcripts of previous graduate work as well as the description of each course must be submitted for review at the time of application. Approval of transfer credit is based on course content and grade earned in the course which should be B or better. Each transfer request will be reviewed by the Program Coordinator. All requests for transfer credit must be submitted and approved within the student's first semester in the program.

Special Education

Program Code: GRMSE

Master of Arts

RETENTION FOR ALL PROGRAMS IN THE SCHOOL OF EDUCATION

Students may only earn one grade below B- in a graduate level course. This course may be repeated once to earn a higher letter grade. Any student who receives a grade below B- in a second graduate level course will be dismissed from the program.

Some courses are assessed as PASS/FAIL.

Education Department program requirements are subject to change based on the NJ DoE regulations. For most current information, please consult the Caldwell University School of Education Website.

[Please refer to Financial Aid for thesis or dissertation enrollment status information.](#)

Program Outcomes:

As the capstone requirement of the M.A. in Special Education, students must successfully complete two semester capstone courses, ED 610 Education Research I & ED 611 Education Research II. In these classes, students will first complete a review of literature in a particular area within special education. They will then design and conduct an action research paper.

M.A. IN SPECIAL EDUCATION

The 36-credit M.A. in Special Education is designed to give teachers the necessary skills and information to teach in a self-contained special education classroom, work in a related field in special education, teach in a partnership in an inclusive education setting, or practice as a **Learning Disabilities Teacher Consultant (LDT-C)**. The goal of this program is to give teachers the skills to effectively teach students with disabilities. Caldwell offers four different strands within the M.A. in Special Education. **Strand 1** serves those who have a CEAS or a STANDARD teaching certificate and want to earn the **Teacher of Students with Disabilities (TOSD) Endorsement**. **Strand 2** serves teachers who have three or more years of documented teaching experience, a STANDARD teaching certificate, and wish to earn the **TOSD and LDT-C**. **Strand 3** serves teachers who have the TOSD Endorsement and want to earn the **M.A. in Special Education**. A core of 21 credits, required as part of Strand 1 and Strand 2, fulfills the New Jersey Department of Education requirements for the TOSD Endorsement. **Strand 4** serves those who have a CEAS or a standard teaching certificate and want to earn the **TOSD certification with a concentration in Applied Behavior Analysis (ABA)**.

ADMISSION REQUIREMENTS

- Minimum undergraduate GPA of 3.0 for program entry
- New Jersey certification in education. Strand 2 also requires three or more years of documented full-time successful teaching experience
- Official undergraduate/graduate transcript
- Two professional references
- Submit a personal statement of a minimum of 2-3 pages describing your reason for pursuing this graduate program in special education including what your career goals are for this area of specialization
- Personal interview

PROGRAM REQUIREMENTS (36 credits)

Strand 1 required core courses (36 credits)

This course sequence is approved by the New Jersey Department of Education requirements for the Teacher of Students with Disabilities Endorsement *(TOSD)

ED 522	Application of Special Education Law for Students with Disabilities	3
ED 527	Assessment Strategies for Students with Disabilities	3
ED 530	Adaptive Tech Students With Disabil	3
ED 535	Application of Brain-Based Strategies for Students with Disabilities	3
ED 536	Special Reading Programs for Students with Disabilities	3
ED 539	Theory, Principles and Application of Behavior Management for Students with Disabilities	3
ED 540	Sp Ed Teacher As Collaborator	3
ED 564	Diagnosis and Correction of Reading Difficulties	3
ED 568	Remedial Strategies For Stu Lrn Dis	3
ED 610	Educational Research I	3

ED 611	Ed. Research II	3
Elective Interdisciplinary (Curriculum and Instruction or Literacy) or Advisor Approval (3)		
Strand 2 required courses (21 credits)		
This course sequence is approved by the New Jersey Department of Education requirements for the Teacher of Students with Disabilities Endorsement *(TOSD) and Learning Disabilities Teacher-Consultant (LDT-C) Certification		
ED 522	Application of Special Education Law for Students with Disabilities	3
ED 530	Adaptive Tech Students With Disabil	3
ED 535	Application of Brain-Based Strategies for Students with Disabilities	3
ED 536	Special Reading Programs for Students with Disabilities	3
ED 539	Theory, Principles and Application of Behavior Management for Students with Disabilities	3
ED 540	Sp Ed Teacher As Collaborator	3
ED 559	Assessment of Learning Disabilities and Instructional Planning Techniques	3
ED 613	Methods Of Research In Lrn Dis	3
ED 610	Educational Research I	3
ED 611	Ed. Research II	3
ED 614	Practicum In LDT-C I	3 - 0
(minimum of 45 hours supervised field experience)		
ED 615	Practicum In LDT-C II	3
(minimum of 45 hours supervised field experience)		
Strand 3 required core courses (21 credits)		
M.A. in Special Education: Required TOSD Endorsement		
ED 522	Application of Special Education Law for Students with Disabilities	3
ED 527	Assessment Strategies for Students with Disabilities	3
ED 535	Application of Brain-Based Strategies for Students with Disabilities	3
ED 536	Special Reading Programs for Students with Disabilities	3
ED 559	Assessment of Learning Disabilities and Instructional Planning Techniques	3
ED 610	Educational Research I	3
ED 611	Ed. Research II	3
Elective courses for Strand 3 (15 credits)		
(Select five courses from the list below)		
ED 530	Adaptive Tech Students With Disabil	3
ED 534	Instruction and Assessment of Writing for Special Needs Students	3
ED 540	Sp Ed Teacher As Collaborator	3
ED 568	Remedial Strategies For Stu Lrn Dis	3
ED 576	Reading Foundations	3
ABA 537	Introduction to Applied Behavior Analysis	3
ED 615	Practicum In LDT-C II	3
— —	Education Elective	3
Approved by Advisor		
Strand 4 required core courses (36 credits)		

Master of Arts in Special Education with TOSD and a concentration in Applied Behavior Analysis (ABA)		
ED 522	Application of Special Education Law for Students with Disabilities	3
ED 527	Assessment Strategies for Students with Disabilities	3
ED 530	Adaptive Tech Students With Disabil	3
ED 535	Application of Brain-Based Strategies for Students with Disabilities	3
ED 536	Special Reading Programs for Students with Disabilities	3
ED 540	Sp Ed Teacher As Collaborator	3
ED 610	Educational Research I	3
ED 611	Ed. Research II	3

Concentration

ABA 537	Introduction to Applied Behavior Analysis	3
ABA 534	Research Methods in Applied Behavior Analysis	3
ABA 526	Behavior Analysis and Learning	3
ABA 556	Advanced Applied Behavior Analysis	0

Transfer of Graduate Credit

Caldwell University will accept the transfer of up to six graduate credits (master's degree) and three graduate credits (post-baccalaureate degree) provided the credits were completed within five years of the student's registration at Caldwell University. Official transcripts of previous graduate work as well as the description of each course must be submitted for review at the time of application. Approval of transfer credit is based on course content and grade earned in the course, which should be B or better. Each transfer request will be reviewed by the Program Coordinator.

MSN in Population Health

Program Code: MSNPH

Master of Science in Nursing

The MSN in Population Health has been designed to prepare graduates for positions within a variety of health care systems that include care coordination, case management, project management, nurse management and leadership positions within various types of facilities. Graduates of the MSN in Population Health program will be prepared to work within hospital systems in leadership positions, outpatient facilities as managers, Public Health Nurses, or public health departments, within insurance companies or in fields related quality improvement or nursing education.

Graduate students will explore how to integrate technology, utilizing data to identify trends and issues associated with overall health of populations. Study will focus on developing strategies which aim to improve the health of populations, prevent disease while considering a focus on the social determinants of health which may impact care delivery and outcomes.

The MSN in Population Health is comprised of 36 graduate credits. The program is designed to take 2 years to complete, a total of 6 semesters of part time study (6 credits per semester). Courses are offered throughout the academic year, with courses formatted fully on-line, asynchronous format, convenient 7-week sessions.

ADMISSION REQUIREMENTS

- Bachelor's degree in Nursing, with a minimum GPA of 3.0
- Unencumbered R.N. License
- Formal application to Caldwell University Office of Graduate Admissions
- Two letters of recommendations
- Submission of Resume
- Writing Sample, submission of an essay on the following topic: How would you envision this MSN in Population Health helping you achieve your career goals?

Program Outcomes:

A collaborative learning model allows students the opportunity to develop a deeper understanding of the spiritual, social and psychological issues affecting populations, individuals, and families within the community. Program outcome assessment includes an experiential research-based capstone project promoting implementation of a data-driven healthcare intervention at the population level, based on the individual student's professional interests, experience and needs. This program is developed in alignment with the standards for accreditation as defined and described in the American Association of Colleges of Nursing (AACN) The Essentials of Master's Education in nursing (2011).

PROGRAM REQUIREMENTS

<i>MSN Core Requirements (11 courses)</i>		
NU 501	Concepts of Population Health: Epidemiology, Genomics, Quality Improvement and Safety	3
NU 503	Advanced Health Assessment	3
NU 505	Advanced Pathophysiology: A Population Health Perspective	3
NU 510	Advanced Pharmacological Therapies: Overuse, Underuse and Misuse	3
NU 511	Applied Techniques: Cultural Health Promotion and Social Determinants of Health	3
NU 512	Planning & Intervention	3
NU 515	Research Methods: Exp. R. Q.	3
NU 600	Evidence Based Practice: Identifying Population Health Needs	3
NU 601	Statistics for Population Health: Data Mining, Looking for Patterns, Asking Questions	3
NU 602	Healthcare Policy, Leadership and Finance for Population Health	3
<i>Capstone Requirements:</i>		
NU 619	Applied Data Analytics in Population Health: Proposal Development	3
NU 620	Translating Research into Practice: Capstone Project	3

Transfer of Graduate Credit

Caldwell University may accept the transfer of up to nine credits of graduate nursing coursework focused in the areas of Advanced Health Assessment, Advanced Pharmacology, Advanced Pathophysiology or Nursing Research, provided that the credits were completed within five years of the student's graduate registration at Caldwell University. Official transcripts of previous graduate work as well as the catalog descriptions of each course must be submitted for review at the time of application. Each request for transfer credit will be reviewed by the Program Coordinator. Approval of transfer credit is based on the course content and the grade earned in the course which should be a B or higher.

***Curricular changes will go into effect the following academic year, unless otherwise noted.**

MSN in Population Health with a concentration in Palliative Care

Program Code: MSNPC

Master of Science in Nursing

The MSN in Population Health with a concentration in Palliative Care has been designed to prepare graduates for positions within a variety of health care systems that include care coordination, case management, project management, nurse management and leadership positions within various types of facilities. Graduates of the MSN will be prepared to work within hospital systems in leadership positions, outpatient facilities as managers, Public Health Nurses, or public health departments, within insurance companies or in fields related quality improvement or nursing education.

Graduate students will explore how to integrate technology, utilizing data to identify trends and issues associated with overall health of populations. Study will focus on developing strategies which aim to improve the health of populations, prevent disease while considering a focus on the social determinants of health which may impact care delivery and outcomes.

The MSN in Population Health with a concentration in Palliative Care is comprised of 36 graduate credits. The program is designed to take 2 years to complete, a total of 6 semesters of part time study (6 credits per semester). Courses are offered throughout the academic year, with courses formatted fully on-line, asynchronous format, convenient 7-week sessions.

ADMISSION REQUIREMENTS

- Bachelor's degree in Nursing, with a minimum GPA of 3.0
- Unencumbered R.N. License
- Formal application to Caldwell University Office of Graduate Admissions
- Two letters of recommendations
- Submission of Resume
- Writing Sample, submission of an essay on the following topic: How would you envision this MSN in Population Health helping you achieve your career goals?

Program Outcomes:

A collaborative learning model allows students the opportunity to develop a deeper understanding of the spiritual, social and psychological issues affecting populations, individuals, and families within the community. Program outcome assessment includes an experiential research-based capstone project promoting implementation of a data-driven healthcare intervention at the population level, based on the individual student's professional interests, experience and needs. This program is developed in alignment with the standards for accreditation as defined and described in the American Association of Colleges of Nursing (AACN) The Essentials of Master's Education in nursing (2011).

PROGRAM REQUIREMENTS

MSN with a concentration in Palliative Care Core Requirements		
NU 502	Palliative Care Across the Lifespan	3
NU 503	Advanced Health Assessment	3
NU 505	Advanced Pathophysiology: A Population Health Perspective	3
NU 510	Advanced Pharmacological Therapies: Overuse, Underuse and Misuse	3
NU 512	Planning & Intervention	3
NU 513	Foundations of Symptom Management and Quality of Life in Palliative Care	3
NU 514	Barriers to Quality Palliative Care	3
NU 515	Research Methods: Exp. R. Q.	3
NU 600	Evidence Based Practice: Identifying Population Health Needs	3
NU 601	Statistics for Population Health: Data Mining, Looking for Patterns, Asking Questions	3
NU 603	Healthcare Policy, Advocacy and Financial Considerations for Palliative Care	3
Capstone Requirements:		
NU 619	Applied Data Analytics in Population Health: Proposal Development	3
NU 620	Translating Research into Practice: Capstone Project	3

Transfer of Graduate Credit

Caldwell University may accept the transfer of up to nine credits of graduate nursing coursework focused in the areas of Advanced Health Assessment, Advanced Pharmacology, Advanced Pathophysiology or Nursing Research, provided that the credits were completed within five years of the student's graduate registration at Caldwell University. Official transcripts of previous graduate work as well as the catalog descriptions of each course must be submitted for review at the time of application. Each request for transfer credit will be reviewed by the Program Coordinator. Approval of transfer credit is based on the course content and the grade earned in the course which should be a B or higher.

MSN in Population Health/MBA in Healthcare Administration dual degree program

Program Code: MSNPH

Master of Science in Nursing

Master of science in nursing combined with an MBA, allowing students to complete both degrees in 63 credits

Master of Science in Nursing, with a Healthcare Administration specialty track

Graduates of the MSN in Population Health/MBA in Healthcare administration track will be poised to take on leadership roles in healthcare industries that require advanced knowledge of complex health issues. Working in hospitals and beyond, graduates will have the advanced knowledge and skills to improve communities, at risk, and underserved populations to identify, plan, coordinate, deliver, and evaluate programs and initiatives for the promotion of health and disease prevention.

With a focus on population health, graduates are poised to become leaders in healthcare by addressing the needs of the most vulnerable populations and improving outcomes for underserved groups. Additionally, graduates are prepared on the business side of the healthcare industry, managing non-clinical aspects of healthcare operations, including staffing, budgeting, finance, and long-term strategic planning all to ensure the success of the healthcare provider or system.

This program will create professional and academics to work in the following fields:

- Leaders in healthcare Service line administrators
- Population healthcare coordinators
- Health educators
- Healthcare policymakers
- Healthcare innovators

Places of employment include anywhere that healthcare professionals with business acumen are needed. These diverse healthcare settings can include both clinical and nonclinical environments, such as:

- Hospital systems Insurance companies
- Pharmaceutical companies
- Health departments
- Medical device companies
- School systems
- Correctional facilities
- Health clinics
- Mobile settings

The following individuals and careers would be target audiences for the program:

- Registered Nurses interested in continuing education upon completion of a BSN program
- BSN-prepared nurses interested in becoming leaders in healthcare
- Nurses seeking to transition from patient care to industry opportunities

Program Requirements:

BSN from an accredited nursing program

Completion of **BU 095 MBA Prerequisites** to provide foundational concepts for the MBA courses

PROGRAM REQUIREMENTS

Master of Science in Nursing, with a Healthcare Administration specialty track: 36 credits

<i>MSN Core Requirements (6 courses)</i>		
NU 503	Advanced Health Assessment	3
NU 505	Advanced Pathophysiology: A Population Health Perspective	3
NU 510	Advanced Pharmacological Therapies: Overuse, Underuse and Misuse	3
NU 515	Research Methods: Exp. R. Q.	3
NU 600	Evidence Based Practice: Identifying Population Health Needs	3
NU 601	Statistics for Population Health: Data Mining, Looking for Patterns, Asking Questions	3
<i>Specialty Track (4 courses): Population Health - Healthcare Administration*</i>		
BU 540	Healthcare Finance	3
BU 580	Strategic Planning and Leadership in Healthcare	3

BU 649	Business Law, Ethical Behavior and Social Responsibility	3
BU 692	Healthcare Operations Management	3
<i>Capstone Requirements (2 courses):</i>		
NU 619	Applied Data Analytics in Population Health: Proposal Development	3
NU 620	Translating Research into Practice: Capstone Project	3
*BU 095: MBA Prerequisite Module for applicants with an undergraduate degree outside of business.		

Master of Business Administration with a concentration in Healthcare Administration: 39 credits

<i>MSN Core Requirements (10 courses):</i>		
BU 520	Advanced Business Strategy	3
BU 625	Accounting for Managers	3
BU 633	Organizational Behavior for Managers	3
BU 635	Strategic Human Resource Management	3
BU 638	Marketing in a Dynamic Environment	3
BU 644	Global Business Management	3
BU 649	Business Law, Ethical Behavior and Social Responsibility	3
BU 660	Management Information Systems	3
BU 695	Operations and Project Management	3
BU 785	Integrated Strategic Management Seminar	3
<i>Healthcare Administration Concentration (3 courses):</i>		
BU 540	Healthcare Finance	3
BU 580	Strategic Planning and Leadership in Healthcare	3
BU 692	Healthcare Operations Management	3
*Curricular changes will go into effect the following academic year, unless otherwise noted.		

MSN Population Health Concentration in Healthcare Administration

Program Code: MSNPH

Master of Science in Nursing

Graduates of the MSN in Population Health- Healthcare Administration concentration will be poised to take on leadership roles in healthcare industries that require advanced knowledge of complex health issues. Working in hospitals and beyond, graduates will have the advanced knowledge and skills to improve communities, at risk, and underserved populations to identify, plan, coordinate, deliver, and evaluate programs and initiatives for the promotion of health and disease prevention.

With a focus on population health, graduates are poised to become leaders in healthcare by addressing the needs of the most vulnerable populations and improving outcomes for underserved groups. Additionally, graduates are prepared on the business side of the healthcare industry, managing non-clinical aspects of healthcare operations, including staffing, budgeting, finance, and long-term strategic planning all to ensure the success of the healthcare provider or system.

The MSN in Population Health is a 36 credit, fully online program which permits students to select a specialty track.

PROGRAM REQUIREMENTS

All students enrolled in the MSN in Population Health program will take the following Core courses: (18 credits)		
NU 503	Advanced Health Assessment	3
NU 505	Advanced Pathophysiology: A Population Health Perspective	3
NU 510	Advanced Pharmacological Therapies: Overuse, Underuse and Misuse	3
NU 515	Research Methods: Exp. R. Q.	3
NU 600	Evidence Based Practice: Identifying Population Health Needs	3
NU 601	Statistics for Population Health: Data Mining, Looking for Patterns, Asking Questions	3
<i>Specialty Track courses: Healthcare Administration (12 credits)</i> <i>Option Concentration in Healthcare Administration</i>		
BU 649	Business Law, Ethical Behavior and Social Responsibility	3
BU 540	Healthcare Finance	3
BU 580	Strategic Planning and Leadership in Healthcare	3
BU 692	Healthcare Operations Management	3
<i>Capstone Courses: All students enrolled in the MSN in Population Health program (6 credits) and will work independently with a Graduate Faculty Capstone Project Advisor.</i>		
NU 619	Applied Data Analytics in Population Health: Proposal Development	3
NU 620	Translating Research into Practice: Capstone Project	3

*Curricular changes will go into effect the following academic year, unless otherwise noted.

MSN Population Health Concentration in Instructional Design & Curriculum

Program Code: MSNPH

Master of Science in Nursing

Graduates of the MSN in Population Health Instructional Design and Curriculum concentration will be poised to take on educational roles in healthcare industries that require advanced knowledge of instructional design and curriculum. Working in hospitals as nurse educator or clinical instruction, in academic institutions as faculty or industry developing instructional materials and designing curriculum, graduates will have the advanced knowledge and skills to improve overall health and education for at risk communities, and underserved populations to identify, plan, coordinate, deliver, and evaluate programs and initiatives for the promotion of health and disease prevention. In addition, graduates will have the knowledge to serve as a clinical or didactic faculty for nursing programs.

With a focus on population health, graduates are poised to become nurse educators addressing the needs of the most vulnerable populations and improving outcomes for underserved groups. Additionally, graduates will be prepared as nurse educators equipped to serve in healthcare, academic settings and industry.

The MSN in Population Health is a 36 credit, fully online program which permits students to select a specialty track.

ADMISSION REQUIREMENTS

- Bachelor's degree in Nursing, with a minimum GPA of 3.0
- Unencumbered R.N. License
- Formal application to Caldwell University Office of Graduate Admissions
- Two letters of recommendations
- Submission of Resume
- Writing Sample, submission of an essay on the following topic: How would you envision this MSN in Population Health helping you achieve your career goals?

Program Outcomes:

A collaborative learning model allows students the opportunity to develop a deeper understanding of the spiritual, social and psychological issues affecting populations, individuals, and families within the community. Program outcome assessment includes an experiential research-based capstone project promoting implementation of a data-driven healthcare intervention at the population level, based on the individual student's professional interests, experience and needs. This program is developed in alignment with the standards for accreditation as defined and described in the American Association of Colleges of Nursing (AACN) The Essentials of Master's Education in nursing (2011).

PROGRAM REQUIREMENTS

<i>MSN Core Requirements (18 credits)</i>		
NU 503	Advanced Health Assessment	3
NU 505	Advanced Pathophysiology: A Population Health Perspective	3
NU 510	Advanced Pharmacological Therapies: Overuse, Underuse and Misuse	3
NU 515	Research Methods: Exp. R. Q.	3
NU 600	Evidence Based Practice: Identifying Population Health Needs	3
NU 601	Statistics for Population Health: Data Mining, Looking for Patterns, Asking Questions	3
<i>Capstone Requirements 2 courses:</i>		
NU 619	Applied Data Analytics in Population Health: Proposal Development	3
NU 620	Translating Research into Practice: Capstone Project	3
Specialty Track Courses: Instructional Design & Curriculum		
ED 674	Education Law and Regulation	3
ED 674 Educational Law and Regulations (3 credits) is required for all.		
ED 580	Models of Teaching and Curriculum	3
ED 590	Curricula in a Multicultural Society	3
ED 598	Strategies for Curriculum Change and Development	3
OR		
ED 599	Integrating Technology into Curriculum Design and Classroom Instruction	3

All Courses follow a 7-week format, with the exception of NU619 and NU620, these courses follow a full semester and are facilitated by a Graduate Faculty Advisor.

The School of Nursing and Public Health will waive 1 (3 credit) course for any nurse accepted who has 1-year experience in population health.

Transfer of Graduate Credit

Caldwell University may accept the transfer of up to nine credits of graduate nursing coursework focused in the areas of Advanced Health Assessment, Advanced Pharmacology, Advanced Pathophysiology or Nursing Research, provided that the credits were completed within five years of the student's graduate registration at Caldwell University. Official transcripts of previous graduate work as well as the catalog descriptions of each course must be submitted for review at the time of application. Each request for transfer credit will be reviewed by the Program Coordinator, Approval of transfer credit is based on the course content and the grade earned in the course which should be a B or higher.

***Curricular changes will go into effect the following academic year, unless otherwise noted.**

Course Description

course

Financial Statement Analysis

Course Code: BU 627

Course Description:

The objective is to provide students with the skills necessary for analyzing financial statements. This course will help students enhance their understanding of the accounting process and develop an ability to interpret financial information. Topics include ratio analysis, cash flows, inventories, and off balance sheet activities. Valuation models will also be discussed. Special emphasis will be placed on the effect of accounting principles on reported results.

Credits: 3

Federal Taxation

Course Code: BU 632

Course Description:

Introduction to tax related problems in corporations, partnerships, estates, trusts and exempt entities. Topics to include types of entities, formation of entities, entity structural considerations, tax planning, and working with the US Tax Law.

Credits: 3

Accounting Information Systems

Course Code: BU 634

Course Description:

This course will provide students with a solid understanding of key information qualities, critical information technologies that drive information systems, core business processes that allow organizations to run effectively, documentation tools to assess business processes, and vital corporate governance and internal control concepts that can be applied to mitigate risks. It will prepare accountants to identify and monitor enterprise risks, assure the reliability of information systems used to store, gather, and disseminate information, and possess the requisite general business knowledge, coupled with business process measurement and assessment skills, to evaluate the state of the business enterprise and its supporting operations.

Credits: 3

International Accounting

Course Code: BU 636

Course Description:

This course will present the theory and application of International Financial Reporting Standards (IFRS). These standards are utilized in several places throughout the world as well as by U.S. companies with foreign subsidiaries. Several countries already do dual reporting and expect to convert exclusively to IFRS. Although there is no certain date for U.S. companies to adopt IFRS, many companies are already planning for the transition. These reporting standards are a significant move toward achieving a common accounting framework, a necessary step in the globalization of business and investment.

Credits: 3

Business Law, Ethical Behavior and Social Responsibility

Course Code: BU 649

Course Description:

Examines, in a global context, the relevant issues surfacing in today's business environment such as employee rights and contracts, equal rights, the social-legal-political context of workforce diversity, antitrust, negotiations, labor and management relations, the legal environment, dealing with internal and external interest groups, etc. Examines from a global perspective, cases of unethical and socially irresponsible behavior displayed by business people and corporations, and deduces a methodology that promotes an ethical and socially responsible sensitivity in the student. Issues such as environmental pollution, exploitation of workers, value erosion, accounting theft and the morality of cost benefit analysis, whistle blowing, philanthropy, and the evaluation of corporate social performance will be studied.

Credits: 3

Advanced Business Strategy

Course Code: BU 520

Course Description:

Considers operational, financial, policy and strategy issues using the perspective of a General Manager of a firm. The course will help the student gain a strategic view of organizations through the use of case studies and computer simulations. Students will be required to do online research on current business problems, analyze situations and propose solutions. This course will utilize the analytical

skills acquired during the student's academic and professional business career including: writing a strategic/business plan, forecasting, modeling and financial analysis.

Credits: 3

Advanced Auditing

Course Code: BU 525

Course Description:

Explains auditor's role in a changing corporate environment. Analyzes case studies in relation to established auditing standards. Introduces auditing pronouncements and reference materials. Addresses ethical obligations to one's profession and the public.

Credits: 3

Executive Business Communications

Course Code: BU 620

Course Description:

Provides practical experience in executive level communication techniques required in today's business environment. Students will write workplans, reports, proposals and recommendations. Emphasis will be placed on utilizing the Internet and other information gathering technologies. Word processing, desktop publishing, presentation and graphic computer applications will be utilized. Application of techniques to produce effective oral communications such as presentations, speeches, television interviews, etc. are analyzed and critiqued.

Credits: 3

Governmental Accounting

Course Code: BU 630

Course Description:

Studies basic accounting concepts and reporting requirements for governmental and non-profit organizations. Emphasis will be given to state and local government accounting, federal government accounting, and accounting for colleges and universities.

Credits: 3

Forensic Accounting

Course Code: BU 631

Course Description:

This course seeks to provide students with a broad conceptual overview of the field of forensic accounting, the key internal controls required to deter/detect frauds or abuse, and the newly enacted governance laws. The course covers the roles, responsibilities, and requirements of a forensic accountant, identifying the major types of cash, payroll, and other financial fraud schemes; detailed examination of the proper required internal audit controls (transaction authorization, segregation of duties, supervision, adequate documentation and records, physical safeguards, independent verification); and accounting/auditing standards and corporate governance needed to comply with the AICPA, SAS, CFE, government regulations, and Sarbanes-Oxley 2002 legislation. This course discusses actual fraud cases to highlight the impact of auditing and forensic accounting on businesses and our society. It is designed to help students apply techniques in identifying, collecting, and examining evidence, including how to identify financial statement misrepresentation, transaction reconstruction, and tax evasion.

Credits: 3

International Travel Experience

Course Code: BU 641

Course Description:

Consists of specific global business topics which will form the focus of an international study trip. With globalization taking on a greater priority in business management, this course will be tailored to particular contemporary developments in the field of international business. Possible issues for consideration include: regional economic integration (e.g. European Union, NAFTA); implications of globalization (business practices, cultural, social and labor issues, World Trade Organization policy); international trade and development trends (foreign direct investment, offshore manufacturing, tourism development); and international market structures (transition economies, Third World economies) as well as other aspects of international business management and culture.

Credits: 3

Big Data, Data Mining and Data Science

Course Code: BU 662

Course Description:

This course is designed to teach advanced students how to use the massive amounts of data being collected by today's information infrastructure. Students learn to collect, "clean" and organize large amounts of real world data into databases. Students learn how to accurately interpret, visualize and present data and information for quantitative business and social science problems. In addition,

students learn how to program computers to search very large data sets for new insights and relationships not proposed by traditional quantitative analysis.

Credits: 3

Business Research Methods

Course Code: BU 690

Graduate Business Internship (full-time students only)

Course Code: BU 689

Course Description:

This course is a directed experiential educational experience for full-time graduate business students. It enables students to enhance their educational experience through appropriate work-oriented activities in selected corporate or nonprofit environments. An internship can be paid or unpaid.

Credits: 3

Cognitive Psychology

Course Code: ABA 521

Course Description:

Description & Necessity: The goal of this course is to introduce students to the field of human cognition through the exploration of classical theoretical and experimental research in cognitive psychology. Students will be introduced to the experimental methods used to study mental processes. Emphasis will be placed on a discussion of the brain and neural networks, memory models, perception, language, concept learning, knowledge, problem solving, reasoning and decision making.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 510

Advanced Applied Behavior Analysis

Course Code: ABA 556

Course Description:

This course, which is a continuation and expansion on the principles learned in ABA 537 Intro to ABA, will examine strategies to promote generalization of learned skills, prompting strategies, teaching self-management, group-oriented contingencies, shaping techniques, behavior chains, motivational systems, and other topics. This course includes a 12-hour field component requirement.

Instruction methods

lab, Lecture, Studio

Prerequisites:

ABA 537

Ethics For Behavior Analysts

Course Code: ABA 563

Course Description:

This course prepares students for the ethical practice of applied behavior analysis. Students will learn about the foundations of ethical behavior needed to insure a high quality of practice in behavior analysis. Included will be discussions of the Behavior Analyst Certification Board Guidelines for Responsible Conduct, use of aversives, compensation, relationships with colleagues, dissemination of professional values, evaluating behavior change, collaborating with other professionals, relationships with clients and colleagues, etc.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 526, ABA 534, ABA 537, ABA 556

Best Practices in Skill Acquisition for Individuals with ASD

Course Code: ABA 572

Course Description:

Designed to familiarize students with skill acquisition services delivered to individuals with ASD and other developmental disabilities. Through a behavior-analytic lens, students are exposed to best practices in assessing and teaching language, social, and adaptive skills. Students learn procedures derived from behavioral principles and research to promote acquisition and practice designing, implementing, and problem solving those procedures via assigned projects.

Instruction methods

lab, Lecture, Studio

Prerequisites:

ED556, ABA556, ED537, ABA537

Professionalism For Behavior Analysts

Course Code: ABA 574

Course Description:

This course prepares students for the professional practice of applied behavior analysis. Students will learn about the foundations of professional behavior needed to insure a high quality of practice in behavior analysis. Included will be discussions of leadership skills, business etiquette, assertiveness, media relations, professional representation of oneself and the field of behavior analysis, dissemination of professional values, collaborating with other professionals, relationships with clients and colleagues, etc.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 526, ABA 534, ABA 537, ABA 556

Behavior Analysis of Child Development

Course Code: ABA 600

Course Description:

This course frames the basic concepts and research findings in infant, child, and adolescent development from a behavior analytic viewpoint. Topics include theory in science, critical analyses of concepts and research methods in developmental psychology, motor development, memory, imitation, perception, thinking, reasoning, concept formation, language, and social development.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

PS 526, PS 537

Behavioral Approaches to Childhood Disorders

Course Code: ABA 601

Course Description:

Description & Necessity: The course is designed to teach the student about behaviorally based therapeutic approaches and techniques that have been empirically supported with children. Course content will focus on the theoretical conceptualization of clinical problems and the conceptual rationale for selecting and implementing behavior therapy techniques. Students will also become familiar with specific protocols for implementing several practical intervention skills.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 526, ABA 534, ABA 537, ABA 556

Autism Spectrum Disorder Across the Lifespan

Course Code: ABA 603

Course Description:

This course focuses on identifying and meeting the unique needs of adults with autism spectrum disorders and the families and professionals who support them. Transition strategies from school to adult life will be addressed. Components of effective teaching, employment, volunteer, and residential programs will be identified as well as access to community services. Instructional strategies for the acquisition, maintenance, and generalization of skills and addressing challenging behaviors will be reviewed. Funding and legal aspects of adult services will be discussed. A brief historical perspective of services and civil rights for NJ adults with autism spectrum disorders will be reviewed.

Instruction methods

lab, Lecture, Studio

Prerequisites:

ABA 526, ABA 534, ABA 537, ABA 556

Adv Lang And So Skills Ind W Autism

Course Code: ABA 604

Course Description:

This course is designed to examine a variety of behavior analytic methodologies to develop advanced language and social skills for individuals with autism. Students in this course will learn how to use and evaluate the available literature on teaching skills such as conversation, friendship, language concepts, cooperative play, conflict management, and self regulation among others.

Instruction methods

lab, Lecture, Studio

Prerequisites:

ABA 534, ABA 537, ABA 556, ABA 572.

Play Interventions for Children with Autism Spectrum Disorder

Course Code: ABA 605

Course Description:

This course is designed to examine play assessments and interventions for children with autism. Play skills are often a target for treatment for these individuals because a deficit in this area is one of the diagnostic criteria for autism. Play skills allow children with autism to engage in appropriate independent behavior and have meaningful interactions with other children. Behavior analysts who serve children with autism must be prepared to assess and develop effective interventions for teaching play skills. Students in this course will learn about definitions of play, the concept of automatic reinforcement, the development of play in typically developing children, as well as methods of assessing and teaching play skills. Finally, students will critically evaluate the literature on interventions designed to teach play and develop research protocols that could be used to contribute to this literature.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA534, ABA537

Function-Based Assessment and Intervention

Course Code: ABA 615

Course Description:

This course will provide an overview of functional behavior assessment and function-based interventions for application in a wide range of settings. The purposes of this course are to: (a) provide students with a background in the seminal research in the area of functional assessment, (b) teach students to distinguish between the various types of functional assessment (i.e., indirect, descriptive, and experimental approaches), (c) teach students to identify the strengths and weaknesses of different functional assessment approaches, (d) familiarize students with methodological and procedural variations of experimental functional analysis, (e) teach students to critically evaluate functional assessment/treatment literature, and (f) to prepare students to conduct functional behavior assessments.

Instruction methods

lab, Lecture, Studio

Prerequisites:

ABA 526, ABA 534, ABA 537 and ABA 556

Developing an ABA Program for Individuals with Autism Spectrum Disorder

Course Code: ABA 616

Course Description:

One of the hallmarks of applied behavior analysis is its focus on the identification of goals and the development of educational interventions specifically tailored for individual learners. This course will focus on identifying educational goals, developing individualized curriculum and motivational systems, assessing treatment effectiveness, and making decisions about transitioning.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 526, ABA 534, ABA 537 and ABA 556

Assessment & Treatment of Stereotypy

Course Code: ABA 618

Course Description:

This course is designed to examine the assessment and treatment of stereotypic behavior, which is commonly observed in individuals with autism and their developmental disorders. Stereotypy is often a target for treatment for these individuals because of its stigma and inverse relationship with appropriate behavior (e.g., play, conversation). Behavior analysts who serve individuals with disabilities must be prepared to conduct careful analyses and treatment evaluations for stereotypical behavior. The major objectives of the class include discussion in etiological theories of stereotypy, methods of assessing maintaining consequences of stereotypy, evaluation of the literature on interventions designed to decrease stereotypy, and development of protocols to evaluate treatments for stereotypy.

Instruction methods

lab, Lecture, Studio

Prerequisites:

ABA 526, ABA 534, ABA 537 and ABA 556

Pediatric Feeding Disorders

Course Code: ABA 619

Course Description:

Difficulties with feeding have been found to occur in up to 80% of children with disabilities and up to 74% of children diagnosed with an autism spectrum disorders. This course introduces students to the field of pediatric feeding disorders, examining the etiologies of feeding disorders, assessment techniques, treatment procedures, caregiver training, and issues related to generalization and maintenance.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 526, ABA 534, ABA 537 and ABA 556

Organizational Behavior Management

Course Code: ABA 624

Course Description:

This advanced course will provide an overview of contemporary research and practice in the field of OBM, also referred to as Performance Management. OBM is seen by some as a behaviorally based area of specialization within the broad field of Industrial-Organizational Psychology. OBM is most closely aligned with the area of organizational behavior and personnel/ human resource management. When ABA is applied to organizational problems such as training, safety, productivity, and quality deficits, the collective set of procedures is termed "OBM". The purpose of this course is to introduce students to practice and research in OBM and provide students with the skills needed to apply the fundamental principles of ABA to a variety of performance problems in organizational settings.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 534 and ABA 537

Motivational Systems And Reinforcement

Course Code: ABA 625

Course Description:

A major component in applied behavior analysis is the use of effective individualized motivational systems. This course will include a description of the rationale and goals for the use of motivational systems, and the real or imagined distinction between intrinsic and extrinsic motivation. Discussed will be the characteristics of designing and implementing effective motivational systems, types of reinforcers and how to select them, how to identify the effectiveness of reinforcers, and how to transition from primary reinforcers to naturalistic reinforcers. In addition, the course will depict recent technological advances that have been incorporated into various motivational systems.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 526, ABA 537, ABA 534 and ABA 556

Assessment & Program Development for Individuals with Autism Part II

Course Code: ABA 626

Course Description:

This course focuses on the necessary and important components of both school- and home-based instructional programs for individuals with autism. Issues related to developing and maintaining a treatment team, designing curriculum, arranging the instructional space, developing motivational systems, and data collection strategies will be discussed.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 526, ABA 534, ABA 537, ABA 556, ABA 616

Choice And Preference

Course Code: ABA 630

Course Description:

Explores topics related to choice and preference behavior from both the basic laboratory and applied settings. Included will be a discussion of the major theories and issues of choice such as momentary maximizing, melioration, delayed discounting, and the matching law. Basic research on choice and preference will be translated to applied issues, including preferences for particular items or activities and the relationship between problem behavior and alternative appropriate behavior. The principles and procedures used to study choice and preference will also be covered.

Instruction methods

lab, Lecture, Studio

Prerequisites:

ABA 526, ABA 534, ABA 537 and ABA 556

Reinforcement & Choice

Course Code: ABA 631

Course Description:

Explores topics related to theories of reinforcement, establishment of conditioned reinforcers and motivation systems, the role of motivating operations and discriminative stimuli in reinforcement, maintenance of reinforcement effects, and phenomena and procedures relevant to the effectiveness of reinforcers. Basic research on choice and preference will be translated to applied issues, and students will explore the research literature on preference and reinforcers assessments.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA537, ABA556, ABA534, ABA526

Self Management

Course Code: ABA 640

Course Description:

Provides the student with an overview of the research literature in the area of self-management in behavior analysis. We will review self-management theory, practice, and research findings. Students will actively (a) review relevant literature, b) present and discuss topics in class, and (c) conduct, write and present projects describing your procedures and findings.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA534, ABA537, ABA556, ABA526

Analysis of Verbal Behavior

Course Code: ABA 646

Course Description:

Introduces students to a behavior analytic approach to language and to the interaction between speakers and listeners. The course will cover types of elementary verbal behavior. Students will learn to recognize examples of these concepts as they occur in everyday life. Research articles that report on teaching verbal behavior to learners will be analyzed.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA526, ABA537, ABA534, ABA556

Standardized Test For Developmental Disabilities

Course Code: ABA 648

Course Description:

The early and accurate identification of individuals with disabilities has far reaching implications in terms of treatment and outcome. Methods to ensure diagnostic consistency across professionals are necessary to improve both research and clinical practice. To that end, there are a number of established and newer assessment instruments available to those who work with individuals with developmental disabilities. All diagnostic instruments for developmental disabilities gather information on social interaction, communication, and repetitive behaviors, but there are various approaches to assessing these symptoms and arriving at a diagnostic recommendation. This course will focus on a number of available instruments and evaluate them in terms of validity, reliability, norms, ease of use, and utility. Students will take an active part in becoming skilled in using these instruments and presenting their findings to their class peers.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 510, ABA 526, ABA 534, ABA 537, ABA 556, ABA 645

Thesis in ABA I

Course Code: ABA 650

Course Description:

Students will develop an empirical research question, investigate the already existing research literature relevant to that question, write a literature review in the format of the American Psychological Association (APA) style guide, and develop a formal research proposal using single-case research designs.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA537, ABA526, ABA573, ABA510, ABA556, ABA534, all other M.A. coursework.

Thesis in ABA II

Course Code: ABA 651

Course Description:

Students will carry out the research project designed in ABA 650, analyze the results of the study and discuss its implications, and write the research report in the format of the American Psychological Association (APA) style guide. The final product will be suitable for dissemination through professional research conferences and/or research journals. Completed projects will be published on the Web by ProQuest/UMI; a fee of \$60.00 will be billed with course tuition to partially cover publication and copyright costs.

Instruction methods

lab, Lecture, Studio

Prerequisites:

ABA 650

Thesis In ABA III

Course Code: ABA 652

Course Description:

This course was designed for students who have not yet successfully completed their thesis requirements by the conclusion of ABA 651. In ABA 652, students are provided with an additional course to complete conducting, writing, and defending an original empirical research study utilizing knowledge and skills obtained in prior coursework and clinical/educational field experiences.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 651

Thesis In ABA IV

Course Code: ABA 653

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA652

Philosophy of Behaviorism

Course Code: ABA 655

Course Description:

This course will provide an overview of contemporary research and practice in organizational behavior management, including exposure to behavioral systems analysis, performance management, and behavior-based safety. The purposes of this class are to

increase understanding and application of behavioral science in business, with a specific emphasis on human-service organizations. Specific topics and activities will include: organizational and systems level analysis, identifying and measuring pinpoints, assessing performance problems, linking assessment to intervention, identifying interventions, social validity, rule-governed behavior, and supervision and mentorship.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 526

Applied Practicum in ABA II

Course Code: ABA 801

Course Description:

Following ABA 800, students will gain additional practical experience in the design, implementation, and evaluation of behavioral programs with individuals with autism spectrum disorder and related disabilities. All students will work in the Caldwell University Center for Autism and Applied Behavior Analysis (CAABA), complete an orientation, follow all CAABA policies and procedures, and will be supervised by Caldwell University faculty. This practical experience fulfills the field requirements of the Behavior Analyst Certification Board.

Credits: 3

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 800

Research Practicum in ABA

Course Code: ABA 809

Course Description:

This course will provide additional research experience to students interested in conducting doctoral level research under the supervision of a faculty member. Students can register for 1-3 credits per semester with a maximum of 3 credits of the research practicum in applied behavior analysis counting towards graduation. Students will be expected to devote 10 hours per week per credit towards the research practicum. Some of those hours may be spent collecting and analyzing the data, conducting literature searches, and writing a manuscript based on the data. It is assumed that most research practica will be supervised by the student's dissertation advisor but in rare cases, the student and dissertation advisor may agree that another faculty member is best qualified to supervise the research. Students will be expected to meet frequently with their practicum supervisor during the semester and will be expected to complete a research paper written in APA-style by the end of the semester. The research paper should be written in such a manner that it could be submitted to a professional journal for publication. (Note: Students must take either ABA 800 or ABA 809.)

Credits: 3

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 526, PS 534, PS 537, PS 556, & approval of Research Practicum Supervisor

Advance Research Methods & Statistics

Course Code: ABA 810

Course Description:

The course continues the focus on the application of the scientific method in psychology begun in ABA 510 Research Methods and Statistics. Topics include statistical and visual data analyses, types of experimental research, variable definition, validity threats, control strategies, experimental design, ethical issues, how to write, present, and critique research, statistical application, and additional material. By the completion of the course, students should have skills that allow them to be satisfactory consumers of research in psychology, to understand ethical issues in psychological research, to assess the adequacy of evidence for claims made about human behavior, and to conduct and present research according to professional guidelines. To achieve these goals, students will take an active role in discussing these topics in class, conducting relevant research, and writing research reports in approved APA format.

Instruction methods

lab, Lecture, Studio

Prerequisites:

ABA 510

College Teaching

Course Code: ABA 820

Course Description:

This doctoral-level course will focus upon practical issues and methods for teaching in the college environment. The course will focus upon gaining a better understanding of academia and higher-education while developing repertoires important to college teaching. Throughout the course, students will contact material focusing upon developing learning objectives, use of teaching materials, course structure, evidenced-based instructional strategies and arrangements (e.g., personalized system of instruction, programmed instruction), active student participation (low- and high-tech options), student evaluation and grading practices, and student motivation. Discussion and readings related to diversity, equity, and inclusion will be addressed.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA556, ABA537, ABA534, ABA526

Advanced Behavior Analysis and Learning

Course Code: ABA 826

Course Description:

This doctoral-level course will focus upon practical issues and methods for teaching in the college environment. The course will focus upon gaining a better understanding of academia and higher-education while developing repertoires important to college teaching. Throughout the course, students will contact material focusing upon developing learning objectives, use of teaching materials, course structure, evidenced-based instructional strategies and arrangements (e.g., personalized system of instruction, programmed instruction), active student participation (low- and high-tech options), student evaluation and grading practices, and student motivation. Discussion and readings related to diversity, equity, and inclusion will be addressed.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 526

Advanced Research Methods in ABA

Course Code: ABA 834

Course Description:

This course provides additional detailed coverage and builds upon materials first presented in the course ABA 534 Research Methods in ABA. This course will (a) bring students in contact with the nature and scope of research/experimentation in behavior analysis; (b) review the logic and importance of research designs commonly used within (single-subject designs) and outside (traditional group designs) of behavior analysis; (c) bring students into contact with topics of emerging relevance for behavior analytic researchers (e.g., statistics, open science, systematic reviews, machine learning/artificial intelligence); (d) provide opportunities for students to contextualize current values and rules of research in behavior analysis within the peer-review and research dissemination processes (e.g., publishing, presenting); and (e) allow students to reflect upon and begin developing their lines of research and research agendas.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 526, ABA 534, ABA 537

Dissertation in ABA I

Course Code: ABA 890

Course Description:

The primary outcomes assessment of a student's experience and training in the Caldwell College Ph.D. in Applied Behavior Analysis Program is the formal research dissertation. The purpose of the dissertation is to enhance students' abilities to conceptualize a research question that is socially significant and theoretically important to the further development of applied behavior analysis and apply sound research strategies in answering this question. Broadly, the dissertation requirements involve developing a comprehensive literature review paper, conceptualizing an original empirical research project, conducting the research project, writing a scholarly paper pertaining to the research study, defending the project, and having the dissertation project accepted by the student's Dissertation Committee and the Office of Graduate Studies. The student will be provided with opportunities to complete these requirements in the three-part course sequence ABA 890 Dissertation in Applied Behavior Analysis I, ABA 891 Dissertation in Applied Behavior Analysis II, and ABA 892 Dissertation in Applied Behavior Analysis III. Across the three courses, students will form a dissertation committee, propose a research study, develop a comprehensive written report on the literature relevant to the topic, seek IRB approval for the study, collect data for their study, and write the results of the study in a formal research paper. Both the literature review paper and the dissertation research paper will then be orally defended. The final dissertation defense and completed dissertation paper must be approved by the student's Dissertation Committee.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 834

Dissertation in ABA II

Course Code: ABA 891

Course Description:

The primary outcomes assessment of a student's experience and training in the Caldwell College Ph.D. in Applied Behavior Analysis Program is the formal research dissertation. The purpose of the dissertation is to enhance students' abilities to conceptualize a research question that is socially significant and theoretically important to the further development of applied behavior analysis and apply sound research strategies in answering this question. Broadly, the dissertation requirements involve developing a comprehensive literature review paper, conceptualizing an original empirical research project, conducting the research project, writing a scholarly paper pertaining to the research study, defending the project, and having the dissertation project accepted by the student's Dissertation Committee and the Office of Graduate Studies. The student will be provided with opportunities to complete these requirements in the three-part course sequence ABA 890 Dissertation in Applied Behavior Analysis I, ABA 891 Dissertation in Applied Behavior Analysis II, and ABA 892 Dissertation in Applied Behavior Analysis III. Across the three courses, students will form a dissertation committee, propose a research study, develop a comprehensive written report on the literature relevant to the topic, seek IRB approval for the study, collect data for their study, and write the results of the study in a formal research paper. Both the literature review paper and the dissertation research paper will then be orally defended. The final dissertation defense and completed dissertation paper must be approved by the student's Dissertation Committee.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA890

Dissertation in ABA III

Course Code: ABA 892

Course Description:

The primary outcomes assessment of a student's experience and training in the Caldwell College Ph.D. in Applied Behavior Analysis Program is the formal research dissertation. The purpose of the dissertation is to enhance students' abilities to conceptualize a research question that is socially significant and theoretically important to the further development of applied behavior analysis and apply sound research strategies in answering this question. Broadly, the dissertation requirements involve developing a comprehensive literature review paper, conceptualizing an original empirical research project, conducting the research project, writing a scholarly paper pertaining to the research study, defending the project, and having the dissertation project accepted by the student's Dissertation Committee and the Office of Graduate Studies. The student will be provided with opportunities to complete these requirements in the three-part course sequence ABA 890 Dissertation in Applied Behavior Analysis I, ABA 891 Dissertation in Applied Behavior Analysis II, and ABA 892 Dissertation in Applied Behavior Analysis III. Across the three courses, students will form a dissertation committee, propose a research study, develop a comprehensive written report on the literature relevant to the topic, seek IRB approval for the study, collect data for their study, and write the results of the study in a formal research paper. Both the literature review paper and the dissertation research paper will then be orally defended. The final dissertation defense and completed dissertation paper must be approved by the student's Dissertation Committee.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

ABA 891, All other Ph.D. coursework

Adv.Lif.Drw/Anat II

Course Code: AR 327A

Course Description:

Further explores the human form with additional attention given to elements of drawing.

Instruction methods

lab, Lecture, Studio

Prerequisites:

AR227

Adv.Lif.Drw/Anat III

Course Code: AR 327B

Course Description:

A continuation of AR 327A. Further explores the human form with additional attention given to elements of drawing.

Instruction methods

lab, Lecture, Studio

Prerequisites:

AR327A

Identity Design

Course Code: AR 339I

Course Description:

This course concentrates on the creation, and visual communication of identity systems. Students will not only design logos and ID packages, but also will review and develop the design skills needed to fulfill a clients mission and how best to visually communicate their identity to the marketplace. Formerly Video Art-Fall 2015 and earlier.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

AR248, CS230, AR357, AR224, CS230

Adv.Painting I

Course Code: AR 417A

Course Description:

The experienced student will have the opportunity to examine more complex and experimental ways of picture making and painting techniques in order to satisfy personal goals and concepts. Current issues will be explored and personal direction and decision-making encouraged. Required museum and gallery trips.

Instruction methods

lab, Lecture, Studio

Prerequisites:

AR342

Adv.Painting II

Course Code: AR 417B

Course Description:

A continuation of AR 417A.

Instruction methods

lab, Lecture, Studio

Prerequisites:

AR417, AR417A

Gen Biology II Lab

Course Code: BI 102L

Course Description:

Explores morphology of selected specimens representing major plant groups. Students also conduct experiments in various areas of plant physiology including photosynthesis, plant-water relations, plant growth regulators and plant propagation. 3 hrs. lab.

Instruction methods

lab, Lecture, Studio

Prerequisites:

BI101L, BI101

Research/Composition

Course Code: BI 411C

Course Description:

Continues BI 411R. Students publish their results in the form of a seminar paper and orally present them to the Sciences faculty. May be used to satisfy the senior project requirement. Meeting and lab time flexible. Students must have passed (minimum grade of C) all 200-level science courses in their major before registering for this course.

Instruction methods

lab, Lecture, Studio

Prerequisites:

Counsel Theory & Prac For Art Th II

Course Code: CAT 505

Course Description:

Application of counseling techniques in art therapy with emphasis on the therapeutic process with different age groups, populations, and treatment settings.

Instruction methods

lab, Lecture, Studio

Prerequisites:

CAT504

Cultural And Social Diversity

Course Code: CPS 509

Course Description:

Explores the understanding and competence necessary for counseling with diverse individuals and groups and their application to clinical mental health counseling with art therapy concentration. A variety of issues including culture, ethnicity, age, socioeconomic status, physical challenge, and gender will be explored. Diverse approaches to visual representation and symbolism will be examined.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

NONE

Formally CAT 509 Cultural and Social Diversity Su24 Formerly: CULTURAL DIVERSITY IN COUNSL FOR AT, Spring 2017 and prior. Formerly CAT 509 (Su 2024)

Theory & Application II

Course Code: CPS 515

Course Description:

Building upon the early traditions and models in CPS514, this course will concentrate on the range of treatment intervention strategies based on specific approaches applicable to the practice of clinical mental health counseling with art therapy concentration. We will focus on mid-phase treatment and termination skills, the development of a personal, integrated approach to therapeutic practice and the application of these skills to specific populations. Students will also begin to learn treatment planning and documentation skills in the presentation of case studies.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

CAT 514/CPS 514

Formally CAT 515 Su24

Internship I / Concentration Practicum

Course Code: CPS 601

Course Description:

This course is designed to offer supervised opportunities for direct client contact hours in clinical mental health counseling with art therapy concentration. Students' supervisors meet the credentialing requirements outlined in the practicum internship manual and are vetted by the Clinical Coordinator. Prior permission is required from the academic advisor to assess readiness in the areas of knowledge, skills, self-awareness and professional dispositions. Prior to taking 601, students must first successfully complete CPS590 Counseling Practicum as a course prerequisite. To enter the internship courses, students must have demonstrated compliance with the practicum and internship policies as outlined in the Practicum/Internship manual and will indicate their agreement to uphold internship standards. Students complete the comprehensive exam during the time registered in CPS 601.

Credits: 1

Instruction methods

lab, Lecture, Studio

Prerequisites:

CPS 590

Formerly: INTERNSHIP IN MH/ART THERAPY I, Spring 2017 and prior. CAT 601 Internship I Su24

Internship II**Course Code:** CPS 602**Course Description:**

This course is designed to offer supervised opportunities for direct client contact hours in clinical mental health counseling with art therapy concentration. Students' supervisors meet the credentialing requirements outlined in the practicum internship manual and are vetted by the Clinical Coordinator. Prior to taking 602, students must first successfully complete CPS 601 as a course prerequisite. To enter the internship courses, students must have demonstrated compliance with the practicum and internship policies as outlined in the Practicum/Internship manual and will indicate their agreement to uphold internship standards.

Credits: 1**Instruction methods**

lab, Lecture, Studio

Prerequisites:

CPS 601, CAT 601

Formerly: INTERNSHIP IN MH/ART THERAPY II, Spring 2017 and prior. CAT 602 Internship II

Advanced Internship I**Course Code:** CPS 603**Course Description:**

This course is designed to offer supervised opportunities for direct client contact hours in clinical mental health counseling with art therapy concentration. Students' supervisors meet the credentialing requirements outlined in the practicum internship manual and are vetted by the Clinical Coordinator. Prior to taking 603, students must first successfully complete CPS 602 as a course prerequisite. To enter the internship courses, students must have demonstrated compliance with the practicum and internship policies as outlined in the Practicum/Internship manual and will indicate their agreement to uphold internship standards.

Credits: 2**Instruction methods**

lab, Lecture, Studio

Prerequisites:

CPS 602

Formerly: ADV INTERNSHIP IN MH/ART THERAPY I, Spring 2017 and prior. CAT 603 Advanced Internship I Su24

Advanced Internship II**Course Code:** CPS 604**Course Description:**

This course is designed to offer supervised opportunities for direct client contact hours in clinical mental health counseling with art therapy concentration with increasing responsibility. The emphasis is on transitioning from student to professional. Students' supervisors meet the credentialing requirements outlined in the practicum internship manual and are vetted by the Clinical Coordinator. Prior to taking 604, students must first successfully complete CPS 603 as a course prerequisite. To enter the internship courses, students must have demonstrated compliance with the practicum and internship policies as outlined in the Practicum/Internship manual and will indicate their agreement to uphold internship standards.

Credits: 2**Instruction methods**

lab, Lecture, Studio

Prerequisites:

CPS 603

Formerly: ADV INTERNSHIP IN MH/ART THERAPY II, Spring 2017 and prior. CAT 603 Advanced Internship I Su24

Projective Assessment**Course Code:** CPS 607**Course Description:**

Covers the selection, administration and interpretation of assessment tools designed for the use of clinical mental health counselors with art therapy concentration in various clinical settings. Discussion of testing procedures, observational skills, and participation in treatment team evaluations will be included.

Credits: 3**Instruction methods**

lab, Lecture, Studio

Prerequisites:

CAT 505/CAT 515/CPS 515, CAT 501/CPS 501, CAT 507/CPS 507

Formerly: ART DIAGNOSIS AND ASSESSMENT, Spring 2017 and prior. CAT 607 Art-based Assessment

Clinical Work with Children and Families

Course Code: CPS 612

Course Description:

This course examines clinical mental health counseling approaches specific to the treatment of children to young adults and their families with emphasis on applications to clinical mental health counseling with concentration in art therapy. Developmental concepts, assessment techniques, special populations, cultural and environmental influences, and standards of practice will be addressed.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

CAT 501/CPS 501, CAT 507/CPS 507

Formerly: COUNSELING-CHILDREN & ADOLES FOR AT, Spring 2017 and prior. CAT 612 Counseling with Children and Adolescents for Art Therapists Su24

Professional Practice

Course Code: CPS 614

Course Description:

This course examines the key organizations and credentialing associated with the practice of clinical mental health counseling with a concentration in art therapy. This includes professional roles, identity, standards of practice, advocacy, licensure, national standards, legal and ethical issues, as well as current and evolving trends. The scope of practice will be explored through study of the range of populations and settings.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

CAT 505, CAT 515 or CPS 515

Formally CAT 614 (Sp 2024)

Spirituality and Creativity

Course Code: CPS 615

Course Description:

Explores the role and impact of values, spirituality and religious beliefs in treatment. The clinical mental health counseling with art therapy concentration integration is presented with emphasis on the spiritual aspects of creativity in psychological well-being and healing. Students learn to assess and work with clients' belief systems and explore the importance of spiritually based healing rituals.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

CPS 501

Formally: CAT 615 Spirituality in Counseling for Art Therapists

Group Process

Course Code: CPS 617

Course Description:

Examines the theory, dynamics, development, and various models of group therapy in clinical mental health counseling and its application to art therapy concentration. Students will learn via didactic lectures and experiential group exercises.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

CAT 501/CPS 501, CAT 505/CPS 515, CAT 507/CPS 507

Formally: CAT 617

Advanced Seminar In Creative Techniques**Course Code:** CPS 620**Course Description:**

This course provides knowledge and skills on advanced levels of clinical mental health counseling with art therapy concentration in practice. Coursework builds on foundational learning to deepen competencies and explore applications to current trends.

Credits: 3**Instruction methods**

lab, Lecture, Studio

Prerequisites:

CPS 607, CPS 617

Formally: CAT 620

Gen Chem II Lab**Course Code:** CH 112L**Co-requisites:**

CH112

Course Description:

Laboratory that accompanies CH 112. Incorporates experiments to determine kinetic rates, equilibrium constants, and ionic, acidic, and basic properties of substances. Introduces qualitative analysis. (3 hrs. lab)

Instruction methods

lab, Lecture, Studio

Research/Composition**Course Code:** CH 411C**Course Description:**

Continues CH 411R. The students publish their results in the form of a paper and defend their results orally before the Sciences faculty. Students must have passed (minimum grade of C) all 200-level science courses in their major before registering for this course.

Instruction methods

lab, Lecture: 1 Hours, Studio

Prerequisites:

NS411, CH411R

Seminar In Chemistry**Course Code:** CH 411S

Course Description: Students will research a chemical problem in literature, prepare a paper that meets objectives for the major, and present this research to a group of faculty.

Instruction methods

lab, Lecture: 1 Hours, Studio

Prerequisites:

CH203, CH203L, CH204, CH204L

Assessment Methods In Counseling**Course Code:** CPS 562**Course Description:**

This course features an overview of individual and group approaches to formal and informal modes of assessment employed by professional counselors. Course participants will evaluate instruments, practice interpreting results, and demonstrate knowledge of psychometric properties.

Credits: 3**Instruction methods**

lab, Lecture: 3 Hours, Studio

Prerequisites:

CPS 545

Diagnosis & Treatment Psychopathology**Course Code:** CPS 577

Course Description:

This course is a study of abnormal psychological processes across the lifespan including behavior, etiology, symptomology, diagnosis, assessment, and treatment planning. Students are prepared to use the DSM-5 and other appraisal measures and tools for understanding client needs in varying settings.

Credits: 3

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

CPS 557, CPS 613, CPS 667

Counseling Practicum

Course Code: CPS 590

Course Description:

Requires a minimum of 100 hours to be spent in an advanced level of supervised practical counseling experience in a professional setting. Students will gain knowledge and practice in the performance of the work of counselors, providing direct service in agencies, hospitals, or schools. Success in the Practicum is a requirement for graduation. Weekly class meetings provide input and group supervision by faculty and a shared learning process. Prior to initiating this course, students will be informed of practicum policies and will indicate their agreement to uphold practicum standards. A Manual for the Practicum Experience is available online and every student should download that document. Each student obtains professional liability insurance from the college. Students are responsible to comply with site requirements for health screening or background checks. Advisor approval is required. Prerequisites: Indicated on Practicum Application.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

CPS 520, CPS 545, CPS 557, CPS 577, CPS 613 OR CPS 500, CPS 545, CPS 557, CPS 613 OR CPS 510, CPS 520, CPS 545, CPS 557, CPS 577, CPS 667, CPS 501, CPS 507, CPS 514, CPS 515, CPS 633, CPS 617

Techniques Of Individual Counseling

Course Code: CPS 613

Course Description:

An examination of and practice in the process and techniques of individual counseling with adolescents and adults. Students learn and exercise a variety of intervention strategies, tailored to the counselor's role in particular settings as well as clients developmental level and needs. The full range of treatment from Intake to Termination provides the basis for learning about counseling at every stage.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

CPS 520, CPS 545 OR CPS 500, CPS 545

Counseling Practice Seminar: Cognitive and Behavior Theories

Course Code: CPS 619

Course Description:

An intensive course designed to develop significant skill in the use of Cognitive and Behavior theories in counseling. Students will develop a repertoire of competencies for using these theoretical orientations in their work with clients in schools, agencies, and private practice. The use of cases, role-playing, and other strategies will facilitate the employment of the strategies emanating from these counseling orientations.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

CPS 557, CPS 613

Counseling And Spirituality

Course Code: CPS 647

Course Description:

Explores the role and impact of values, spirituality and religious beliefs in counseling. The relevance and power of client beliefs as they may relate to presenting concerns and the possible role of utilizing the client's spirituality in the counseling process are explored. Counselor values and spiritual development are examined and recognized as a factor in counselor effectiveness.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

CPS 557

Group Counseling: Dynamics and Practice

Course Code: CPS 663

Course Description:

Examines various theories of small-group dynamics and membership, and the various roles counselors play in diverse group models, according to the makeup of the group, its setting, and its goals/purposes. Topics include group structure, development of norms, conflict resolution, roles, therapeutic factors and dimensions of group leadership. A significant aspect of this course is found in students ongoing participation in a group experience. Additional experiential exercises in which students learn group leadership skills are conducted throughout the course.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

CPS 557, CPS 613

Principles Of Counselor Supervision

Course Code: CPS 670

Course Description:

This course will address Counseling Services Supervisors many roles, carried out in an age of accountability. In addition to the traditional responsibilities of administration, education, and expressive supportive functions, students will explore multiple elements integral to a supervisor's job functions, including the identification of service needs, advocacy, the importance of building and maintaining various professional relationships, as well as the ethical, legal, and political dimensions. Critical to success as a supervisor is a commitment to self-management.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

CPS 688B

Foundations of Brief Counseling

Course Code: CPS 673

Course Description:

This course provides an overview of brief counseling modalities and explores a variety of brief counseling techniques and interventions. The primary focus is on how to effectively use a brief model to help clients find solutions and discover their goals and strengths. Application to case conceptualization and creating a treatment plan within a brief model are explored and practiced.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

CPS 520, CPS 557 or CPS 500, CPS 557

Counseling Internship I

Course Code: CPS 688A

Course Description:

Once the three-credit practicum experience has been completed, students will pursue a six-credit internship including six hundred clock hours in one or more supervised settings that reflect their professional goals (mental health or school setting). When split across two semesters, each three-credit course requires 300 hours of fieldwork. The setting shall provide an advanced level of supervised counseling experience. Students will gain practice in performing the work of counselors, providing direct service. The internship courses presume increased responsibility and ongoing practical experience in the counseling profession in agencies, hospitals, or schools and

success in the internship is a requirement for graduation. Weekly class meetings provide group supervision by faculty and a shared learning process. Each student obtains professional liability insurance from the university and secures an additional policy usually through their professional associations (ACA, ASCA, AATA). Students are responsible for complying with site requirements for health screenings and/or background checks. Advisor approval required. surances, for example, fingerprinting, health screen, or background checks. Advisor approval required.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

CPS 590, CPS 663

Counseling Internship II

Course Code: CPS 688B

Course Description:

Once the three-credit practicum experience has been completed, students will pursue a six-credit internship including six hundred clock hours in one or more supervised settings that reflect their professional goals (mental health or school setting). When split across two semesters, each three credit course requires 300 hours of field work. The setting shall provide an advanced level of supervised counseling experience. Students will gain practice in performing the work of counselors, providing direct service. The internship courses presume increased responsibility and ongoing practical experience in the counseling profession in agencies, hospitals, or schools and success in the internship is a requirement for graduation. Weekly class meetings provide group supervision by faculty and a shared learning process. Each student obtains professional liability insurance from the university and secures an additional policy usually through their professional associations (ACA, ASCA, AATA). Students are responsible for complying with site requirements for health screenings and/or background checks. Advisor approval required..

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

CPS 688A

Advanced Seminar In Rational Emotive Behavior Therapy [REBT]

Course Code: CPS 689

Course Description:

Provides students with an in-depth understanding of the theory and applied techniques of REBT. Topics include basic principles of REBT, assessment and diagnosis, rational-emotive in-session therapeutic strategies, use of homework assignments, socialization of the client to the REBT model, and counseling issues such as transference, countertransference, and termination. Students gain practice in developing skill in utilizing the REBT model.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

CPS 557, CPS 613

Counseling Internship I

Course Code: CPS 690A

Course Description:

Once the three-credit practicum experience has been completed, students will pursue a six-credit internship including six hundred clock hours in one or more supervised settings that reflect their professional goals (mental health or school setting). When split across three semesters, each two-credit course requires 300 hours of fieldwork. The setting shall provide an advanced level of supervised counseling experience. Students will gain practice in performing the work of counselors, providing direct service. The internship courses presume increased responsibility and ongoing practical experience in the counseling profession in agencies, hospitals, or schools and success in the internship is a requirement for graduation. Weekly class meetings provide group supervision by faculty and a shared learning process. Each student obtains professional liability insurance from the university and secures an additional policy usually through their professional associations (ACA, ASCA, AATA). Students are responsible for complying with site requirements for health screenings and/or background checks. Advisor approval required.

Credits: 2

Instruction methods

lab, Lecture, Studio

Prerequisites:

CPS 590, CPS 663

Counseling Internship II

Course Code: CPS 690B

Course Description:

Once the three-credit practicum experience has been completed, students will pursue a six-credit internship including six hundred clock hours in one or more supervised settings that reflect their professional goals (mental health or school setting). When split across three semesters, each two-credit course requires 300 hours of fieldwork. The setting shall provide an advanced level of supervised counseling experience. Students will gain practice in performing the work of counselors, providing direct service. The internship courses presume increased responsibility and ongoing practical experience in the counseling profession in agencies, hospitals, or schools and success in the internship is a requirement for graduation. Weekly class meetings provide group supervision by faculty and a shared learning process. Each student obtains professional liability insurance from the university and secures an additional policy usually through their professional associations (ACA, ASCA, AATA). Students are responsible for complying with site requirements for health screenings and/or background checks. Advisor approval required.

Credits: 2

Instruction methods

lab, Lecture, Studio

Prerequisites:

CPS690A

Counseling Internship III

Course Code: CPS 690C

Course Description:

Once the three-credit practicum experience has been completed, students will pursue a six-credit internship including six hundred clock hours in one or more supervised settings that reflect their professional goals (mental health or school setting). When split across three semesters, each two-credit course requires 300 hours of fieldwork. The setting shall provide an advanced level of supervised counseling experience. Students will gain practice in performing the work of counselors, providing direct service. The internship courses presume increased responsibility and ongoing practical experience in the counseling profession in agencies, hospitals, or schools and success in the internship is a requirement for graduation. Weekly class meetings provide group supervision by faculty and a shared learning process. Each student obtains professional liability insurance from the university and secures an additional policy usually through their professional associations (ACA, ASCA, AATA). Students are responsible for complying with site requirements for health screenings and/or background checks. Advisor approval required.

Credits: 2

Instruction methods

lab, Lecture, Studio

Prerequisites:

CPS690B

Class/Community/Social Unit

Course Code: ED 515

Course Description:

The prospective teacher will learn about the classroom as a social unit and the management/organization skills to create an effective learning environment. The prospective teacher will become familiar with the organizational, social, economic, and political forces that impact upon schools.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

ED505, ED510

Professional Skills Field

Course Code: ED 520

Course Description:

The prospective teacher will study the common skills for the delivery of instruction including planning, comparative methodology, questioning, instructional skills, use of technology, selection of materials, goal setting, pacing of instruction, and measuring outcomes. The prospective teacher will investigate student creativity and learn how to engage students in active learning. Field component requires a minimum 175 hours of in-school observation.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

ED505, ED510

Adaptive Tech Students With Disabil

Course Code: ED 530

Course Description:

This course is designed to teach future teachers to create effective learning environments for students with varying levels of skill in attention, academics, behavior and social areas on a variety of learning environments while focusing on the inclusive classroom. It will introduce ways of adapting materials, modifying curriculum and adjusting teaching strategies to meet the needs of the students. This course will also introduce various ways in which technology can enhance the learning experiences of students in a variety of learning environments.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

ED522, ED523

Sp Ed Teacher As Collaborator

Course Code: ED 540

Course Description:

(formerly called The Special Educator as Collaborator) Provides students with the skills necessary for collaboration and consultation with other professionals and discusses not only how schools and teachers can collaborate with these agencies, but which agencies are the appropriate ones to contact. Communication strategies and skills, with emphasis on communicating with the home, with other teachers, and with professionals outside the field of education, will be practiced. Team building strategies between teachers and other professionals will be developed. Collaborative learning and collaborative planning will be practiced for implementation in in-class support programs. This course includes a 12-hour field component requirement.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

ED522, ED521, ED523

Remedial Strategies For Stu Lrn Dis

Course Code: ED 568

Course Description:

This course is designed to present advanced remedial research-based corrective teaching strategies that are tailored to assist students with learning disabilities to master academic and social needs. Specific subtypes of learning disabilities will be highlighted. These include disorders of linguistic functioning; disorders that reflect auditory, visual and central processing that selectively interfere with the organization, integration, analysis and synthesis of verbal/ non-verbal information; disorders which refer to ADHD; and those which are connected to social competence. Particular methods of instruction in reading, writing, mathematics and spelling are presented for special education and regular education settings. This course has a 12-hour field component. 70EDUCATION

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

ED522, ED521, ED535

Ed. Research II

Course Code: ED 611

Course Description:

Guides students through 1) the process of conducting an action research study and completing a thesis from the proposal developed in Educational Research I, or 2) the process of preparing a journal article suitable for publication. The thesis or article will present a defensible position on a matter of significance in the topic of study. Capstone projects will be published on the Web by ProQuest/UMI; a fee of \$60.00 will be billed with course tuition to partially cover publication and copyright costs.

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

ED610

Methods Of Research In Lrn Dis

Course Code: ED 613

Course Description:

This course represents a key course to individually assessing students with disabilities for graduate students acquiring the Learning Disabilities Teacher Consultant endorsement. The course will focus on methods of qualitative and quantitative research including: conceptualization, methodology, and analysis of a case-study research project during the Practicum. A study of research-based studies will be analyzed to engage the student in the above methodologies. A final project will include designing a case study and analytical report of findings. Remedial strategies for students with Learning Disabilities will be addressed with application to the assessment requirement of a student. Requirements for this final project are a final paper and oral presentation of the results. This course must be taken simultaneously with either ED 614 or ED 615. Practicum courses (co-requisite).

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

ED559

Practicum In LDT-C I

Course Code: ED 614

Course Description:

This course begins the supervised field experience of the student with a multi-disciplinary Child Study Team during the Referral Process. It includes the identification, evaluation procedures and analysis of diagnostic results through administration of valid assessment instruments determining eligibility for Special Education and related services. The student will become involved in the observations, consultations, diagnostic assessment, instructional planning, remediation and collaboration as a member of the Child Study Team interacting with teachers, administration and parents. The above experience results will be incorporated in class discussions focusing on the specialized role of the LDTC during the entire Child Study Team referral process and its function in the educational domain. (Minimum of 45 hours of Supervised Field Experience with a mentor and an LDTC Caldwell College Supervisor.)

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

ED522, ED540, ED530, ED527, ED536, ED539, ED535, ED521, ED525, ED559, ED568, ED523

Practicum In LDT-C II

Course Code: ED 615

Co-requisites:

ED610 or ED611

Course Description:

This course is a continuation of the ED 614 LDTC Practicum I. During this practicum the student will have the continued opportunity to function as the LDTC on the Child Study Team under the continued mentorship of a certified Learning Disabilities Teacher consultant. Students will continue to apply the knowledge, skills and values learned throughout the specialized courses in this program. The focus will be on the understanding, diagnosis and assessment, and instructional planning for the education of students with disabilities incorporating the NJCCS mandates and proper placement of each student in the Least Restrictive Environment through collaboration between educational professionals and parents. The student will also participate in the development of the IEP and participate during the Determination of Eligibility IEP parental meetings and other Annual IEP parental meetings throughout the practicum. The outcomes will be discussed during class sessions. (Minimum of 45 hours of Field Experience under LDTC supervisor.)

Credits: 3

Instruction methods

lab, Lecture, Studio

Prerequisites:

ED614, ED521, ED525, ED530, ED535, ED540, ED559, ED568, ED523, ED539

Planning & Intervention

Course Code: NU 512

Course Description: This course addresses the principles of health education while incorporating various strategies which can be used to assess needs of at-risk populations across the life-span. Students will learn to assess needs, plan, implement and evaluate health education interventions while incorporating various domains of learning. A variety of interprofessional teaching-learning strategies will be incorporated to promote the health of various populations, including case study-based learning and simulation exercises

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

NU511, NU501

Research Methods: Exp. R. Q.

Course Code: NU 515

Course Description: This course provides knowledge in the core principles of nursing research. Students will explore specific evidence, demonstrate appraisal and analysis of evidence. Students will identify and explore a specific area of interest and identify a research question which will be used to guide methods of inquiry. Students will be introduced to both qualitative and quantitative research methods

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

NU601

Statistics For Pop Health

Course Code: NU 601

Course Description: This course builds upon the knowledge of undergraduate statistics and incorporates the use of available epidemiological data as well as integrating the principles of statistics and data analytics. This course will serve as the basis for assessment, planning and implementation of Evidence based practice for populations. Students will learn how to identify data, predict results based upon data analytics and plan interventions for high risk vulnerable populations.

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

NU501

Translating Research Into Prac: Cap

Course Code: NU 620

Course Description:

The purpose of the Capstone Project is for the student to apply theoretical knowledge acquired during MSN in Population Health program. The project will focus on a vulnerable population of the student's choice. The student will integrate concepts from the curriculum, integrate data analytics as the population need is identified and develop a program to meet the identified needs of the population. The student will work closely with a faculty advisor. The number of direct or indirect practicum hours will be required based upon the individual project. The student will be required to submit a final Capstone project and presentation prior to graduation

Instruction methods

lab, Lecture: 3 Hours, Studio

Prerequisites:

NU515, NU619, NU600

Lifespan Development

Course Code: CPS 667

Course Description:

Using theory and research regarding human development from infancy through old age, the course examines the impact of life events, developmental factors, and abilities, and their implications for individuals, families, and for counselors and art therapists. While this broader scope provides the context for the course as a whole, a selective focus on childhood and adolescence is emphasized for

students preparing to be school counselors. Research projects reflect and enhance students' chosen emphases and professional goals.

Credits: 3

Special Topics in Counseling

Course Code: CPS 699

Course Description:

Addresses current theoretical and practical issues in counseling which cannot be addressed in depth by other courses. The course provides an opportunity for a comprehensive understanding of particular counseling concerns (e.g., eating disorders, sexual assault, suicide, crisis management, etc.) and for consideration of the research associated with these topics, as well as preferred interventions. The focus of course may in part be determined by current counseling practices, faculty interest and choice and/or student requests.

Credits: 3

Crisis Interventions in Counseling

Course Code: CPS 621

Course Description:

An examination of and practice in counseling roles, responsibilities, and responses to crisis, behavioral emergencies, disaster, or other trauma-causing events. The course reviews current theories and knowledge with regard to suicide, violence, disasters, substance use, legal and ethical issues of crisis counseling, and other current crisis counseling topics. Application of theory and knowledge to the practice of crisis intervention, psychological first aid, and suicide prevention and management are explored and practiced.

Credits: 3

Substance Abuse Counseling

Course Code: CPS 637

Course Description:

Studies the phenomenon of addiction (including its psychology, biology, pharmacology) and the treatment of substance abuse. Students will become familiar with a variety of substances of abuse and their effect on the lives of users as well as the impact on others. Currently accepted interventions are studied and practiced.

Credits: 3

Biopsychology

Course Code: CPS 535

Course Description:

An advanced overview of the physiological processes relating to human behavior. Topics include the central nervous system, neurotransmitter and neurohormonal functioning, the biological bases for emotions, perception, motivation and brain disorders.

Credits: 3

Introduction to Clinical Mental Health Counseling

Course Code: CPS 520

Course Description:

An in-depth introduction to the history, roles, functions, and relationships of mental health counselors. Course content is set in the context of the ACA and AMHCA Codes of Ethics and counselors' work is understood as well in the unique needs associated with culture, spirituality, gender, and other defining client characteristics. Emphasis is likewise given to the importance of counselor self-care. The course introduces the requirements of CACREP Core Standards and the Program Standards for Clinical Mental Health Counseling.

Credits: 3

Career Counseling

Course Code: CPS 633

Course Description:

Undertakes the study of career development theories, career decision-making, career assessment, and occupational and labor market information, as well as basic strategies and instruments utilized by counselors in assisting individuals toward making appropriate career choices. Activities designed to assist clients at all developmental levels and in various settings provide students with practice in helping others in their career development and choices.

Credits: 3

Multicultural Counseling

Course Code: CPS 653

Course Description:

Explores the theories and competence necessary for counseling with diverse individuals and groups, including the influences of history, culture, gender, sexual identity, religion, socioeconomic status and race. Students will examine their own culture, assumptions about human behavior, biases, and personal experience and learn strategies for developing appropriate and sensitive interventions with culturally diverse clients. Students will conduct an in-depth study of a culture different from their own.

Credits: 3

Creative Methods and Techniques

Course Code: CPS 507

Course Description:

Offers the student the opportunity to interact experientially with a wide variety of art media as preparation to practice as a clinical mental health counselor with art therapy concentration. Students will discriminate between art media choice and the needs of varying client populations. Techniques of verbal and non-verbal practice, facilitating a therapeutic environment, and development of sensitivity to the unique individual needs will be explored within the context of creativity.

Credits: 3

Prerequisites:

NONE

Formally CAT 507 Sp 24

History and Development

Course Code: CPS 501

Course Description:

This course surveys the historical evolution of the treatment approaches to clinical mental health counseling with art therapy emphasis from its roots in psychoanalytic thought to the present day. This course reviews the breadth of contributions from pioneers for the continuum of applications to practice.

Credits: 3

Prerequisites:

NONE

Formally CAT 501 Sp 24

Introduction to School Counseling

Course Code: CPS 500

Course Description:

Introduces students to the profession of counselor in a school setting, the history of this profession, its current trends, challenges, ethical issues, and the scope of a school counselor's work. The course of study proceeds within the context of domains identified in the American School Counselor Association's National Standards for School Counseling: Academic, Career, and Personal/Social. This course introduces the requirements of CACREP Core Standards and the Program Standards for School Counseling.

Credits: 3

College and Career Counseling for School Counselors

Course Code: CPS 505

Course Description:

This course is designed to provide students with knowledge and theory in career counseling, while addressing the specific needs of school counselors. Specialized areas in School Counseling such as college advisement and admissions, scholarship search and the financial aid process, as well as meeting the requirements of the Core Curriculum Content Standards as set forth by the New Jersey Department of Education are central to the professional role of school counselors and will be addressed in this course. Students will be given assignments that are similar to the career education and counseling tasks of school counselors, such as creating and facilitating classroom guidance lessons, small group activities and individual career/college advisement.

Survey Research Methods & Statistics

Course Code: ABA 510

Course Description:

Focuses on the application of a systematic and empirical approach to the study of psychology. Topics will include: scientific method, pseudoscience, types of experimental research, variable definition, validity threats, control strategies, experimental design, ethical issues, how to present research, statistical application, and additional material. Students engage in discussion, conduct relevant empirical research, and write research reports in the American Psychological Association ABA 811 Research Practicum in ABA II (3). This course will provide additional research experience to students who have already taken ABA 809 Research Practicum in ABA I. Students can register for 1 – 3 credits per semester with a maximum of 3 credits of the research practicum in applied behavior analysis.

counting towards graduation. Students will be expected to devote 10 hours per week per credit towards the research practicum. Some of those hours may be spent collecting and analyzing the data, conducting literature searches, and writing a manuscript based on the data. It is assumed that most research practica will be supervised by the student's dissertation advisor but the student and dissertation advisor may agree that another faculty member is best qualified to supervise the research. Students will be expected to meet frequently with their practicum supervisor during the semester and will be expected to complete a research paper written in APA-style by the end of the semester. The research paper should be generalization, shaping, fading, prompting, concept formation, stimulus equivalence, respondent learning, conditioned reinforcement, schedules of reinforcement, and behavioral definitions.

Credits: 3

Behavior Analysis and Learning

Course Code: ABA 526

Course Description:

Provides an introduction to behavior analysis and the learning principles on which ABA is founded. Everyday behavior and how it changes is explained by learning principles derived from an analysis of scientific research. Students learn procedures that derive from behavioral principles and practice implementing those procedures in computer simulations. Principles and procedures in the course curriculum include reinforcement, extinction, differential reinforcement, punishment, stimulus control, issues of discrimination and generalization, shaping, fading, prompting, concept formation, stimulus equivalence, respondent learning, conditioned reinforcement, schedules of reinforcement, and behavioral definitions.

Credits: 3

Research Methods in Applied Behavior Analysis

Course Code: ABA 534

Course Description:

This course will provide an overview of applications of research methodology involving direct observation and single-subject designs. This class will consist of a systematic investigation into the major research methods and related issues relevant to identifying functional relationships among environmental and behavioral variables in behavior analysis. The course content is primarily geared to cover the following major content areas: Measurement, Data Displays, and Interpretation; Experimental Design. Specific topics will include independent and dependent variables, various research designs (including withdrawals, reversals, alternating-treatments, multi-element, changing-criterion, and multiple-baseline designs), considerations in using various designs, identifying dimensions of behavior (e.g., rate, duration, latency, or inter-response times), operational definitions, measurement procedures, inter-observer agreement, reliability and validity, Standard Celeration Charts, and making treatment decisions using data displayed in various formats.

Introduction to Applied Behavior Analysis

Course Code: ABA 537

Course Description:

This course is designed to provide an introduction to applying the basic principles of behavior to address issues of social significance. The purposes of this class are to review defining characteristics of applied behavior analysis and define basic principles of behavior (reinforcement, punishment, extinction, motivating operations, discrimination/generalization) through an applied lens. Thereafter, students will identify how these principles can be used in the development of applied interventions to establish or strengthen behaviors (e.g., prompting, shaping, chaining, differential reinforcement), decrease behavior (e.g., extinction, punishment), promote generalization and maintenance, and design/employ other applied technologies (e.g., token economies, group contingencies, behavioral contracts). A discussion of basic verbal operants and diversity, equity, and inclusion will also be included.

Controversial Therapies for Autism Spectrum Disorder

Course Code: ABA 553

Course Description:

This course is an extension of ABA 534 where the application of behavioral principles to socially significant behaviors is explored. In this course, we will cover advanced basic and applied behavior analytic content as it relates to stimulus control, simple and conditional discrimination, prompt and prompt fading strategies, motivating operations, generalization, maintenance, simple and compound schedules of reinforcement, chaining procedures, differential reinforcement, extinction, antecedent-based interventions, positive and negative punishment including ethical consideration for its use. Throughout the course, students will have the opportunities to develop a skill acquisition program based upon best practices, review and critique current research, present an empirical peer-reviewed article, and conduct and write a brief literature review.

Prerequisites:

ABA 534

Ethics and Professionalism in ABA

Course Code: ABA 561

Course Description:

This course prepares students for the ethical and professional practice of applied behavior analysis. Students will learn about the foundations of professional and ethical behavior needed to insure a high quality of practice in behavior analysis. Included will be discussions of evaluating behavior change, collaborating with other professionals, relationships with clients and colleagues, professional representation of oneself and the field of behavior analysis, dissemination of professional values, the Behavior Analyst Certification Board Guidelines for Responsible Conduct. The course content will be addressed through course readings, lectures, classroom discussion, audio-visual presentations, and role playing.

Scientific Writing for Behavior Analysts

Course Code: ABA 573

Course Description:

Effective writing is an important skill to communicate the findings of a scientific discipline to other professionals and to the mainstream population. Course content will include the function of the written word, the logic of scientific vs. popular writing, APA Style, writing article summaries, writing a Literature review, developing thesis and dissertation proposals, the publication process, writing critiques, writing effective PowerPoint presentations, writing for popular media sources, the basics of grant writing, and developing the curriculum vitae. In this course, students will learn to analyze critically their own written products as well as those of colleagues and student peers. Students will write regularly, both in-class and on their own time, across a number of assignments, for practice and review.

Stimulus Control & Conceptual Behavior

Course Code: ABA 627

Course Description:

This elective course will investigate the variables that affect how individuals learn to respond differently in the presence of different situations in their surroundings along with how various types of stimulus classes (i.e., concepts or categories) control behavior. Included will be a discussion of the research literature concerning stimulus generalization and discrimination, stimulus fading, stimulus dimensions & features (relevant and irrelevant), intra-, extra-, and inter-dimensional training, stimulus classes & concept learning (e.g., perceptual concepts, equivalence classes, relational frames), transfer of control, prompting strategies, multiple exemplar teaching, and others. Students will also learn about the crucial aspects of programming for generalization in applied settings as well as teaching conceptual behavior.

Prerequisites:

ABA526, ABA534, ABA537, ABA556

Developmental Disabilities

Course Code: ABA 645

Course Description:

Students will learn to identify and understand various types of pervasive developmental disorders and cognitive impairments, the etiology of these disorders, and their prevalence in the general population. Students will also acquire an understanding of current special education policies and procedures, examine various assessment strategies used to identify children with developmental disabilities, and determine appropriate educational strategies.

Thesis Continuation

Course Code: ABA 656

Course Description:

For students in the process of completing their thesis requirements.

Prerequisites:

ABA651

Independent Study

Course Code: ABA 699

Course Description:

Independent Research

Applied Practicum in ABA I

Course Code: ABA 800

Course Description:

Students will gain practical experience in the design, implementation, and evaluation of behavioral programs with individuals with autism spectrum disorder and related disabilities. All students will work in the Caldwell University Center for Autism and Applied Behavior Analysis (CAABA), complete an orientation, follow all CAABA policies and procedures, and will be supervised by Caldwell University faculty. This practical experience fulfills the field requirements of the Behavior Analyst Certification Board.

Credits: 3

Applied Practicum in ABA III**Course Code:** ABA 802**Course Description:**

Students will gain practical experience in the design, implementation, and evaluation of behavioral programs with individuals with autism. All students will work in private/public schools, complete school orientation, meet guidelines for volunteers and/or employees at the school, and will be supervised by the school personnel and Caldwell College faculty.

Credits: .5**Prerequisites:**

ABA801

Research Practicum in ABA II**Course Code:** ABA 811**Course Description:**

This course will provide additional research experience to students who have already taken ABA 809 Research Practicum in ABA I. Students can register for 1 – 3 credits per semester with a maximum of 3 credits of the research practicum in applied behavior analysis counting towards graduation. Students will be expected to devote 10 hours per week per credit towards the research practicum. Some of those hours may be spent collecting and analyzing the data, conducting literature searches, and writing a manuscript based on the data. It is assumed that most research practica will be supervised by the student's dissertation advisor but the student and dissertation advisor may agree that another faculty member is best qualified to supervise the research. Students will be expected to meet frequently with their practicum supervisor during the semester and will be expected to complete a research paper written in APA-style by the end of the semester. The research paper should be written in such a manner that it could be submitted to a professional journal for publication.

Credits: 1**Financial Management****Course Code:** BU 537**Course Description:**

An overview of the financial principles guiding decision makers in a corporate setting. Topics include cash flow analysis, time value of money, security pricing, portfolio management, capital budgeting, firm cost of capital, and capital structures.

Credits: 3**Accounting for Managers****Course Code:** BU 625**Course Description:**

Overview of accounting as a management tool. Utilizes business data for decision making and financial planning. Provides overview of manufacturing accounting control systems and cost systems. Topics include valuation of assets, distribution costs, and effective methods of profitability analysis and control.

Credits: 3**Organizational Behavior for Managers****Course Code:** BU 633**Course Description:**

Reviews the classical and modern approaches as a framework to understand the management process. Topics covered include the new team structure, a manager versus a leader, the role of leadership, selection and staffing issues, motivation, problem solving techniques, the importance of innovation, and using intuition in the decision making process.

Credits: 3**Strategic Human Resource Management****Course Code:** BU 635**Course Description:**

This survey course is designed to provide the line manager or staff specialist with an expanded understanding of the processes which management utilizes today to ensure that the right number/quality of persons are being hired, that appropriate governmental regulations are being adhered to, and that the internal policies provide a work environment which encourages cost-competitive labor costs and maximum worker satisfaction.

Credits: 3**Marketing in a Dynamic Environment**

Course Code: BU 638

Course Description:

Explains the marketing management process: identifying marketing opportunities, researching and selecting target markets, designing the marketing mix (product or service, price, distribution, and promotional strategies), and planning, implementing, and controlling the marketing effort. Strategic managerial decision making that harmonizes the firm's objectives and resources with needs and opportunities in the marketplace. Emphasis on ethics and the utilization of new media and information technologies in strategic marketing.

Credits: 3

Global Business Management

Course Code: BU 644

Course Description:

The course provides a managerial perspective by emphasizing aspects of leading a multinational business organization. These perspectives include the global marketplace and business centers, the role of culture, ethics, and social responsibility in international business, the international monetary system and balance of payments issues, international financial markets and foreign exchange. Strategies for entering foreign markets, international organization design and control are considered. International marketing, accounting and finance are considered. Emphasis is placed on management of global operations including logistics, quality control and outsourcing, project management, international human resource management and labor relations.

Credits: 3

Management Information Systems

Course Code: BU 660

Course Description:

Examines the use of computers to solve management problems. Course reviews current technologies available for large and small business relating to forecasting, customer service software, decision support software, project management, scheduling, desktop publishing, multimedia, and the Internet.

Credits: 3

Operations and Project Management

Course Code: BU 695

Course Description:

This course includes study and implementation of operations/methods to improve the processes organizations use to convert resources and materials into finished products and services. Decision making in the management of production and service operations is considered. Operation management discussions offer a managerial perspective. The course also includes concepts critical to specific projects and project management success including organizing, planning, and scheduling projects, and managing project teams. Issues such as project constraints, stakeholder matters, and the project charter are considered.

Credits: 3

Integrated Strategic Management Seminar

Course Code: BU 785

Course Description:

Drawing upon information and skills learned in previous M.B.A. courses, the Seminar requires the student to integrate and process all that has been covered in the previous courses. Strategic management cases, or typically comprehensive computer-oriented management games are employed. These involve the totality of an organization's situation at a certain time, are unstructured, and require a significant amount of time to research and diagnose in order to make realistic long-range recommendations. **Capstone course is taken in the student's final semester.**

Credits: 3

Global Strategy

Course Code: BU 642

Course Description:

This course focuses on the opportunities and risks of the complex environment of international business, with an emphasis on the unique problems involved in managing international operations. Main topics include foreign economic, political, legal, and cultural environments; international market analysis; foreign exchange; foreign direct investment; foreign trade; risk management; international human resource management.

Credits: 3

Employment Law

Course Code: BU 652

Course Description:

This course reviews and analyzes the essential aspects of the myriad laws governing the employer-employee relationship, including current federal laws applying to selecting, testing, compensating, promoting, and terminating employees, employment discrimination, employee benefits, and employee workplace issues. Particular emphasis will be placed on the New Jersey laws impacting the workplace, including the New Jersey Law Against Discrimination.

Credits: 3

Leadership: Theory, Practice, and Emerging Possibilities

Course Code: BU 702

Course Description:

In the context of contemporary leadership theory students will develop skills to become a more effective leader, e.g., the art of listening, improving social intelligence, motivating followers, team building, assertiveness, increasing risk propensity, modeling, leading change and championing a vision, i.e., creating value for the customer with a great product/service, and communicating that vision. The seminar will be structured around readings, self-assessments, exercises and discussion.

Credits: 3

Managing New and Existing Brands

Course Code: BU 645

Course Description:

Brand management is critical to the success of any product or service. This course will cover how to effectively manage an existing brand in today's competitive environment and how to develop effective marketing efforts. As new products are the life-blood of a sustainable brand, students will experience the entire new product development process for a brand – from idea generation to creating branding, packaging and advertising messages to capture the consumer's attention, interest and purchase.

Credits: 3

eMarketing

Course Code: BU 650

Course Description:

This course examines how the potential of the Internet is used to generate profits for companies by enhancing their ability to communicate with and create value for customers. The course discusses the Internet as an alternative platform for communicating with the customer. Emphasis is placed on the eMarketing Communications Mix for business-2-business and business-2-consumers. Moreover, by approaching Internet Marketing within the more general framework of e-Business, the course is also intended to familiarize students with various emerging business concepts like customer management, blogging/personalized communications and online relationship marketing as well as some of the basics like social networking and Web sites.

Credits: 3

Models of Teaching and Curriculum

Course Code: ED 580

Course Description:

Defines good teaching as a process whereby an educator leads students through a planned curriculum. The teacher who is knowledgeable in a specific area will refine instructional skills such as selecting content; pacing instruction; creating an instructional climate; ensuring active participation; focusing students on task; using effective questioning techniques; and providing feedback and evaluation of student learning. The course requires educators to review curriculum and emphasizes the analysis of their own instructional practices in the classroom.

Credits: 3

Strategies for Curriculum Change and Development

Course Code: ED 598

Course Description:

Provides an understanding of the processes of change and decision making in developing and implementing curriculum. The historical development of curriculum, how curriculum is organized, and the relationship between curriculum and instruction will be discussed. Educators will develop a written process for curriculum development, as well as a process for evaluating curriculum in order to ensure ongoing curriculum improvement. Educators will develop a comprehensive integrated curriculum guide including content, instructional methods, lesson plans, and assessment.

Credits: 3

Integrating Technology into Curriculum Design and Classroom Instruction

Course Code: ED 599

Course Description:

Participants will learn to use and evaluate computer-based tools in educational environments. Included in this set of tools will be general productivity software, special purpose educational software, as well as innovative technology. Participants will develop their own portfolios of products and strategies displaying the use of such tools with students and other clients. Knowing how to access resources to maintain emergent technological literacy will be developed by participants.

Credits: 3

Education Law and Regulation

Course Code: ED 674

Course Description:

Examines current statutes and recent case law in the field of education. New Jersey Administrative Code and State regulations are also studied. The student will be provided with a context for understanding and applying the controlling legal precedents to the school setting. Issues such as compulsory attendance, student and teacher rights, tort liability, first amendment, sexual harassment, civil rights, tenure rights, and other current legal matters and procedures will be studied. The relationship of statute, code, and regulations to contract stipulations will also be considered.

Credits: 3

Application of Special Education Law for Students with Disabilities

Course Code: ED 522

Course Description:

This course examines both the historical basis and current federal and state statutes and regulations pertaining to special education. In depth analysis of both federal and state law cases will be examined. Issues such as the IDEIA, ADA, NCLB, and Section 504 of the Rehabilitation Act, as well as state issues/regulations governing special education will be analyzed. Students will understand the concept of learning disabilities and the observable characteristics of those who are learning disabled ranging from severe to mild disabilities. Research, attitudes and current practice as they relate to children with individualized differences and special needs will be discussed and evaluated. This course has a 12-hour field component.

Credits: 3

Application of Brain-Based Strategies for Students with Disabilities

Course Code: ED 535

Course Description:

This course provides a comprehensive examination of theories of learning, emphasizing analysis of the commonality and diversity among learners. Objectives include the study of theories relative to learning, intelligence, reading, learning styles, developmental diversity, and the neurophysiological influences upon learning. A course outcome is the research-based examination of how various physical, emotional, and chemical conditions impact human development and thereby influences learning in all areas of the curriculum. This course has a 12- hour field component.

Credits: 3

Curricula in a Multicultural Society

Course Code: ED 590

Course Description:

Focuses on a multiethnic/multicultural curriculum with goals that are consistent with the needs of a global society. Educators become informed, active citizens capable of making reflective decisions in a world beset by momentous social and human problems. Educators learn how to solve social problems through responsible action, and develop a sense of political efficacy and the ability to influence public policy.

Credits: 3

Special Reading Programs for Students with Disabilities

Course Code: ED 536

Course Description:

This course examines reading from historical, theoretical, and pedagogical perspectives that influence research-based intervention approaches. The course builds upon prerequisite understanding of reasons for reading failure. Objectives include implementation of researchbased strategies that optimize direct instruction for teaching reading comprehension. The ability to effectively select, evaluate, and utilize reading interventions based on a CBI/RTI approach that appeals to reluctant readers and students with special needs is an outcome designed to enhance professional development and the ability to identify resources and materials effective for classroom literacy programs. This course has a 12-hour field component.

Credits: 3

Prerequisites:

ED535

Educational Research I**Course Code:** ED 610**Course Description:**

This course guides students through the process of creating a research proposal for action research to be conducted in their school systems. This proposal will include a statement of the problem, a review of related literature, and a description of the methodology to be used in the study. As part of the process, students will develop an understanding of research procedures and analyze published research related to their topic of study. ED 611 continues the research process with a focus on implementing the study, analyzing data collected, and formally writing the results.

Credits: 3**Prerequisites:**

At least 27 graduate credits.

Curriculum Theory and Development for General and Special Education Students**Course Code:** ED 500E**Course Description:**

The prospective teacher will study curriculum priorities of the school and assessment techniques. He or she will learn how to unit plan, organize content, develop outcomes, and select materials for general and special education students, including those with autism.

Credits: 3**Curriculum Theory and Development for General and Special Education Students****Course Code:** ED 500S**Course Description:**

The prospective teacher will study students, their characteristics as individuals, their individual interests, how students learn, how to establish a productive learning environment and the needs and characteristics of the special needs population, including students with autism.

Credits: 3**Student Development and Learning for General and Special Education Students****Course Code:** ED 505**Course Description:**

The prospective teacher will study students, their characteristics as individuals, their individual interests, how students learn, how to establish a productive learning environment and the needs and characteristics of the special needs population, including students with autism.

Credits: 3**Reading and Communication****Course Code:** ED 510**Course Description:**

The prospective teacher will learn about language development, the reading process, the methods and materials necessary to teaching reading, and the application of reading skills to all subject areas and disciplines found within the school curriculum. (30-hour field requirement)

Credits: 3**Linguistics****Course Code:** ED/LA 516**Credits:** 3**Language Acquisition: First and Second Language Development****Course Code:** ED 517**Course Description:**

The purpose of this course is to provide a framework for considering how language development in bilingual individuals is different from that of monolinguals. This course is designed to assist educators in understanding how being bilingual affects the educational context and, therefore, may influence the academic performance and assessment of bilingual students. This knowledge should lead to more reflective instructional decision making on the part of course participants.

Credits: 3**Methods of Teaching ESL****Course Code:** ED 518

Course Description:

The course examines the current theories and practices required to teach English Language Learners through context. The course explores the current methodologies that will assist teachers in the development of the contextual approach to language acquisition. In addition, the course will familiarize the students with WIDA English Language Proficiency Standards adopted by the State of New Jersey and will focus on techniques that foster communicative competence. Field experience 12 hours.

Credits: 3**Prerequisites:**

EN520

Theory and Practice of Teaching English to Non-native Speakers**Course Code:** ED 519**Course Description:**

This course content will include the development of legislation regarding English language learning opportunities for language minority students, second language acquisition theory, ESL/ Bilingual program models, Language 2 (L2) teaching method theory, specific teaching approaches and techniques and multilingual/multicultural classroom challenges. Class work will focus on practical and hands-on experiences. Field experience 12 hours.

Credits: 3**Prerequisites:**

EN520

Assessment Strategies for Students with Disabilities**Course Code:** ED 527**Course Description:**

This course provides a foundation in assessment practices and interpretation of results. Studied tests, applicable to multidisciplinary evaluation of students will include the WISC, WJ-IV, WIAT and other standardized instruments utilized during the referral process. Through individual research, case studies, or small group projects, students will become familiar with diagnostic, technically sound, and culturally responsive batteries. Evaluation of assessment results will inform decisions regarding eligibility and instructional planning. Understanding components of the Individual Education Program (IEP) and its development through a multidisciplinary Child Study Team (CST) will allow the student to transfer assessment competencies to the development and structuring of a learning program for a student with disabilities. This course has a 12-hour field component.

Credits: 3**Prerequisites:**

ED522

Theory, Principles and Application of Behavior Management for Students with Disabilities**Course Code:** ED 539**Course Description:**

Students in this course will be able to focus on identifying, reading, analyzing, evaluating and changing social, emotional and academic behavior of students with disabilities. Theories of comprehensive classroom management will be explored in the field of Special Education with the design of learning environments and application of behavior management techniques for making positive changes in the student's academic, social and affective behavior. Specific emphasis will focus on Applied Behavior Analysis (ABA), including: defining and targeting behavior, designing intervention to teach responses and collection of graphing data to insure effective intervention. The student will also learn the process of Functional Behavior Assessment (FBA) and the resulting Behavior Intervention Planning (BIP) process all in compliance with IDEIA mandates and regulations. The student will conduct reviews and critiques of current behavior research as well as engage in practical implementation of FBA, BIP, utilizing graphs for data based decisions making, and social skill lesson planning. This course has a 12-hour field component.

Credits: 3**Reading Foundations****Course Code:** ED 576**Course Description:**

This course examines the foundation of reading: the nature of the reading process, early childhood reading instruction, definitions of reading, current practices in the teaching of reading and the implications for teachers as they influence literacy in a technological society.

Credits: 3**Principles and Practices of Curriculum Development and Supervision in Subject Matter Areas****Course Code:** ED 635

Course Description:

Prepares students for the supervision of curriculum, instruction, and personnel in subject specific content areas. Students will be able to set goals, design instruction, plan programs, develop and evaluate learning materials, design and implement staff development, restructure staffing patterns and delivery systems for educational programs, and utilize State and National Standards in curriculum planning and assessment of student performance.

Credits: 3

Curriculum Leadership

Course Code: ED 650

Course Description:

Provides an advanced study of effective curriculum leadership traits needed by urban and suburban school personnel. The demands of accountability as well as the strategies and techniques used for recasting curricula will be addressed. Curriculum leadership involves posing problems that challenge the apparent order in the school and classroom; reflection upon the assumptions, values and meanings of the activities found in the educational setting; and an assessment of the consequences in a process of critical inquiry about curriculum.

Credits: 3

General Principles of Staff Supervision: Theory and Practice in Educational Administration and Supervision

Course Code: ED 670

Course Description:

Introduces students to the process of instructional supervision and models for implementation of the supervisory process. The course provides an overview of the relevant theory and research in supervisory theory and practice. Supervision as 'coaching' will be contrasted with traditional criterion models and clinical supervision. Data collection to provide feedback to teachers as a basis for instructional improvement will be demonstrated and simulated. Where possible undergraduates will be critiqued in person or through videotape as a source of supervisory experience. Legal requirements that circumscribe the supervision and evaluation process will be reviewed. Methods of addressing the needs of the unsuccessful teacher will also be presented.

Credits: 3

Foundations of Pre K-12 Administration and Curriculum Supervision

Course Code: ED 671

Course Description:

This course introduces students to Pre K-12 school administration and curriculum supervision and provides an overview of the historical and research foundations of organizational and curriculum development theory. Using a problem-based approach, it develops an understanding of curriculum development practice grounded in the understanding of how school organizations work. This will include such topics as: the school as a social system, open systems theory, uses of power and authority, leadership theory, supervisory approaches, curriculum guidelines, and long range or strategic planning for curriculum and operational development.

Credits: 3

School Finance: Public and Private Funding

Course Code: ED 672

Course Description:

Describes the current methods of funding education in the public sector and through various private or parochial school methods. Leads the student to also consider various supplemental funding sources, public and private. State and federally funded programs and their implications for various school organizations are explained. The Generally Accepted Accounting Procedures (G.A.A.P.) will be introduced and applied by the student. The various functions of a school business office will be explained and simulated. Sources of funding in the public and private sectors and overall governance of finances with considerations of accountability will be examined and understood.

Credits: 3

Communications for School Leaders

Course Code: ED 675

Course Description:

Develops the writing skills and styles needed by the school administrator to communicate effectively with the many publics who comprise the constituency of the schools. The student will learn the value of clear verbal and written expression and successful presentation styles. Expressing oneself to a variety of audiences in a manner which is suitable to their needs, interest, and abilities, as well as their right to know will be explained and modeled. Practical communication circumstances will be used whenever possible. The student will be shown how to communicate in a manner that will be most likely to gain support for initiatives and programs. Grant writing and the characteristics of a successfully framed proposal will be included. The role of modern technology in the communications of today's school leader will also be stressed.

Credits: 3

Managing Human and Material Resources**Course Code:** ED 678**Course Description:**

Administering personnel policies, methods and techniques in both the public and private sectors. The student will also examine internal and external environmental influences, relevance to organizational structure, collective bargaining, tenure, affirmative action, recruitment, selection, induction, development appraisal, termination and legal parameters for all of the above. The course also addresses the process of budgeting for personnel and material resources needed to ensure the smooth operation of schools. Bidding requirements and practices for public and private sector administrators will be addressed. Purchasing practices, building renovations, capital projects, and the funding of such projects will comprise the subject matter of this course.

Credits: 3**Internship in Educational Administration****Course Code:** ED 680**Course Description:**

This two semester intern experience is designed to engage the student in experiences to approximate functioning in the manner of the practicing professional principal. Students' intern experiences will be guided by a set of prescribed activities that engage him/her in instruction, supervision, school community, budget, cultural, and curriculum development. The internship will be supervised by university liaison personnel.

Credits: 3**Diagnosis and Correction of Reading Difficulties****Course Code:** ED 564**Course Description:**

This course is designed to provide practice for the teacher in the use of formal and informal assessments as they apply to the diagnosis of student skills and ability in reading. The utilization of a literacy profile, miscue analysis, running records and diagnosis and prescriptive techniques will be emphasized in this course. (12-hour field requirement)

Credits: 3**Qualitative and Quantitative Research for Educational Administrators****Course Code:** ED 616**Course Description:**

This course provides students with the quantitative and qualitative research methodologies that will be needed to complete the problem-based inquiry project they will confront during their capstone courses (ED 686/687). The student will become familiar with ethnographic research, qualitative analysis, case study analysis, demographic data, enrollment projections, and research reports that include the above procedures. A series of identified scenarios will be provided to engage students in applying the acquired methodologies. These scenarios will require that data be compiled into a coherent report which reflects the effective application of the data in support of a recommendation(s). Students will become acquainted with test construction and statistical measurements as applicable to the conduct and/or understanding of quantitative research. Ethical decision-making models will also be explored with a focus on the detailed analysis of practical problems in school administration. Students will understand case study and problem-based learning and the contrast between them. They will begin to formulate an action research topic with relevant research questions for their capstone project.

Credits: 3**Prerequisites:**

At least 18 graduate credits.

Problem-Based Inquiry in Educational Administration I**Course Code:** ED 686**Course Description:**

Students will become familiar with the language and techniques of inquiry into the problems associated with educational administration. Job-embedded situations will be analyzed, related literature examined and useful data will be gathered to lend insight that will seek to improve student learning. Improvement of students' performance will be the consistent focus of these inquiries. Part I of the course will address the defining of the problem, related literature to validate the problem's import, and selection of appropriate methodology. This class is a P/F course.

Credits: 3**Problem-Based Inquiry in Educational Administration II****Course Code:** ED 687**Course Description:**

In this, the second part of the course, students engage in the data-collection process. It is their task to establish the relationship between the topic of the inquiry and the student performance data. A form for presenting the results of the inquiry in a technologically useful manner will be determined. Finally, the results of the inquiry will be presented, including the implications of the findings for the specific performance of students, and generally for all students. An audience of interested practitioners will be assembled for the presentations.

Credits: 3

History and Current Issues in Higher Education

Course Code: ED 524

Course Description:

An examination of the history of higher education in the United States, including the purposes and policies of higher education and developments in the diversity of institutional type, access, and curricula. Provides an overview of the philosophical, sociological, and historical contexts that influence higher education institutions in the 21st century. Includes an analysis of contemporary issues and the implications for policy and practice in higher education.

Credits: 3

Legal and Ethical Issues in Higher Education

Course Code: ED 532

Course Description:

An overview of the historical, contemporary, and emerging legal and ethical issues related to the administration of higher education. Considers the legislative, judicial, and executive actions that directly affect administrators, faculty, staff, and students in colleges and universities. Special attention is given to federal regulations and mandates, constitutional issues, tort liability, contractual relationships, distinctions between public and private sector institutions of higher education, and ethical standards.

Diversity and Multicultural Issues in Higher Education

Course Code: ED 531

Course Description:

A critical analysis of cultural diversity, multiculturalism, and equity in American higher education, focusing specifically on student experiences, curricula, institutional climate, educational policies, and administrative practices. Emphasizes administrative responsibilities, challenges, and opportunities for creating and sustaining affirming, pluralistic, and inclusive campus communities for all students.

Credits: 3

Curriculum, Technology and Digital Identity

Course Code: ED 506

Course Description:

An overview of principles, policies, and practices in curriculum development, including social, economic, political, historical and philosophical contexts that influence curriculum formation and operation. Examines the relationship between knowledge, learning, teaching, and technology and provides a comprehensive theoretical and pedagogical foundation for making critical decisions about the use of technology within the college curriculum.

Credits: 3

Student Affairs

Course Code: ED 507

Course Description:

An overview of principles and organizational patterns of student affairs programs and services for colleges and universities. Considers the development of the student affairs profession and emphasizes major literature in the field, legal and ethical issues, institutional mission and cultures, and the role of various student service functions.

Credits: 3

Organizations and Leadership

Course Code: ED 511

Course Description:

An introduction to leadership and management concepts in higher education environments, focusing on factors influencing strategic level decision-making including governance models, organizational structures, human resources, change management, and finances. Considers major theoretical approaches to understanding leadership and examines how leadership functions within higher education.

Credits: 3

College Student Development in the 21st Century

Course Code: ED 512

Course Description:

An examination of trends and changes in the characteristics of college students in a broad range of developmental and sociological areas. Explores theories of college student development, including cognitive, moral, psycho-social, ethical, and human development theories applicable to college student populations. Considers identity development models, emphasizing their practical application for program design, interventions, outreach, and research programs.

Credits: 3

Assessment and Institutional Research

Course Code: ED 609

Course Description:

An examination of theories, practices, and issues relevant to assessment of student outcomes and institutional effectiveness in higher education, including an overview of research, assessment, and evaluation; elements of assessment design, methods for data collection, and analysis; relevant ethical and political dilemmas; and practical assessment activities. Introduces policies and practices to support data-driven decision-making, emphasizing strategic mission, analysis, goals, objectives, implementation and evaluation.

Credits: 3

Assessment of Learning Disabilities and Instructional Planning Techniques

Course Code: ED 559

Course Description:

This course provides for advanced training in the identification of, and the planning for students with learning disabilities. Administration and analysis of diagnostic batteries, views on measurement issues and evaluation of data to make decisions regarding eligibility and instructional planning will be covered. An overview of tests, applicable to educational assessment and Child Study Team will be emphasized. Case Studies Methods will be used to simulate teacher, parent and Child Study Team practices. Students will be required to assess a student utilizing within their 12 hour clinical field component.

Credits: 3

Prerequisites:

ED522, ED530, ED535, ED536, and ED539

Resource Management in Higher Education

Course Code: ED 586

Course Description:

An overview of the economics and finance of higher education in the United States, with a particular focus on analysis of financial policies and current issues at the national, state and institutional levels. Considers relationships between educational objectives and resource allocations, including strategic planning, patterns of expenditure, sources of income, outsourcing, capital funding, endowment management, and budget preparation.

Credits: 3

Enrollment Management: Access and Retention

Course Code: ED 617

Course Description:

An examination of enrollment management within colleges and universities, with an emphasis on current trends pertaining to recruitment and retention of students at all levels of higher education. Specific attention is given to effective leadership, recruitment, retention, institutional advancement, student services, and targeted communication. The application of technology to enrollment management is also considered.

Credits: 3

Capstone Internship

Course Code: ED 604

Course Description:

The internship is a supervised field experience in a setting consistent with individual interest that is designed to enhance students' professional capacities. Students will assume administrative responsibilities at a college, a university, or another higher education organization, under the supervision of an accomplished professional in the field.

Credits: 3

Seminar in Higher Education

Course Code: ED 618

Course Description:

The seminar is designed to encourage the integration and synthesis of theories, concepts and themes in previous coursework; to critique research in the field; and to provide an opportunity for in-depth study of areas of particular student interest.

Credits: 3

Instruction and Assessment of Writing for Special Needs Students

Course Code: ED 534

Course Description:

This course will focus on effective instructional strategies recommended when teaching writing skills to students with special needs. Assessment of writing skills and differentiation of instruction for this student population will become an integral part of this course. Student profiles will be used to develop individualized programs for students within the special needs population.

Credits: 3

Literacy Assessment and Evaluation

Course Code: ED 528

Course Description:

This course focuses on classroom assessment practices that will provide accurate data for reading and writing instruction in order to inform reflective teaching. Teacher-made assessments, along with required statewide standardized tests, will be examined. (12-hour field requirement).

Credits: 3

Teaching Writing: Process to Product

Course Code: ED 577

Course Description:

This course is designed to provide the fundamentals necessary for the instruction of writing at the K-12 level. The course will examine the entire writing process: pre-writing, drafting, revising, editing/proofreading, publication and celebration of the final product. Techniques for assisting students as they move through the writing process will be examined along with methods for encouraging reluctant writers and refining the skills of proficient writers.

Credits: 3

Supervised Practicum and Reading

Course Code: ED 628

Course Description:

This course is the capstone course in the M.A. in Literacy Instruction program and requires the candidate to complete a minimum of 40 hours of reading/literacy teaching experience in a clinical or school setting. This practicum will be under the supervision of a cooperating reading specialist and a Caldwell University School of Education university supervisor. The student will be required to complete a reflective journal indicating areas of professional growth. **(40-hour field requirement).**

Credits: 3

Seminar in Special Topics

Course Code: ED 698

Course Description:

Addresses current theoretical and practical issues in education which are not directly addressed by other courses. The course provides an opportunity for an in-depth understanding of particular education-related concerns and for consideration of the research associated with these topics. The focus of course is in part determined by faculty expertise and student requests.

Credits: 1

Independent Study

Course Code: ED 699

Course Description:

Offers qualified students the opportunity to engage in individually designed, faculty-directed study that is relevant to the student's program but not available through the standard curriculum. By permission only

Credits: 1

Policy Analysis and School Reform

Course Code: ED 701

Course Description:

This course introduces students to recent theoretical work that connects the role of society, politics and economics to school reform. The historical connection of public education as a vital institution and its relationships to other institutions are analyzed. The role of

social capital and its connection to social support, civic participation and political engagement are explored. Contemporary conditions of education and relationships between wider societal forces will be analyzed from varied perspectives. The students will cultivate a critical perspective to assess the process and practices in schooling and school reform.

Credits: 3

Leadership Skill Development

Course Code: ED 702

Course Description:

In the context of contemporary leadership theory students will develop skills to become a more effective leader, e.g., the art of listening, improving social intelligence, motivating followers, team building, assertiveness, increasing risk propensity, modeling, leading change and championing a vision, i.e., creating value for the customer with a great product/service, and communicating that vision. The seminar will be structured around readings, self-assessments, exercises and discussion.

Credits: 3

Statistics for Educational Research and Decision-making

Course Code: ED 703

Course Description:

This course introduces students to statistical methods that can be applied to action research and decision-making in the educational setting. A statistical background is essential in order to analyze and understand research reports in the educational field. Statistical references highlight and give findings to most research reports and analysis of data. The curriculum leader must have an in-depth knowledge of the components data and the implication of findings. This course will encompass descriptive and inferential statistics in relation to the importance of perspective and application to decisions.

Credits: 3

Organizational Leadership Applications

Course Code: ED 704

Course Description:

Deals with proven classic theories and effective business practices. Examines current examples of organization success in a rapidly changing, highly competitive, international environment. Challenges student to apply concepts and offers opportunity to refine business skills and insights.

Credits: 3

Global Education and Leadership

Course Code: ED 705

Course Description:

This course provides an introduction of the impact the process of globalization and the requirements needed for leadership in the institution of education. Topics include the comparison of education around the world, differing organization designs, and varied levels of communication that must be implemented in multicultural contexts. The focus is on the role of the leader to understand the changing environment and how this change influences operational and strategic issues. A global view of leadership will explore the diversity of the world's cultures and the complexity of changing educational needs.

Credits: 3

Testing, Measurement and Data Informed Decision-making

Course Code: ED 706

Course Description:

This course emphasizes the use of multiple methods to assess student learning in K-12 setting. Students will analyze standardized assessments that are related to the national and state standards, as well as formative and summative assessments designed to indicate learning in the classroom. Analysis of assessment information to enhance teaching and address individual student learning needs is addressed. Emphasis is placed on standards-based instruction and assessment using the national and state content standards and assessments as reference points for designing assessments related to these standards. Theoretical framework and practical application will enhance the knowledge and ethical responsibilities to determine learning for all instructional leaders.

Credits: 3

Media Skills of Leaders

Course Code: ED 707

Course Description:

This course will cover many different approaches to leadership by looking at contemporary leaders to study their strengths and weaknesses. Students will also determine the distinction between leadership and management and the pros and cons of different leadership styles. Building productive and effective leadership of diverse teams is a key skill for a leader. Assessing capabilities of

developing successful team, and how to evaluate and increase the effectiveness of teams from an individual, a team and an organizational standpoint. Coaching is a skill that separates leaders from those not making the cut to senior leadership positions. Coaching styles need to be adaptive and how they can reflect the other side of two-way communications is covered. This course will be interactive; offer each student multiple self-assessments and unique development exercises; and, through conducting outside research, broaden one's understanding of key areas of executive development.

Credits: 3

Ethical Leadership and School Leaders

Course Code: ED 708

Course Description:

This course explores legal and ethical issues that arise in schools. It provides school leaders with the knowledge necessary to understand and prevent legal problems and helps school leaders reflect on questions of educational policy and ethics. Candidates should gain an understanding of legal principles and interpretations of constitutional and statutory laws. There is a focus on the school based decision-making process at the local school level.

Credits: 3

Implications of Federal, State, and Local Economies and Politics on Education

Course Code: ED 709

Course Description:

School districts are increasingly influenced by decisions made at federal, state, and local levels with regard to curriculum policy and financial decisions. This course focuses on historical and current aspects of school control and the politics and ideologies that have framed today's schools. Students will also understand how the global federal and state mandates have affected schools in the 21st century. Coupled with political ties to today's schools, students will examine how national, state and local economies have affected decisions made regarding policy and implementation of laws. Students will understand that schools are evolutionary and reflect the society to which they belong.

Credits: 3

School Safety and Security for K-12 School Leaders

Course Code: ED 710

Course Description:

This course emphasizes the critical component of security and safety in the American Public Schools. Topics will include the most current proactive measures to protect the safety and security of all students and staff members. Students will analyze the most current protocols for federal, state and local regulations regarding this issue. Students will explore best practices, NJ Security Drill and Regulation Law, Gang Awareness, Anti-Bullying policies, Internet Safety and Pandemic, Mental and related health issues. Students will also understand the role of Crisis Intervention and Emergency Management response and the community roles that involve the Chain of Command during a crisis. Policies such as visitors, vendors, school transportation, vehicle access and parking and delivery access will be included.

Credits: 3

Legal Perspectives and Labor Relations

Course Code: ED 711

Course Description:

This course examines labor relations and collective bargaining in the public sector and builds on the knowledge that students have gained in an educational law course. Analysis of major issues in public sector collective bargaining and current and historical legal issues with expertise of day-to-day operations within school districts will be addressed, namely: a) history of public sector bargaining; b) the legal, economic and social underpinnings of bargaining; c) the scope of bargaining; d) the administration of the collective negotiations agreement; e) impasse mechanisms and f) the relationship between the public employer, the union, the individual employee and the public. This course will address federal, state and local bargaining structures and while a multi-jurisdictional format will be used, emphasis will be placed upon statutes, institutions and practices that are relied upon in the state of New Jersey. The class will include a mock collective bargaining exercise and a mock grievance-arbitration exercise in which students will assume the roles of management and union representatives.

Credits: 3

Navigating Special Education and Legal Problems

Course Code: ED 712

Course Description:

The course is designed to develop the school leader with skills and practices to manage conflicts in special education issues and navigate the legal guidelines for students and school districts. Conflict management and mediation theories will be explored to help teams in the school setting to bring consensus to the needs of the child among the district, school personnel and family members. The

themes for conflict resolution will include: (a) building relationships; (b) listening reflectively; (c) developing and maintaining trust; (d) defining the problem; (e) controlling the emotional pitch; (f) equalizing the power base; and (g) utilizing third parties.

Credits: 3

Special Education Personnel and District Administration Personnel

Course Code: ED 713

Course Description:

In this course students will examine the function, organization, and roles in the supervision of personnel of special needs children. Students will align these practices in accordance with federal, state, and local laws and initiatives. Budgeting and financial options for children with special needs within a school district also will be addressed. In addition, students will analyze the supervisory role in assisting in the coordination and collaboration between special education teachers and general education teachers for effective instruction. Aligned with these issues, students will examine the roles of the building principal in conjunction with special education personnel to best serve children with special needs.

Credits: 3

Public/Private Administration K-12

Course Code: ED 714

Course Description:

Private schools have always been an alternative to public schooling. This course examines private school administration through examining school leadership, governance and boards of trustees, finances and budgeting, curriculum and instruction, faculty, students, and parents. The role and responsibilities of the headship will also be analyzed in these constructs. Finally, this course focuses on the challenges faced by private schools today and the many alternatives included in the term private schools (charters, religious, independent and home schools). Finally, the evolving role of the headship will be analyzed.

Credits: 3

Managing Special Education Programs and Creating Partnerships

Course Code: ED 715

Course Description:

This course will emphasize that administrators develop schools that are aware that all students should be held to high standards of learning both in general education and special education. Exploration into these efforts will highlight and articulate what all students should know and be able to do and have a special emphasis concerning the participation of students with disabilities in accountability systems. Themes of collaboration and communication will be emphasized for the school leader to develop partnerships with general education, special education and outside agencies. The collaboration will explore shared problem solving and finding solutions as a process. Effective communication will be discussed as a critical component of forming partnerships with outside agencies as well as school psychologists and social workers throughout the referral and placement process.

Credits: 3

Technology Based Learning and Management Systems

Course Code: ED 716

Course Description:

This course focuses on technology integration research, planning, implementation, and evaluation at various levels (e.g., individual instructor, course, program and organizational levels, etc.). Through a variety of learning activities, learners in the course will explore various aspects of technology integration.

Credits: 3

Organization, Governance and Finance in Higher Education

Course Code: ED 717

Course Description:

In this course students will examine the structure of higher education institutions including universities, public and private, and the community college system. University governing bodies that include financial, legal, curriculum and faculty committees will be addressed through their organization and involvement. Students will also understand the function and roles of administration at the higher education level. In addition, with rapidly changing demographics, students will integrate theory and practice with policy analysis to address future planning needs of the American University while remaining aligned with a school's mission

Credits: 3

Student Affairs and Enrollment Management in Higher Education

Course Code: ED 718

Course Description:

This course provides insight and understanding of the governance of higher education in the United States with exploration of different models of and types of higher education. Background into the scope and diversity of constituents served as well as the roles and functions of administrative units within the institution. Students explore the role of external agencies that influence administration of colleges and universities and become familiar with critical issues related to the practice of higher education and student affairs and enrollment management.

Credits: 3

Higher Education and Teaching

Course Code: ED 719

Course Description:

This course provides opportunities for students to explore and analyze the components of adult learning in the 21st century. Historical context of teaching and learning will be compared with varied structures for effective teaching and learning in the higher education setting. Students will explore effective pedagogy in the higher education setting and create syllabi that include experiences that enhance teaching, learning and assessment. Emphasis will be focused on creating class experiences that are aligned with content standards and use of technology in a brain compatible classroom setting.

Credits: 3

Theoretical Research

Course Code: ED 730

Course Description:

The course introduces students to the role theoretical frameworks play in practice-based research. Students introduced to foundational theories in educational research. They have an opportunity to learn how these theories have been used to understand problems of practice in varied K-12 and/or higher educational settings. Furthermore, students have an opportunity to begin to research and select a theoretical framework that best matches their own research interests. As a culminating activity, the students will create their own problem statement that would lead their dissertation research.

Credits: 3

Comparative Research

Course Code: ED 731

Course Description:

This course is designed to give students the tools to conceptualize their theses in terms of research questions and design, methodology, data collection and qualitative analysis. In doing so, this course focuses more narrowly on the issues, problems, and strategies related to “smallN” qualitative research, for the most part setting aside the techniques of large-N statistical analysis, which are best taught in a separate course. Students will read and discuss texts related to theory formation and hypothesis testing; creating proxies and measurement; descriptive and causal inference; longitudinal, comparative and case study research; field data collection; working with texts and analyzing qualitative data; and, finally, dissertation write-up. This course is divided into four main parts focusing on the following topics: (1) the goals of social science and elements of research design; (2) selection and application of different methodologies for conducting research; (3) collection of primary and secondary data on the field; and (4) analysis and synthesis of qualitative data in the dissertation-writing process.

Credits: 3

Statistics II

Course Code: ED 732

Course Description:

This course continues the study of statistics using multivariate research and analysis that can be applied to action research and decision making in the educational setting. Topics include multiple regression, analysis of covariance, repeated measures, logistic regression, and factor analysis. A statistical background is essential in order to analyze and understand research reports in the educational field. Statistical references highlight and give findings to most research reports and analysis of data.

Credits: 3

Advanced Qualitative Research

Course Code: ED 733

Course Description:

This course will introduce participants to the characteristics and various approaches to designing and conducting qualitative research projects in education. Students will gain hands-on experience in various qualitative methods and analysis techniques while carrying out a research project related to their area of interest.

Credits: 3

Dissertation Research I: Process and Product

Course Code: ED 740

Course Description:

This course will introduce and outline the dissertation process. The student will also be acquainted with the format and contents of the finished product. Writing experiences that simulate the kind of academic writing expected of the student for approval of a dissertation will be provided. The student will become oriented to use of the APA Publication Manual and the Dissertation and Theses databases.

Credits: 3

Dissertation Research II

Course Code: ED 741

Course Description:

This is the second half of a year-long sequence of courses that prepares students to understand, interpret, evaluate, and design qualitative and quantitative research as well as develop the ability to select and use appropriate research methods.

Credits: 3

Prerequisites:

ED 740

Dissertation Proposal Seminar - copy

Course Code: ED 742

Course Description:

This course offers guidance, supervision, and support for students at early stages of the dissertation process. Students will prepare their research projects for IRB review, outline the literature review, begin a 2-3 page introduction for the literature review, and then continue in further stages of the writing process based on student need. In addition, the instructor(s) will align each student with a first reader who will oversee the entire dissertation process. Conferencing throughout the course will occur with student and instructor(s) to assist students.

Credits: 3

Dissertation Proposal Seminar

Course Code: ED 742

Course Description:

This course offers guidance, supervision, and support for students at early stages of the dissertation process. Students will prepare their research projects for IRB review, outline the literature review, begin a 2-3 page introduction for the literature review, and then continue in further stages of the writing process based on student need. In addition, the instructor(s) will align each student with a first reader who will oversee the entire dissertation process. Conferencing throughout the course will occur with student and instructor(s) to assist students.

Credits: 3

Dissertation Research III

Course Code: ED 743

Course Description:

This course is a continuation of ED 741. Students will continue the process of writing and collecting data for their dissertations. In addition, students will begin analyzing and interpreting data. If ready, students will begin the process of organizing their defense as discussed in the Caldwell University Doctoral Program Handbook. The writing of this dissertation will be in the format of the American Psychological Association (APA) style guide. The final product will be suitable for dissemination through professional research conferences and/or research journals. This course is graded as PASS/FAIL.

Credits: 3

Dissertation Research IV

Course Code: ED 744

Course Description:

This course is a continuation of ED 743. Students will continue writing, analyzing, and interpreting data and discussing the implications of the findings. If ready, students will begin the process of organizing their defense as discussed in the Caldwell University Education Doctoral Program Handbook. The writing of this dissertation will be in the format of the American Psychological Association (APA) style guide. The final product will be suitable for dissemination through professional research conferences and/or research journals. This course is graded as PASS/FAIL.

Credits: 3

Dissertation Continuation

Course Code: ED 745

Course Description:

This course is a continuation of ED 742. Students will take the course if they need additional time to complete their dissertation. The course can be taken repeatedly. This is a 0 credit course; however, payment is equal to a 3-credit course. This course is graded as PASS/FAIL.

Credits: 0

Linguistics

Course Code: ED 516

Course Description:

This course introduces the study of language as a system. Linguistics is a social science which uses human communication as its focus of study. The subsystems of linguistics-morphology, phonetics, phonology, syntax and semantics-will be explored in depth. In addition, the course will cover theories of language acquisition, the brain's role in language, language change and evolution, and language families.

Credits: 3

The Reading Specialist as Teacher Consultant

Course Code: ED 526

Course Description:

This course will focus on the role of the reading specialist as a resource for the classroom teacher. The prospective reading specialist will learn effective techniques for interacting with classroom teachers. They will provide teachers with individual assessment findings and recommendations for improving student literacy.

Credits: 3

Teaching Reading in the Content Areas

Course Code: ED 529

Course Description:

This course focuses on the strategies and materials used to develop efficient readers in all areas of the curriculum. Emphasis will be placed on the infusion of literacy skills into specific curriculum disciplines: English/language arts, mathematics, science, social studies and world languages

Credits: 3

Teaching Writing in the Content Areas

Course Code: ED 573

Course Description:

This course will examine the writing needs that various content areas require. Practical examples using writing in the specific content areas in order to assess student understanding of that content will be presented and analyzed.

Credits: 3

Literature for Children

Course Code: ED 574

Course Description:

This course is intended to provide teaching techniques that will foster reading through the use of children's literature. A critical study of literacy trends and an introduction of materials which research has found are appropriate and effective in developing life-long readers will be presented in this course. An important component of this course will be the evaluation and selection of print, non-print and electronic material appropriate for the K-6 student.

Credits: 3

Ethics, Education and Society

Course Code: ED 575

Course Description:

Enables educators to assist their students to live ethically in a complex world. This course emphasizes the classroom as a community of scholars who learn values while learning to value other people. The classroom is further understood as a place where right and wrong are defined by behavior. Case studies and research literature will assist educators to understand that ethical matters related to local and global issues require reflection, study, and community discourse.

Credits: 3

Brain-Based Literacy Instruction

Course Code: ED 578

Course Description:

This course will review major findings in brain-based research and implications for literacy instruction. Students will design literacy instruction modules which reflect the latest in brain-based theory and learning.

Credits: 3

Critical Thinking and Literacy

Course Code: ED 579

Course Description:

This course will examine the scope of critical thinking habits of mind, skills and strategies. The infusion of critical thinking into all areas of literacy development will be studied and applied to required instructional modules designed.

Credits: 3

Teaching Writing in the Elementary School

Course Code: ED 581

Course Description:

This course will include topics such as writing development and research that is integral to the teaching of writing at the elementary school level. Conferencing skills used in the development and guidance of beginning writers will be studied. Practice in Writer's Workshop Model.

Credits: 3

Literature for Adolescents

Course Code: ED 583

Course Description:

This course will focus on young adult literature and effective ways in which this literature can be used at the middle school and high school levels. In addition, this course will focus on the evaluation and selection of print, non-print and electronic material appropriate for this age group.

Credits: 3

Learning Theory Issues and the Developing Student

Course Code: ED 625

Course Description:

Provides background and current research on learning theories, with particular emphasis on current brain research. Teachers will learn how to interpret brain research and use that information to provide brain compatible learning experiences. Students will also examine theories of development in order to provide developmentally appropriate learning experiences for their students.

Credits: 3

Issues Facing Educators for the 21st Century

Course Code: ED 630

Course Description:

Examines current issues affecting schools today and the effect those issues will have in the 21st century as the global information age develops. Education has a long history of conflicting ideas. An effort will be made to explore a collection of critical school issues by considering divergent views. A variety of speakers with experience in dealing with current issues will provide their perspective on a variety of topics. Students will question, analyze, and discuss these topics each week. Additionally, students will become familiar with several models of school reform. They will develop an understanding of the complexities of current issues and the implementation of school reform.

Credits: 3

Travel Experience

Course Code: ED 641

Course Description:

Consists of specific education topics which will form the focus of an international study trip

Credits: 3

Internship for School Administrator

Course Code: ED 681

Course Description:

This 150-hour internship is designed to engage the candidate in experiences that approximate functioning in the manner of a practicing chief school administrator. Candidates' activities will engage them in concert with, or at the direction of, a certified school administrator

during a period of at least 150 hours. Students will be required to record and have verified the dates and times of their activities. Verification will be signed by the mentor/school administrator and confirmed by the field supervisor. Candidates will engage in a range of activities that are representative of the typical role of a school administrator, including board of education activities, staff selection and supervision, community involvement, curriculum oversight, budget management, employee negotiations, professional development planning, and collaboration with other leadership personnel. The internship will require mentoring by experienced school administrators and supervision by university personnel with experience at the school administrator level.

Credits: 3

Leadership for the School Administrator: Role of the Superintendent in the 21st Century

Course Code: ED 685

Course Description:

This course provides students insight into the roles, relationships and responsibilities of the school administrator. Emphasis will be placed on school district organization and governed relationships in federal and state government, administrative functions of the school board and central office staff. School organization and leadership strategies to affect district change; interpret data to promote academic achievement and communication skills for collaborative and transformative leadership in the school district.

Credits: 3

Student Teaching and Student Teaching Seminar

Course Code: ED 470 & 475

Credits: 12

Biopsychology

Course Code: ABA 535

Course Description:

An advanced overview of the physiological processes relating to human behavior. Topics include the central nervous system, neurotransmitter and neurohormonal functioning, the biological bases for emotions, perception, motivation and brain disorders.

Advanced Experiential Methods

Course Code: CPS 640

Course Description:

Offers the opportunity to work at an advanced level to learn about experiential methods in clinical mental health counseling with art therapy concentration. Through the use of discussion, studio-based art-making, reading, movement, and writing, this experiential class will advance students' knowledge and skills in experiential methods. Special emphasis will be on the metaphors and utilization of symbolic languages in the arts.

Credits: 3

Prerequisites:

CPS 607, CPS 617

Formally: CAT 640

Research Methods and Statistics

Course Code: CPS 510

Course Description:

Focuses on the application of a systematic and empirical approach to the study of counseling. Topics will include: scientific method, pseudoscience, types of experimental research, variable definition, validity threats, control strategies, experimental design, ethical issues, how to present research, statistical application, and additional material. Students engage in discussion, conduct relevant empirical research, and write research reports in the American Psychological Association format (APA).

Credits: 3

Theories of Personality

Course Code: CPS 525

Course Description:

Focuses on an in-depth study of the historical development of personality theories, including psychodynamic, phenomenological and cognitive perspectives. Students will examine primary works and other relevant literature which contributes to an understanding of various perspectives on personality development.

Credits: 3

Legal and Ethical Issues in Counseling

Course Code: CPS 545

Course Description:

Examines the various legal constraints and ethical principles related to the roles, responsibilities and credentialing of counselors in private practice, agencies, schools, etc. In addition to emphasis on the ACA Code of Ethics, students learn to use the codes of ethics of their program specializations (AMHCA, ASCA, AATA) in order to become competent ethical decision-makers.

Credits: 3

Counseling Theory and Practice

Course Code: CPS 557

Course Description:

Examines theoretical and practice dimensions of major therapeutic approaches. The course explores the early history of counseling and psychotherapy, its foundations and impact on current practice. Building upon the early traditions and models, content will concentrate on the more modern person-centered, reality therapy, cognitive and behavioral approaches to counseling. Use of research, application to cases and role-playing will illustrate the approaches under consideration.

Credits: 3

Assessment Measures and Practices in Schools

Course Code: CPS 560

Course Description:

This course, designed for School Counseling students, examines the theory, development and applications of psychological, educational and occupational tests. Students will become familiar with intelligence, achievement and ability tests, personality assessments, and career interest instruments and will learn to administer them with confidence and competence. The course also considers theoretical concepts such as the reliability and validity of tests.

Credits: 3

Prerequisites:

CPS 500, CPS 545

The School Counselor and Community Resources

Course Code: CPS 570

Course Description:

Addresses the reality that in today's complex society, school counselors do not work in isolation in their service to students and their families with a variety of needs. In the context of this course, students will examine the agencies, organizations and resources present in local communities as well as strategies for forming positive relationships with them on behalf of students and their families.

Credits: 3

Marriage and Family Counseling

Course Code: CPS 623

Course Description:

Examines theoretical models and current best practice in marriage and family counseling. Students are introduced to the specific techniques and skills associated with major approaches, including cognitive behavioral, systems theory, and solution-focused interventions. Observation of expert therapists and in-class practice facilitate understanding of these modalities.

Credits: 3

Psychopharmacology

Course Code: CPS 627

Course Description:

Provides an overview of psychopharmacological interventions, including discussions of drug action and interaction, tolerance, side effects, dependency and withdrawal. Emphasis is placed upon medications commonly prescribed for the treatment of various forms of mental illness. The course will also include an examination of the counselor's role in educating clients about pharmacological issues.

Credits: 3

Counseling Children and Adolescent

Course Code: CPS 643

Course Description:

Studies the particular assessment and therapeutic skills used when working with children and youth in response to a variety of presenting concerns. Among the topics addressed will be the importance of building rapport and the use of play therapy, art and projective techniques specifically designed for children and teens. Consideration of the role of family is an integral part of learning to work with young people.

Credits: 3

Issues of Grief in Counseling**Course Code:** CPS 657**Course Description:**

Reviews major theoretical perspectives on death and dying at various life stages and levels of understanding. The course provides an introduction to the research literature on the bereavement process and on resilience. Students will examine as well the impact of various experiences of loss on the individual and their effect on other persons significant to them. Student research, case studies and in-class practice will facilitate skill development.

Credits: 3**Sexual Issues in Counseling****Course Code:** CPS 677**Course Description:**

An overview of the range of human sexual behavior, with emphasis upon issues of sexuality as they arise in the context of counseling. Students will explore their own comfort level regarding sexual matters and recognize the importance of developing attitudes and skills that will facilitate their work with individuals and couples in the counseling relationship.

Credits: 3**Theory and Application I****Course Code:** CPS 514**Course Description:**

This course will examine an overview of foundational clinical mental health counseling theories and therapeutic approaches applicable to the practice of counseling with art therapy concentration. Focus will be on the beginnings of treatment, the therapeutic relationship, and the application of these approaches to specific populations through the presentation of case studies, skill acquisition and experiential learning.

Credits: 3**Prerequisites:**

NONE

Formally CAT 514 Su24

Treatment of Trauma**Course Code:** CPS 600**Course Description:**

This course explores the psychological impact of trauma on individuals and cultures including intergenerational trauma. The affective, behavioral, cognitive, social, cultural and spiritual challenges faced by survivors are examined. Resiliency factors, treatment approaches, trauma-focused interventions and the concept of vicarious traumatization experienced by mental health professionals who work with survivors are considered.

Credits: 3**Prerequisites:**

Formally: CAT 510

Seminar in Special Topics**Course Code:** CPS 698**Course Description:**

Topics related to clinical mental health counseling with art therapy concentration are offered in a seminar class format with readings, experiential methods and discussion.

Credits: 3**Prerequisites:**

Formally: CAT 698

Cyber Law**Course Code:** BU 640**Course Description:**

Focuses on the needs of business managers to have a basic legal understanding of the issues that effect the online international business environment. Covers the ethical, political, and international issues as well as a main focus on technology as it relates to business. Practical applications will be used to understand such legal issues jurisdiction; copyrights; trademarks; Internet taxation; securities transactions; consumer privacy; obscenity; defamation; Internet information security in a networked environment; Internet

crime; online contracting; and international organizations and regulations that affect international e-commerce. Emphasis will be placed on using current, news-making events for case study analysis.

Credits: 3

Effective Innovation

Course Code: BU 647

Course Description:

This course discusses types of innovation – product, process, and business model; incremental to radical – and explores the necessity of innovation, the consequences of the failure to innovate, and models of successful innovation and the conditions which foster them, as well as the reverse. With this background students will learn how to unleash creativity, determine a strategic direction for innovation, seat a culture of innovation by mastering the process of leading and managing the innovation process in a business, and establish innovation metrics and an appropriate reward system

Credits: 3

Seminar in Special Topics

Course Code: BU 698

Course Description:

Addresses current theoretical and practical issues in business which are not directly addressed by other courses. The course provides an opportunity for an in-depth understanding of particular business-related concerns and for consideration of the research associated with these topics. The focus of course is in part determined by faculty expertise and student requests.

Credits: 1

Independent Study

Course Code: BU 699

Course Description:

Offers qualified students the opportunity to engage in original research or intensive study in selected areas of business/accounting not covered by the curriculum under the guidance of department faculty. **By permission only. (A grade point average of 3.5 and the completion of 15 graduate credits are required to qualify.)**

Credits: 1

Organizational Leadership Applications

Course Code: BU 704

Course Description:

Deals with proven classic theories and effective business practices. Examines current examples of organization success in a rapidly changing, highly competitive, international environment. Challenges student to apply concepts and offers opportunity to refine business skills and insights.

Credits: 3

Communication for Educational Leaders

Course Code: BU 707

Course Description:

This course will cover many different approaches to leadership by looking at contemporary leaders to study their strengths and weaknesses. Students will also determine the distinction between leadership and management and the pros and cons of different leadership styles. Building productive and effective leadership of diverse teams is a key skill for a leader. Assessing capabilities of developing successful team, and how to evaluate and increase the effectiveness of teams from an individual, a team and an organizational standpoint. Coaching is a skill that separates leaders from those not making the cut to senior leadership positions. Coaching styles need to be adaptive and how they can reflect the other side of two-way communications is covered. This course will be interactive; offer each student multiple self-assessments and unique development exercises; and, through conducting outside research, broaden one's understanding of key areas of executive development.

Credits: 3

Concepts of Population Health: Epidemiology, Genomics, Quality Improvement and Safety

Course Code: NU 501

Course Description:

This course introduces graduate students to various concepts inherent to the growing field of Population Health. Students will consider principles of epidemiology, genomics, quality improvement and safety as related to the current and future needs of populations.

Credits: 3

Advanced Health Assessment

Course Code: NU 503

Course Description:

This course builds upon the foundation of baccalaureate level nursing education while enabling students enrolled in the Master of Science in Nursing (MSN) in Population Health program to develop their advanced health assessment skills and integrate the social determinants of health while considering culturally diverse populations. Students will be prepared with the knowledge, skills and attitudes to perform advanced health assessments on vulnerable populations. Students will demonstrate skills in advanced interviewing strategies, advanced health assessment, which includes assessment of all human systems, advanced assessment techniques, concepts and approaches.

Credits: 3

Advanced Pathophysiology: A Population Health Perspective

Course Code: NU 505

Course Description:

This course focuses on the study of disease with emphasis on chronic disease as it relates to populations across the lifespan. Students will explore diseases commonly encountered as well as those attributed to genetic, environmental and stress related etiologies. Students will consider health disparities while integrating the Social Determinants of Health as they apply the principles of advanced pathophysiology to vulnerable populations.

Credits: 3

Advanced Pharmacological Therapies: Overuse, Underuse and Misuse

Course Code: NU 510

Course Description:

This course builds upon the students' knowledge of pharmacology and provides advanced pharmacological theory and builds skills necessary to nurses working in advanced roles managing at risk, vulnerable populations. The focus of this course includes: factors affecting drug selection for populations, parameters for safe medication management, with special consideration for at risk populations. The student will learn the importance of monitoring the effectiveness of drug therapy, focusing on improved quality and safety. This course will also focus on the cost effectiveness of pharmacological therapies as well as emphasis placed on quality and safety.

Credits: 3

Applied Techniques: Cultural Health Promotion and Social Determinants of Health

Course Code: NU 511

Course Description:

Students will research and analyze theories grounded in nursing, focusing on health promotion, integrating multicultural aspects of care, while considering the social determinant of health which influence disease. Students will identify a high risk vulnerable population and associated data. Students will integrate epidemiological data associated with disease and the prevention of disease while exploring culturally sensitive health promotion and patient education strategies.

Credits: 3

Prerequisites:

NU 501

Evidence Based Practice: Identifying Population Health Needs

Course Code: NU 600

Course Description:

This course expands on the knowledge and skills to search and locate current research and non-research evidence to identify population health needs and social determinants of health for vulnerable, high risk populations. Evidence-based appraisal tools will be used to quantify the evidence located through literature search methods. Students will synthesize and summarize the evidence to determine best practices for health promotion activities for various high risk populations.

Credits: 3

Prerequisites:

NU 515

Statistics for Population Health: Data Mining, Looking for Patterns, Asking Questions

Course Code: NU 601

Course Description:

This course builds upon the knowledge of undergraduate statistics and incorporates the use of available epidemiological data as well as integrating the principles of statistics and data analytics. This course will serve as the basis for assessment, planning and implementation of

evidence based practice for populations. Students will learn how to identify data, predict results based upon data analytics and plan interventions for high risk vulnerable populations.

Credits: 3

Prerequisites:

NU 501

Healthcare Policy, Leadership and Finance for Population Health

Course Code: NU 602

Course Description:

Students will explore current healthcare policy issues surrounding population health needs. Economic and financial factors affecting healthcare will be explored. Issues surrounding third party reimbursement, Affordable Care Act, MACRA/MIPS will be integrated. Students will learn principles of budgeting, variances and management styles.

Credits: 3

Prerequisites:

NU 501

Applied Data Analytics in Population Health: Proposal Development

Course Code: NU 619

Course Description:

The student will apply knowledge and skills related to data analytics as they develop their proposal for their Capstone Project. Student will be guided by a faculty member throughout this process.

Credits: 3

Prerequisites:

NU 515, NU 600 and NU 601

Translating Research into Practice: Capstone Project

Course Code: NU 620

Course Description:

The purpose of the Capstone Project is for the student to apply theoretical knowledge acquired during MSN in Population Health program. The project will focus on a vulnerable population of the student's choice. The student will integrate concepts from the curriculum, integrate data analytics as the population need is identified and develop a program to meet the identified needs of the population. The student will work closely with a faculty advisor. The number of direct or indirect practicum hours will be required based upon the individual project. The student will be required to submit a final Capstone project and presentation prior to graduation.

Credits: 3

Prerequisites:

NU 515, NU 600 and NU 619

Healthcare Finance

Course Code: BU 540

Course Description:

A graduate level course in finance specific to the Healthcare industry. Healthcare finance has similar foundations and principles to general finance and many areas are specific to the healthcare industry. In addition, the political climate in the U.S. heavily focuses on the healthcare industry especially in the areas such as cost containment and reimbursement model improvements. This course provides a foundation for healthcare finances by addressing topics such as financial foundations, income statement interpretation, costing and analysis, planning and budgeting, and reimbursement methodologies. (reimbursement was spelled wrong here twice, so was financial)

Credits: 3

Strategic Planning and Leadership in Healthcare

Course Code: BU 580

Course Description:

Graduate level course in strategic planning and leadership specific to the healthcare industry. Healthcare strategic planning has similar foundations and principles to general strategic planning and many areas are specific to the healthcare industry. This course examines fundamentals of strategic planning, healthcare marketing, business plans, accountable care organizations, SWOT analysis and marketing. These concepts in strategic planning provide the foundation for transformational leadership skills. (organizations and healthcare were spelled wrong here)

Credits: 3

Healthcare Operations Management**Course Code:** BU 692**Course Description:**

This course examines operational and project management, performance improvement and quality management, capacity and patient flow, statistical analysis, data analytics, problem solving and strategies, and supply chain management.

Credits: 3**Engaging the Sport Fan with Sponsorships****Course Code:** BU 515**Course Description:**

Explores how sport stakeholders (teams, individuals, events, and venues) partner with commercial entities through sponsorship agreements. Students analyze various types of sponsorships, assess strategic aspects of sponsorship programs, identify brand objectives, and evaluate methods to activate positive return on investment (ROI) and return on objective (ROO) for partner brands. Topics include sponsorship costs, goals, selection of sponsor property, sponsorship activation, brand association, public relations, and brand image possibilities.

Credits: 3**Global Sport Management****Course Code:** BU 639**Course Description:**

A graduate level course covering the organization, governance, business activities, and cross-cultural context of modern sport management on an international level. The course considers how sport is reflective of cultural and political differences in a globalized world by examining the essential business areas of finance, marketing, media, legal issues, and operations of international sport. Additional topics include FIFA, the Olympics, and the expansion and promotion of nation-based sports to an international audience.

Credits: 3**Creating the Ethical Sport Leader****Course Code:** BU 510**Course Description:**

A graduate level course that considers leadership dilemmas that arise when individual values conflict with those of the sport organization. Students use case studies, personal experience, and current scenarios to examine actions sport management leaders have taken and consequences faced when confronted with ethical choices. Students evaluate ethical dilemmas and create an action plan for solving and preventing similar conflicts at the organizational and societal levels. Students develop a personal model for ethical leadership in the sport industry.

Credits: 3**Integrated Marketing Communications****Course Code:** BU 670**Course Description:**

The course explores the communications part of the marketing mix. The course emphasizes the management of the various traditional communication channels (advertising, public relations, direct marketing, sales promotion, and personal selling) and new communication channels (eMarketing) through the coordination of these channels to provide a coherent and consistent message to consumers. Students will engage in the development of a strategic communications plan for a nationally advertised, popular brand in an industry where they have an interest.

Credits: 3**Seminar In Special Topics****Course Code:** ABA 698**Course Description:**

Spring 2022: This course will review empirically supported assessment and instructional strategies for diverse learners. Topics will include reviewing Direction Instruction, Curriculum-based measures, Precision teaching among others. By the course end, students will be able to articulate and apply the process of linking assessment to intervention. Additionally, students will be expected to complete a case study where they link assessment to an intervention.

Fall 2021: This course is designed to address diversity in the field of applied behavior analysis (ABA) and our larger communities. Topics covered in this course may include privilege, intersectionality, systematic oppression, and cross-cultural professional and clinical considerations in ABA. Over the course of the semester, we will seek to examine these issues from a behaviorist perspective. We will

consider the impact of power and privilege on our own lives, the lives of our clients, and the lives of other people in our communities as well as how we can take action to reduce inequality and promote justice.

Summer 2021: This course provides a basic introduction to using the Python programming language for tasks related to practice or research in behavior analysis. The course is broken into two components. In the first two-thirds of the class, students will use Python to build either a practice-related task (e.g., match-to-sample, intraverbals) or research-related task (e.g., discounting, resurgence), deploy the task online, and collect pilot data. In the second half, students will use Python to conduct basic analytic tasks, visualize the data, and publish the findings of their experiment in an online Git repository. Throughout, students will learn best practices for programming and code documentation.

MBA Prerequisite Module

Course Code: BU 095

Course Description:

This three-credit non-graduation credit course is offered to applicants of the Caldwell University MBA Program who have an undergraduate degree in a field other than business to assess whether prerequisite requirements have been met and to provide course work to address gaps in business foundational topics. The course provides modules in 15 substantive content areas known as the “common professional component” of business, with each module consisting of a pre-test, instructional content, and a post-test. Students who earn a score of 80% in each module are considered to have achieved sufficient substantive content knowledge to prepare for the MBA program. Institutional, non-graduation bearing credit (3 IC credits)

Credits: 3

Master's Project in ABA I

Course Code: ABA 750

Course Description:

The Master's Project is an outcomes assessment of a student's experience and training in the Caldwell University MA in Applied Behavior Analysis Program. The purpose of the project is to enhance a student's abilities to 1) conceptualize a question that is socially significant and 2) apply research strategies in answering this question. Broadly, the project requirements involve conceptualizing the research question, writing a proposal, implementing the procedures, writing a final paper, and having the project accepted by the student's Committee and the Office of Graduate Studies.

Master's Project in ABA II

Course Code: ABA 751

Course Description:

The Master's Project is an outcomes assessment of a student's experience and training in the Caldwell University MA in Applied Behavior Analysis Program. The purpose of the project is to enhance a student's abilities to 1) conceptualize a question that is socially significant and 2) apply research strategies in answering this question. Broadly, the project requirements involve conceptualizing the research question, writing a proposal, implementing the procedures, writing a final paper, and having the project accepted by the student's Committee and the Office of Graduate Studies.

Master's Project Continuation

Course Code: ABA 756

Course Description:

Continuation of Master's Project in ABA II, as needed by students. This is a non-credit pass/fail course.

Palliative Care Across the Lifespan

Course Code: NU 502

Course Description:

This course will prepare the graduate nursing student with advanced, knowledge, attitudes, and skills necessary to maintain, enhance or improve individual, family, and community well-being across the lifespan. Various concepts inherent to the growing field of Population Health will be incorporated to address palliative care needs as seriously ill individuals require quality palliative care in all healthcare delivery settings. Students will incorporate cultural sensitivity and awareness into holistic approach to the care of the seriously ill.

Foundations of Symptom Management and Quality of Life in Palliative Care

Course Code: NU 513

Course Description:

Students will use advanced assessment, knowledge, and skills necessary to maintain, enhance or improve individual, family, and community well-being across the lifespan. Various concepts inherent to the growing field of Population Health will be incorporated to address palliative care needs as seriously ill individuals require quality palliative care in all healthcare delivery settings. Principles of evidence based symptoms management integral to quality palliative care will be demonstrated.

Barriers to Quality Palliative Care

Course Code: NU 514

Course Description:

This course will prepare the graduate nursing student with advanced, knowledge, attitudes, and skills necessary to maintain, enhance or improve individual, family, and community well-being across the lifespan. Various concepts inherent to the growing field of Population Health will be incorporated to address palliative care needs as seriously ill individuals require quality palliative care in all healthcare delivery settings. Principles of palliative care will guide students to assess and evaluate social determinants impacting health, illness, death and dying across the lifespan.

Healthcare Policy, Advocacy and Financial Considerations for Palliative Care

Course Code: NU 603

Course Description:

Students will explore current healthcare policy issues surrounding population health needs and quality palliative care. Economic and financial factors affecting healthcare will be explored. Issues surrounding third party reimbursement, Affordable Care Act, MACRA/MIPS will be integrated. Students will learn principles of budgeting, variances, and management styles to address the needs of seriously ill individuals.

Independent Study

Course Code: ABA 700

Course Description:

Independent Research

Dissertation Continuation

Course Code: ABA 896

Course Description:

For students in the process of completing dissertation requirements.

Community Needs Assessment

Course Code: PU 315

Course Description:

This course introduces community needs assessment and methodology for public health students in preparation for public health practice. Students will engage in conducting a community needs assessment of a priority organization or population where they will define and assess public health problems, synthesize relevant literature, and identify and collect data from key stakeholders. Students will also further develop quantitative and qualitative methods for a practical, hands-on field project throughout the semester to suggest possible health promotion interventions.

Credits: 3

Data Analysis and Visualization

Course Code: BU 610

Course Description:

This class combines theory and practice to gain the conceptual, creative, quantitative, and coding skills needed to analyze and depict data. This class provides practical and theoretical understanding of the importance of data visualizations in business and a platform to identify the correct tools to evaluate data. Students explore various data visualization tools, including Microsoft Power BI, Tableau, R Studio, and Excel to learn how to interpret data. Students create interactive visualizations tailored to specific audiences and devices. The class covers the importance of storytelling with data and creating an executive dashboard for data analyzation. This is a new elective in the MBA program and M.S. in Accounting program.

Leadership and Organizational Change in Healthcare

Course Code: BU 485

Course Description:

This capstone course will prepare students to become leaders in their dynamic healthcare environment. The course investigates change process and analyzes the impact of effective leadership on change management and how organizational structure impacts change. Students will review their progress in the Healthcare Administration program through the leadership lens and gain insight into their own leadership and change management skills.

Prerequisites:

Senior Status, BU 487

Study Abroad

Course Code: CPS 641

Course Description:

Pre-Arranged, short term study requiring travel to domestic and international geographic locations. Experiences will include a focus in global cultural studies and professional practice comparisons.

Credits: 3

Prerequisites:

Two of the following: CPS 501, CPS 507, CPS 545, CPS 520, CPS 514, CPS 515, CPS 667, CPS 613, CPS 577, Acceptance through application, seats are limited, additional fees for travel apply

