



Thank you for your interest in Cabrini’s off-campus Master’s degree programs. We are pleased to bring our convenient, one-night-a-week graduate programs to your local area. Tuition for these programs includes a 20% discount for teachers, and space in each cohort is limited to 27 students. Once you submit your application, registration, and application fee (Steps 1-3 below), I will be able to hold your place in class **until your application file is complete.**

This packet includes all of the information that you will need to be admitted into the program. Read through this packet carefully, and be sure to contact me if you have any questions. My team and I are committed to guiding you through the application process. Choosing where to go to graduate school is an important step, and I want to help you in any way that I can. You can reach me by phone at (800) 432-7305 or by email at [jsynal@graduateprogram.org](mailto:jsynal@graduateprogram.org).

**Note: Cabrini College strictly limits class size to 27 students and accepts applications on a first-come, first-served basis.**

**Complete steps 1-3 below to reserve your seat in this program.**

Apply online at <http://cabrinicollege.graduateprogram.org/checklist/> for faster processing.

<b>1</b>	<b>Application (Pages 3 &amp; 4)</b> Submit your <a href="#">application online</a> or complete pages 3 & 4 and return by fax to 800-504-7618.	<input type="checkbox"/>
<b>2</b>	<b>Registration Form (Page 5)</b> Submit your <a href="#">registration online</a> or complete page 5 and return by fax to 800-504-7618.	<input type="checkbox"/>
<b>3</b>	<b>Application Fee</b> Use our secure payment center to submit your <a href="#">application fee online</a> or complete page 6 and return by fax to 800-504-7618.	<input type="checkbox"/>

Once you have reserved your seat, turn to Page 2 or visit the [online checklist](#) to complete the remaining admission steps.

Congratulations on your pursuit of a Master’s degree with Cabrini College!

Sincerely,

**Jenna Synal**  
Graduate Information Office  
(800) 432-7305  
[jsynal@graduateprogram.org](mailto:jsynal@graduateprogram.org)



**Once you have reserved your seat, please continue with the following steps to complete your admission file. Note: You will not be eligible for financial aid until your admission file is complete and you have been fully accepted into a degree program.**

4	<p><b>Financial Aid &amp; Payment Options (Pages 7 &amp; 8)</b></p> <p>Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go.</p> <p>If using Financial Aid, Complete the <a href="#">FAFSA</a> and Cabrini's <a href="#">Supplemental Financial Aid Application</a>. For more information, see page 7. <b>It is in your best interest to complete the financial aid process as early as possible.</b></p> <p>If using a Pay-As-You-Go plan, follow the instructions on Page 8.</p>	<input type="checkbox"/>
5	<p><b>Official Transcripts (Pages 9 &amp; 10)</b></p> <p>Arrange for all official transcripts to be sent to Cabrini College. For further instructions, see Page 9.</p> <p><b>A minimum cumulative GPA of 3.0 from all previously attended colleges &amp; universities is required for full admission. A cumulative GPA less than 3.0 will be considered for provisional acceptance by the program director. Students who are accepted provisionally are <u>NOT</u> eligible for financial aid.</b></p> <p>Note: We recommend that you request your transcripts as soon as possible to avoid any delays in receiving transcripts. If we do not receive your official transcripts by the end of the first week of classes, you will be allowed to attend the first course of that semester but you will not be officially admitted into a program until your official transcripts have been submitted.</p>	<input type="checkbox"/>
6	<p><b>Letter of Recommendation (Pages 11 &amp; 12)</b></p> <p>The easiest and fastest way to request your recommendation is to use our <a href="#">online system</a>. This will allow us to e-mail a reference form directly to your recommender on your behalf. If you prefer to use a traditional paper forms, see page 11. All candidates are required to submit one reference form.</p>	<input type="checkbox"/>
7	<p><b>Essay on Educational &amp; Career Goals (Page 13)</b></p> <p>You may submit your statement directly to the Graduate Information Office <a href="#">online</a>. If you prefer to submit your essay another way, please respond to the prompt on page 13.</p>	<input type="checkbox"/>

Completing your application steps online at <http://cabrinicollege.graduateprogram.org/checklist> will allow for more immediate processing of your application.

**Please note: While you may begin taking classes without a completed file, you will not be able to continue in the program past the first course if you have not completed your file, been reviewed, and been fully admitted to the program.**

If you choose to submit paper forms for any of the steps above, documents should be faxed or mailed to:

Fax: (800) 504-7618

Mail: Cabrini College, Office of Graduate Studies  
Attn: Corinne Catania  
610 King of Prussia Road  
Radnor, PA 19087-3698



Please complete and sign the following application and return along with your \$50 non-refundable application fee and off-campus registration form by fax to (800) 504-7618 or by mail to Cabrini College, Office of Graduate Studies, Attn: Corinne Catania, 610 King of Prussia Road, Radnor, PA 19087-3698.

Social Security Number \_\_\_\_\_  
*(to be used as Cabrini ID number)*

1. Name \_\_\_\_\_  
*Last First Middle Previous/Maiden Name*

2. Permanent address \_\_\_\_\_  
*Street Address Apartment No.*

\_\_\_\_\_ *City State Zip Code County Country*

3. Date of Birth \_\_\_\_\_  Male  Female Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

4. Semester you wish to enter:  September  January  May Year \_\_\_\_\_

5. Please indicate the program to which you are applying:

Option I: Master's of Education (teaching certificate required) Years of teaching experience \_\_\_\_\_  
With a focus on improving student learning

Option II: Master's of Education with Certification in: Years of teaching experience \_\_\_\_\_  
 Reading Specialist Certification (Must have at least one year teaching experience)  
 K-12 Administrative Certification (Must have at least three years experience in PDE Certificated position)

Option III: Certification Only (**please select this option if you are not seeking an M.Ed.**) Years of teaching experience \_\_\_\_\_  
 Reading Specialist Certification (Must have at least one year teaching experience)  
 K-12 Administrative Certification (Must have at least three years experience in PDE Certificated position)

6. Are you a United States citizen?  Yes  No If answering No, please complete a, b, c, and d:

a) Country of Citizenship \_\_\_\_\_ b) Country of Birth \_\_\_\_\_

c) Type of Visa \_\_\_\_\_ d) TOEFL score if available \_\_\_\_\_  
*(please provide copy of visa)*

7. Please select one of the following ethnic groups (optional - for reporting purposes only).

- Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

8. How did you learn about Cabrini College?

- Website  Direct Mailing from College  Newspaper (please specify) \_\_\_\_\_
- Email  Word of Mouth  Radio (please specify) \_\_\_\_\_
- Current Student  Alumnus/a  Other (please specify) \_\_\_\_\_

9. Have you met with a Cabrini representative?  No  Yes If yes, who? \_\_\_\_\_



10. Undergraduate and graduate colleges and universities attended, whether or not credit was granted (list most recent work first). **Please have all official transcripts sent to the Office of Graduate Studies.**

Name of College	City and State	Entrance Date	Date of Leaving	Type of Diploma

11. Undergraduate Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

12. Graduate level credits earned: \_\_\_\_\_ Major Area: \_\_\_\_\_

13. Do you have a teacher certification credential in Pennsylvania?

No  Yes If yes, in what area(s)? \_\_\_\_\_

If No, in what state do you hold certification as a teacher?

\_\_\_\_\_ In what area(s)? \_\_\_\_\_

14. Employment experience (list most recent experience first and specify job titles). (Use additional sheet if needed.)

---



---



---

15. Person to be contacted in case of emergency:

\_\_\_\_\_

*Name*

*Relationship to Applicant*

\_\_\_\_\_

*Street Address*

*City*

*State*

*Zip Code*

*Daytime Telephone*

### Certification

*I certify that this information is true and complete to the best of my knowledge. Falsification of information on this application could invalidate acceptance and enrollment. I authorize any schools or colleges I have previously attended to release my personal and academic information to Cabrini College representatives. I understand official college transcripts must be received by the Office of Graduate Studies (my high school transcripts may be required) before any admissions decision can be made.*

Yes  No

\_\_\_\_\_

*Signature*

*Date:*



### Off-Campus Registration Form

To reserve your seat in Cabrini College's Off-Campus Graduate Education program please complete and return this form along with your Application and non-refundable \$50 Application Fee Payment Form by fax to (800) 504-7618 or by mail to Cabrini College, Office of Graduate Studies, Attn: Corinne Catania, 610 King of Prussia Road, Radnor, PA 19087-3698.

**PLEASE NOTE:**

**Your seat in the requested cohort will not be reserved unless this form is completed and returned to our office.**

If you have any questions, please call us at **800-432-7305** or email [jsynal@graduateprogram.org](mailto:jsynal@graduateprogram.org).

Name \_\_\_\_\_

Cohort Location  Allentown  Lancaster  Plymouth Meeting  Levittown

Cohort Program  M.Ed  M.Ed. w/K-12 Administrative Certification.  M.Ed. w/Reading Certification  
 K-12 Administrative Certification Only  Reading Certification Only

Email Address \_\_\_\_\_ Phone number \_\_\_\_\_

Address \_\_\_\_\_  
Street Address City State Zip Code

Yes, I plan to attend the cohort listed above.

As a cohort student at Cabrini College I will:

- *Be electronically registered each semester for the courses in my cohort sequence*
- *Notify the Office of Graduate Studies in writing if I decide not to attend a course*
- *Not be registered for courses I have transferred in from another institution*
- *Not be registered for courses if I have an outstanding balance from the previous semester which will prevent me from attending*

I understand the following:

- *By signing this registration form, I accept full responsibility for payment of all tuition and fees for these courses by the due date. I understand the refund policies printed in the College's catalog which is available online. I authorize Cabrini College under its guidelines and procedures to enforce all of their non-payment policies. I agree to be responsible for all late fees, collection costs and legal fees associated with the failure to pay all tuition and fees incurred.*
- *By remaining in the program for which I enrolled, the college guarantees the discounted tuition rate throughout the program for which I am applying.*
- *Different college programs, both on-campus and off-campus programs, can have different tuition rates. If I elect to enter a program other than the current program for which I now apply, I am subject to the tuition rate charged in the new program. The college reserves the right to price future programs or other programs at different tuition rates without notification.*

Signature

Date: (mm/yyyy)

**IMPORTANT:**

**Attending the first course without all admission requirements does not equal acceptance into the program.**

Email, Fax or mail this Off-Campus Registration Form to:

Fax: (800) 504-7618

Mail: Cabrini College, Office of Graduate Studies  
Attn: Corinne Catania  
610 King of Prussia Road  
Radnor, PA 19087-3698



### Application Fee Payment Form

To reserve your seat in Cabrini College's Off-Campus Graduate Education program please complete and return this form along with your Application and Registration Form by fax to (800) 504-7618 or by mail to Cabrini College, Office of Graduate Studies, Attn: Corinne Catania, 610 King of Prussia Road, Radnor, PA 19087-3698.

#### TO PAY BY CREDIT CARD:

- Please use this section to pay your \$50 non-refundable application fee.
- If you prefer, please contact the Graduate Information Office at (800) 432-7305 to pay your fee by credit card over the phone.

If you have any questions, please call us at 800-432-7305 or email [jsynal@graduateprogram.org](mailto:jsynal@graduateprogram.org).

Student Name \_\_\_\_\_ Name on Card \_\_\_\_\_

Cardholder Address \_\_\_\_\_  
Street Address City State Zip Code

Card Type  Visa  MasterCard  Discover

Amount: \$50.00 Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Telephone Number of Payee \_\_\_\_\_  
(in case there is a problem processing the transaction and we need to contact the cardholder for additional information)

*Note: Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.*

#### TO PAY BY CHECK:

- Please fill out this section to pay your \$50 non-refundable application fee.
- Please make checks payable to CABRINI COLLEGE and mail your check to Cabrini College, Office of Graduate Studies, 610 King of Prussia Road, Radnor, PA 19087-3698.

Student Name \_\_\_\_\_ Today's Date \_\_\_\_\_

I will be sending my Application Fee by check on (Date): \_\_\_\_\_

Signature \_\_\_\_\_

Fax or mail this Application Fee Payment Form to:

Fax: (800) 504-7618

Mail: Cabrini College,  
Office of Graduate Studies  
Attn: Corinne Catania  
610 King of Prussia Road  
Radnor, PA 19087-3698



Complete all steps below to apply for financial aid. **Note: There are financial aid options that are not based on need.** Most students in the off-campus programs use financial aid to pay for the program (Certificate Only students are not eligible for financial aid). We recommend that you complete these steps as soon as possible to make sure that your payment arrangements are in order by the first night of class. For help, please contact the Financial Aid Office at (610) 902-8420.

### How to Apply for Financial Aid

**Step 1: Complete the 2011-2012 Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov).** You will need your 2010 Federal Tax Return, your federal PIN number ([www.pin.ed.gov](http://www.pin.ed.gov)) and Cabrini's School Code (003241). Graduate students are considered independent for financial aid purposes.

**Step 2: Complete Cabrini's Supplemental Financial Aid Application.** Please mail the one-page supplemental application found at <http://www.cabrini.edu/financialaid> to the Cabrini College Financial Aid Office, 610 King of Prussia Road, Radnor, PA 19087-3698.

**Step 3: Review your Student Aid Report (SAR) for accuracy.** You will receive this form 7-10 days after the FAFSA is submitted. If there are any errors on your SAR, log back into your FAFSA to make corrections.

**Step 4: You will receive your financial aid award letter from Cabrini.** This lists the financial aid that you qualify for. If you wish to decline all or a portion of the award, notify the Financial Aid Office in writing. Be sure to contact the Financial Aid Office if you have any questions about your award. Note: You are not eligible for financial aid until you have been fully accepted. Provisional admission will not allow you to receive financial aid. See page 9.

**Step 5: Complete Loan Entrance Counseling and the Master Promissory Note.** Entrance Counseling is only required for first time Federal Direct Loan borrowers; all borrowers must complete a Master Promissory Note. Both can be completed at [www.studentloans.gov](http://www.studentloans.gov) (you will need your PIN from Step 1).

#### Federal Loan Requirements

To be eligible to borrow funds under the Federal Stafford Loan Program, you must:

- 1) File the Free Application for Federal Student Aid (FAFSA)
- 2) Be a U.S. Citizen or permanent resident
- 3) Not be in default on prior educational loans
- 4) Maintain satisfactory academic progress

**Questions? Call the Financial Aid Office at (610) 902-8420.**

#### **The Federal (Title One) Teacher Loan Forgiveness Program:**

If you and your school qualify, this program may provide loan forgiveness for eligible Federal Stafford Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program; Cabrini College is not responsible to verify your eligibility for this program. Please do not base your enrollment on this program, as it can be difficult to ensure qualification for government programs which are subject to reform and funding changes.

You must call 1-800-4-FED-AID to verify your eligibility  
or visit <http://1.usa.gov/teacherforgiveness> for more information.



Complete all steps below to enroll in a Pay-As-You-Go Plan. These plans will allow you to make tuition payments over the entire length of the program and will divide your tuition bill into more manageable payments.

Federal Student Loans are also available for graduate students (see page 7).

### How to enroll in a Pay-As-You-Go Plan:

**Step One** Choose a Pay-As-You-Go Plan through Tuition Management Systems (TMS). They can be contacted at 1-800-722-4867. Please inform them you are applying for the Off-Campus Program and would like to review payment plan options. TMS charges an annual enrollment fee of \$65 for a 12-month plan.

**Step Two** You will receive an electronic bill (e-bill) from the Business Office on CabriniOne once your registration is complete. Information will be sent to you by the Business Office as to the payment plan you are eligible for once the e-bill is generated.

Off-campus students have the following payment options:

**12-month payment plan** - K-12 Administrative Certification

**12-month and renewal option for 6 month payment plan (18 months)** - M.Ed., Reading Specialist Certification, and M.Ed. with K-12 Administrative Certification

**12-month payment plan and renewal option for 12 month payment plan (24 months)** - M.Ed. w/ Reading Specialist Certification

**Step Three** Sign up with TMS for the payment plan for which you are eligible. They can be contacted at 1-800-722-4867.

Each enrollment for a 12-month plan will be charged a \$65 enrollment fee. The 6-month plan will require a \$35 enrollment fee. TMS will contact off-campus students to re-enroll in the optional 6 or 12 month plan. If a student chooses not to re-enroll with TMS, their current financial obligation must be paid in full to the Cabrini College Business Office immediately and for future semesters the student will be required to pay in full at the semester due date.

**Questions? Call the Business Office at (610) 902-8188 or (610) 902-8279.**

### Important:

- ▶ If you are using financial aid to pay for tuition, you must be fully admitted to the program of your choice before your student loan funds can be released. Please follow-up with the Financial Aid Office to ensure all paperwork is complete.
- ▶ If you choose to pay your tuition in full each semester, payment is due to the Business Office by the semester payment due date. Please note your professor will not be prepared to accept payment during class hours. Please make all payments directly with the Business Office. If you select to pay in full each semester, Cabrini accepts cash and checks. Credit card and ACH payments are processed on-line through a third party provider, Touchnet PayPath. Touchnet accepts MasterCard, Discover, and American Express and charges a processing fee for each transaction. This fee is non-refundable.



Cabrini College requires official transcripts from all previously attended colleges and universities. For Regular Admission, a cumulative GPA of 3.0 or higher for a completed degree, either Bachelor's or Master's, is required. If your cumulative GPA is less than 3.0 for a completed Bachelor's degree, you will not qualify for Regular Admission but may receive Provisional Admission. Follow the steps below to request transcripts from each school that you attended.

### TO ORDER TRANSCRIPTS:

There are multiple ways to request transcripts, and each college or university will have their own process.

Typically, the easiest way to order official transcripts is:

- 1) Contact the Registrar's office at your previously attended school, either by phone, email, or through your university's website.
- 2) Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.

**Note: Some colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.**

- 3) It can often take several days for a transcript request to be processed. When your transcripts are received and processed, the Graduate Information Office will contact you. If you have any questions, please contact us at (800) 432-7305.

*Please have all official transcripts sent to:*

**CABRINI COLLEGE**  
**Office of Graduate Studies**  
ATTN: Corinne Catania  
610 King of Prussia Road  
Radnor, PA 19087-3698

Remember: An admission decision cannot be made until all official, sealed transcripts are received.



Student name for admission \_\_\_\_\_

Person completing this evaluation \_\_\_\_\_  
*Name* *Position/Affiliation*

Institution/Company \_\_\_\_\_

\_\_\_\_\_  
*Street Address* *City* *State* *Zip Code*

1. Describe your relationship to the candidate: \_\_\_\_\_

2. Describe the candidate's potential for success in graduate studies: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Describe the candidate's motivation to continue his/her professional growth: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Additional comments that will assist in evaluating the candidate: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

Please return this form directly to Cabrini College Office of Graduate Studies

E-mail, fax or mail your recommendation to:

Email: [jsynal@graduateprogram.org](mailto:jsynal@graduateprogram.org)  
Fax: 800-504-7618

Mail: Cabrini College,  
Office of Graduate Studies  
Attn: Corinne Catania  
610 King of Prussia Road  
Radnor, PA 19087-3698



Provide a one page statement outlining your goals for pursuing graduate work in your selected program and how this degree will help you attain your personal and career goals. Be sure to include your name on your essay. If there is no name this will delay the processing of your application.

NOTE: Please provide typewritten statement. You do not need to submit your essay on this form.

E-mail, fax or mail your Essay to:

Email: [jsynal@graduateprogram.org](mailto:jsynal@graduateprogram.org)

Fax: 800-504-7618



### For:

Individuals who hold a valid Pennsylvania teaching certificate and want to develop advanced knowledge and skill in teaching and learning in diverse classrooms.

### What you learn:

The graduate program is designed to help students understand the dynamics of teaching and learning, create supportive learning environments, refine skills and knowledge in specialized areas and explore issues currently affecting education. The Master's of Education (M.Ed.) program is designed to help experienced teachers become better teachers in their daily classroom.

### How you learn:

This program is a cohort program. In general, you will meet one night a week from 4:15 to 9:30 p.m. and finish one 3 credit course every 8 weeks. In summer, one course will be offered in a one-week format, Monday through Friday, 8:00 a.m. to 5:00 p.m.

### Career Outcomes:

At completion of the program as outlined below, you will earn a Master's of Education (M.Ed.) degree.

### Prerequisites:

You must be a certified teacher to enroll in the Master's of Education program. Applicants without level I certification will be considered for eligibility on a case-by-case basis.

### Degree Requirements:

Year 1			
Summer 2012	EDG 501	Educational Research	3
	EDG 580	Current Issues in Education (1-week intensive)	3
Fall 2012	EDG 540	Foundations of Education	3
	EDG 521	Education and Social Policy	3
Year 2			
Spring 2013	EDG 511	Learning & Cognition	3
	EDG 544	Issues & Trends in Assessment	3
Summer 2013	EDG 506	Teacher Research: Part I	3
	EDG 507	Curriculum Design (1-week intensive)	3
Fall 2013	EDG 535	Differentiated Instruction	3
	EDG 506	Teacher Research: Part II	3
		Total Credit Hours:	30

### Please Note:

Please contact Dr. Martha Combs with all program specific questions: 610-902-8502 or [mwc47@cabrini.edu](mailto:mwc47@cabrini.edu).

An Exit Portfolio is required and is due during the last semester of the program.

This schedule is subject to change.

**For:**

Individuals who hold a valid Pennsylvania teaching certificate and want to strengthen their skills in the area of reading instruction while earning a Reading Specialist Certification.

**What you learn:**

The graduate program is designed to help students understand the dynamics of teaching and learning, create supportive learning environments, refine skills and knowledge in specialized areas and explore issues currently affecting education. The Master's of Education (M.Ed.) with Reading Specialist Certification program is designed to help experienced teachers become better teachers in their daily classroom while completing the coursework required to become a Reading Specialist in the state of Pennsylvania.

**How you learn:**

This program is a cohort program. In general, you will meet one night a week from 4:15 to 9:30 p.m. and finish one 3 credit course every 8 weeks. In summer, one course will be offered in a one-week format, Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Career Outcomes:**

At completion of the program as outlined below, you will earn a Master's of Education (M.Ed.) degree and your Reading Specialist Certification. If you choose, you can complete the first 9 courses in the sequence to earn your Reading Specialist Certification without the Master of Education.

**Prerequisites:**

You must be a certified teacher to enroll in the Master's of Education with Reading Specialist Certification program and you must have at least one full year of full time teaching experience during which the candidate had primary responsibility for a classroom.

**Degree Requirements:**

Year 1			
Summer 2012	EDG 501	Educational Research	3
	EDG 522	Creating a Community of Readers* (1-week intensive)	3
Fall 2012	EDG 521	Education and Social Policy	3
	EDG 530	Instructional Strategies for Teaching Phonics*	3
Year 2			
Spring 2013	EDG 542	Learners at Risk*	3
	EDG 541	Instructional Strategies for Teaching Reading*	3
Summer 2013	EDG 590	Communication Arts in Secondary Content*	3
	EDG 615	Internship in Reading* (1-week intensive)	3
Fall 2013	EDG 549	Teaching of Writing*	3
	EDG 540	Foundations of Education	3
Year 3			
Spring 2014	EDG 593	Growth Through Community*	3
	EDG 595	Leadership for Literacy Learning*	3
		Total Credit Hours:	36

**Please Note:**

Reading Specialist Certification Only courses are denoted with an asterisk.\* Course descriptions for the courses listed above can be found at the program's website: [www.learnreadtoreadtolearn.com](http://www.learnreadtoreadtolearn.com). Exit requirements for Reading Specialist Certification Program exist outside of coursework and include Exit Portfolio, Interview, and passing scores on specialty-area Praxis Exam. Please contact Dr. Martha Waring-Chaffee with all program specific questions: 610-902-8509 or [martha.b.waring-chaffee@cabrini.edu](mailto:martha.b.waring-chaffee@cabrini.edu)

This schedule is subject to change.

**For:**

Individuals who hold a valid Pennsylvania teaching certificate with an Instructional I or Instructional II license, who have at least 3 full years of teaching experience and want to become an administrator in a K-12 school or district.

**What you learn:**

The graduate program is designed to help students understand the dynamics of teaching and learning, create supportive learning environments, refine skills and knowledge in specialized areas and explore issues currently affecting education. The Master's of Education (M.Ed.) with K-12 Administrative Certification program will prepare you to become a school administrator.

**How you learn:**

This program is a cohort program. In general, you will meet one night a week from 4:15 to 9:30 p.m. and finish one 3 credit course every 8 weeks. In summer, one course will be offered in a one-week format, Monday through Friday, 8:00 a.m. to 5:00 p.m.

**Career Outcomes:**

At completion of the program as outlined below, you will earn a Master's of Education (M.Ed.) degree and your K-12 Administrative Certification.

**Prerequisites:**

You must be a certified teacher to enroll in the Master's of Education program and **you must have at least three years teaching experience** to work towards a K-12 Administrative Certification.

**Degree Requirements:**

Year 1			
Summer 2012	EDG 640	The Principalship*	3
	EDG 650	Internship* (1-week intensive)	3
Fall 2012	EDG 540	Foundations of Education	3
	EDG 521	Education and Social Policy	3
Year 2			
Spring 2013	EDG 501	Educational Research	3
	EDG 644	Instructional Leadership*	3
Summer 2013	EDG 647	School Law*	3
	EDG 646	Technology & Communication* (1-week intensive)	3
Fall 2013	EDG 643	Management & Decision Making*	3
	EDG 645	Supervision & Performance Evaluation*	3
		Total Credit Hours:	30

**Please Note:**

K-12 Administrative Certification Courses are denoted with an asterisk.\* Please contact Dr. Cyndi Speace with all program specific questions: 610-902-1079 or [ccs66@cabrini.edu](mailto:ccs66@cabrini.edu)

Course descriptions can be found on the Cabrini website. Exit requirements for the K-12 Administrative Certification program exist outside of the coursework and include the exit portfolio and passing scores on the Praxis 0411 exam.

This schedule is subject to change.



Please complete the following form to request transfer credit for coursework completed at another university or college.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Cohort Program: \_\_\_\_\_ Cohort Location \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name & Course Number of Course Previously Taken	Institution & Year Taken	Name of Cabrini Course You Wish to Replace

- I have attached course description(s) for each course – Course descriptions must originate from the graduate catalog or web site of the institution.
- I understand that Cabrini College will consider **up to 6 credit hours** of transfer credits, taken within the past 4 years and that these courses must be an exact match for a course in the course listing for the program I am applying to.
- I understand that actual credit for courses will not be awarded until my official, sealed transcripts are received in the Office of Graduate and Professional Studies and I am fully admitted to the college.

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

Please return this form along with a copy of the course description(s) by e-mail, fax or mail to:

Email: [jsynal@graduateprogram.org](mailto:jsynal@graduateprogram.org)  
Fax: 800-504-7618

Mail: Cabrini College,  
Office of Graduate Studies  
Attn: Corinne Catania  
610 King of Prussia Road  
Radnor, PA 19087-3698



### Admissions Requirements

It is in your best interest to complete your admission file as quickly as possible. Generally, within 24 hours of your graduate admission file becoming complete, your file will be reviewed by the appropriate program coordinator to determine your graduate school status. Admission to graduate school depends on several factors including a completed application, cumulative GPA, letter of recommendation, official transcripts, and admission essay. The admission decision is based on the evidence of the candidate's ability to achieve success in a graduate program by the following:

**A cumulative GPA of 3.0 or better (4.0) scale in all previous college work is required for Regular Admission.**

**A cumulative GPA below 3.0 in all previous college work will lead to Provisional Admission.**

Students admitted with provisional status may enroll for a maximum of 9 graduate credits (three courses). If a minimum GPA of 3.00 is earned in the 9 graduate credits (two courses), candidates may be granted regular status in the graduate education program.

### Transferring Credits/Unofficial Transcript Review Process

The following steps provide applicants the opportunity to receive an UNOFFICIAL transcript review from the Office of Graduate and Professional Studies. This UNOFFICIAL review can be used to determine transfer credits you may receive for coursework completed at another university or college.

**NOTICE: This process is only available for applicants who can provide readable copies of transcripts.** All applicants are still required to submit official sealed transcripts from all universities and colleges attended. Actual credit for courses will not be awarded until your official sealed transcripts are received in the Office of Graduate and Professional Studies, and you are fully admitted to the college.

To receive an unofficial transcript review, please submit the following:

1. You must submit an Application for Graduate Admission (with the non-refundable \$50.00 application fee) for the cohort program of your choice. (See page 2 & 3)
2. Mail the following in one envelope to the Office of Graduate Studies: (a) Your full name, (b) your mailing address, (c) your home, work, & cell phone numbers, (d) program for which you are applying, (e) cohort location, (f) a legible copy of all graduate transcripts, (g) course descriptions, and (h) a completed Transfer Credit Review Request (page 15).

Mail to: Cabrini College, Office of Graduate Studies, Attn: Corinne Catania, 610 King of Prussia Road, Radnor, PA 19087-3698

### Refund and Payment Policies

A student who drops a course receives a full refund if they withdraw before the second meeting of class. Students who withdraw after the time frame noted above will receive no refund of tuition. Students must officially withdraw for the refund policy to be honored. An official withdrawal requires a written notification to be submitted to the Office of Graduate Studies for approval.

**Electronic Refunds:** Refunds due to students may be transferred directly to a designated checking or savings account. Students set up their bank account information online on Cabrini One. There is a 15 day verification period required before a refund can be directly deposited.

**Outstanding Balances and Late Fees:** If a student has an outstanding account balance or is delinquent on their TMS payment plan, they will not be permitted to register for future semesters. If payment is not made in accordance with the terms of your payment selection, a late fee will be assessed to your tuition account. All tuition must be paid in full before official transcripts, diplomas and/or certification paperwork can be released.

**Itemized Invoice/Receipt of Payment:** If your employer requests proof of your tuition payment and earned grades for the classes you have completed an itemized invoice can be obtained through your CabriniOne account. For detailed instructions visit [www.cabrini.edu/billing](http://www.cabrini.edu/billing) and click the link on the right that says "Invoices."

### Cabrini College Tuition Guarantee

The discounted tuition rate for Spring 2012 is \$476 per credit hour and is guaranteed to students provided that they remain continuously enrolled in the program. A slight tuition increase is anticipated for students enrolling in Fall 2012. A student is considered "continuously enrolled" provided that the student does not miss more than two courses (one semester) in their cohort sequence. Cabrini College reserves the right to raise tuition costs for future cohorts or other programs.

### Ordering Textbooks

Please order your books at least 14 days prior to your class start date to allow for delivery time. Books cannot be shipped to PO Boxes. For a listing of all required textbooks, please visit: [www.cabrini.bkstr.com](http://www.cabrini.bkstr.com). Students must bring required texts to the first night of every course.

### Cohort Information

Although our off-campus programs are scheduled to meet one night per week at the same time and location, we reserve the right to change meeting times and/or locations due to any extenuating circumstances. These programs are dependent on a minimum of 13 and class size is limited to 27 students.

### Important Contact Information

Graduate Information Office	Jenna Synal	<a href="mailto:jsynal@graduateprogram.org">jsynal@graduateprogram.org</a>	800-432-7305
Financial Aid Office	John Hagerty	<a href="mailto:jph722@cabrini.edu">jph722@cabrini.edu</a>	610-902-8422
Business Office	Rita Lambert	<a href="mailto:ral723@cabrini.edu">ral723@cabrini.edu</a>	610-902-8227
Admissions Office	Corinne Catania	<a href="mailto:cac727@cabrini.edu">cac727@cabrini.edu</a>	610-902-8501