



# Graduate Handbook

## Department of Teaching and Learning

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**INTRODUCTION**

Southeastern Louisiana University's Department of Teaching and Learning offers concentrations in Master of Education in Curriculum and Instruction, Master of Education in Special Education, Master of Arts in Teaching, Add-On Certification, Certification-Only Alternate Program, and International Education. Our programs provide educators an opportunity to acquire advanced knowledge in their chosen program area and allow those with prior degrees to obtain a teaching certification. All programs are aligned with national, state, and institutional standards (specifically the Interstate Teacher Assessment and Support Consortium [InTASC], the Louisiana State Department requirements for teachers, as well as standards specific to national professional organizations). Students wishing to enter any of these programs must meet the program requirements for admission to Graduate School.

The purposes of our programs are to: (1) prepare highly qualified and effective teachers for Louisiana's PK-12 schools; (2) provide students with opportunities to develop pedagogical content knowledge, content knowledge in their area(s) of certification, and competencies reflecting the knowledge, skills, and dispositions to reach their full potential and impact PK-12 student learning; (3) develop students' capabilities to provide professional services and leadership in schools, school districts, and professional organizations; (4) offer curriculum and instruction for earning a certification that is guided by best practices for effective teaching and state and national standards; (5) provide intensive study in students' selected area of concentration; and (6) enhance the students' potential for serving students, parents, colleagues, and others in the educational community.

► **Additional policies and information can be found at Southeastern's [Graduate Studies](#) website.**

## **ADMISSION REQUIREMENTS TO GRADUATE PROGRAMS**

The GRE is NOT required for any Graduate Programs under the Department of Teaching and Learning.

For post-baccalaureate initial certification programs (i.e., Certification-Only Alternate Programs and Master of the Arts in Teaching degree programs) the content Praxis exams are required for full admission to the program. The Praxis Practices of Learning & Teaching (PLT) are taken during the program, but prior to completion of the programs or certification. Please see the [Praxis Tips](#) section in this handbook for helpful information about the Praxis exam.

### **Master of Education (MED) in Curriculum & Instructions and/or Special Education:**

1. valid teaching certificate
2. completed graduate admissions [application](#)
  - a. A minimum composite GPA of 2.5 is required on all undergraduate work, 2.75 on the last 60 hours of coursework, or 3.0 on at least 24 credit hours of graduate level courses.
3. official copies of all prior transcripts

### **Master of Arts in Teaching (MAT):**

1. official [Praxis Core Exam Scores](#) sent to Southeastern or ACT score 22+
  - a. register for the Praxis [here](#)
  - b. register for the ACT [here](#)
2. official [Praxis II Content Area Exam Scores](#) sent to Southeastern

- a. register for the Praxis [here](#)
3. completed graduate admissions [application](#)
  - a. To be admitted, Southeastern requires a minimum composite GPA of 2.75 on all undergraduate work. For GPA of 2.74 or lower, please contact [Dr. Zimlich](#) for options.
4. official copies of all prior transcripts
5. successful completion of an interview, including a writing prompt

**Add-On Certification:**

1. valid teaching certificate
2. completed graduate admissions [application](#)
3. verification of the completion of a bachelor's degree

**Certification-Only Alternate Program:**

1. official [Praxis Core Exam Scores](#) sent to Southeastern or ACT score 22+ or Master's degree with 3.0+ GPA
  - a. register for the Praxis [here](#)
  - b. register for the ACT [here](#)
2. official [Praxis II Content Area Exam Scores](#) sent to Southeastern
  - a. register for the Praxis [here](#)
3. completed graduate admissions [application](#) as a graduate non-degree student for alternate certification
4. official copies of all prior University transcripts
5. To be admitted the State Department of Education requires a Bachelor's degree with a minimum composite GPA of 2.75 on all undergraduate work or a Master's degree with a minimum composite GPA of 3.0 on all graduate work. If the composite GPA is less than minimum requirements, you may request a meeting with the program advisor to discuss admission options. The GPA is calculated by the Office of Records and Registration upon admission to the university. The last 60 hours earned is not used in the Certification-Only Alternate Program.

**International Education:**

1. valid teaching certificate
2. completed IBEC [application](#). You must be admitted to both Southeastern and to IBEC to be able to enroll in IB coursework.
3. completed graduate admissions [application](#)
4. copies of all prior transcripts
5. made contact with Dr. Cherissa Vitter at [cherissa.vitter@southeastern.edu](mailto:cherissa.vitter@southeastern.edu)

Additional information on admissions to graduate studies can be found in [Southeastern's University Catalogue](#). Contact Dr. Susan Zimlich at [susan.zimlich@southeastern.edu](mailto:susan.zimlich@southeastern.edu) for any questions and concerns regarding graduate studies admission that are not answered in the online catalogue.

**Regular Admission Status:** If the student has successfully completed all requirements, the student is admitted with regular status.

If your composite GPA is not sufficient for a master's degree program, please contact Dr. Susan Zimlich at [susan.zimlich@southeastern.edu](mailto:susan.zimlich@southeastern.edu) for other options.

**Admission Directly After Undergraduate:** Students looking to apply for an MED or Add-On certification the semester after obtaining their undergraduate degree can apply using the appropriate admission [application](#). If the teaching certificate has not yet been received, a letter from their undergraduate university can be sent to [admission@southeastern.edu](mailto:admission@southeastern.edu) and [susan.zimlich@southeastern.edu](mailto:susan.zimlich@southeastern.edu) stating that they are in good standing with their university and are on track to obtaining a valid teaching certificate after graduation. When the certificate has been processed by the State Department, please send Dr. Zimlich a copy for your files.

**Admission to Reinstate a Certificate:** Students looking to reinstate a certificate can be accepted to graduate work (i.e., Add-On certification or MED) with the expired certificate. However, application for renewal needs to be done with the Louisiana State Department of Education and is typically done through the district of employment (i.e., please see current Louisiana policies).

**Other Graduate School Requirements:** Each degree program has their own set of requirements. For additional information on your prospective degree program, locate your degree program on the [Graduate Programs section in Southeastern's University Catalogue](#). Contact Dr. Susan Zimlich at [susan.zimlich@southeastern.edu](mailto:susan.zimlich@southeastern.edu) for additional questions and concerns regarding degree program or non-degree requirements that are not answered in the online catalogue.

## **ADDITIONAL PAPERWORK: DEGREE PLANS**

Once students have successfully submitted their admissions criteria and been admitted to the program, they must communicate with the advisor for their program to be able to register.

- MEDs/MATs- Dr. Susan Zimlich at [susan.zimlich@southeastern.edu](mailto:susan.zimlich@southeastern.edu)
- Certification-Only Alternate Program - Dr. Susan Zimlich at [susan.zimlich@southeastern.edu](mailto:susan.zimlich@southeastern.edu)
- Add-On certification or Plus 30- Dr. Susan Zimlich at [susan.zimlich@southeastern.edu](mailto:susan.zimlich@southeastern.edu)
- IB certificate- Dr. Cherissa Vitter at [cherissa.vitter@southeastern.edu](mailto:cherissa.vitter@southeastern.edu)

The University General Catalogue is the official contract between the student and the University. All official MED, MAT, and Certification-Only Alternate Program plans can be found in the catalogue. The catalogue year in which the student enrolled is the catalogue of requirement for that student.

Add-On certifications do not appear in the catalogue. Plans for Add-On certifications can be found at the [website](#).

**Admission for Candidacy:** All students seeking a Master's Degree must be admitted to the candidacy for the degree. This does not apply to those seeking Add-On or Certification-Only Alternate Program. Details on Admission for candidacy can be found in [Southeastern's University Catalogue](#).

## **ENROLLMENT**

Students do not need to reapply for admissions each semester as long as the student remains in good standing financially with the University, maintains an adequate GPA, and maintains continuous enrollment. Students may sit out up to three semesters without reapplying. If the student does not enroll for one calendar year (three consecutive semesters), the University considers that to mean the student is discontinuing from the University and the current program in which they are enrolled. This will result in the disabling of the student's account.

The student will have to contact your advisor for guidance in continuing your program. In order to return, a new application to the university is required before re-admission to the program through the program advisor.

Students who are admitted for a particular semester but do not enroll in the semester in which they were admitted, will have to work with the Office of Admissions to either move the application or reapply for admission.

Ease of switching programs depends on what you are currently enrolled in vs. what you want to go to. For instance, you are welcome to start in the add-on certification program and then later decide to finish the last few classes of the MED program (i.e., the concentration that matches your add-on certification). To do so, you will need to complete a new application by applying for the MED program. If you decide to swap concentrations within the same MED program, you can do so by notifying [Dr. Zimlich](#), and she will notify the Registrar’s Office to swap your concentration, but no additional application is necessary. If you have questions about your application and/or enrollment status, please either contact Admissions or [Dr. Zimlich](#).

## **Financial Aid**

Students should work with the [Office of Financial Aid](#) about their particular situation. However, here are some general tips:

- Extended Studies and non-degree Plus 30 do not qualify for financial aid.
- Non-degree Certification-Only and non-degree Add-On enrollment qualify for financial aid, but any loans count towards your loan maximums for undergraduate loans.
- MED and MAT programs qualify for financial aid, but any loans count towards your loan maximums for graduate loans.
- You may work with the [Controller’s Office](#) to set-up payment plans.
- The approximate cost of classes (i.e., tuition and fees) can be found at <http://www.southeastern.edu/admin/controller/tuition/index.html>
- Students are welcome to explore alternate funding to pay for classes, such as
  - [Scholarships](#)
  - District support (i.e., please consult your district office)
  - Classroom Teacher Enrollment Program ([CTEP](#))

## **GRADUATE PROGRAM CONCENTRATION AREAS**

<b>Concentration</b>	<b>MED*</b>	<b>MAT</b>	<b>Add-On</b>	<b>Alternate</b>
Academically Gifted	X		X	
Adapted Physical Education			X	
All-Level (K-12)		X	X	X
Early Childhood Education (PK-3)	X			
Early Interventionist	X	X	X	X

Educational Diagnostician	X		X	
Elementary 1-5	X	X	X	X
English as a Second Language	X		X	
Inclusive Practices	X			
Instructional and Assistive Technology	X			
International Baccalaureate	X			
Librarian	X		X	
Middle School	X		X	
Mild/Moderate 1-5	X	X	X	X
Mild/Moderate 4-8 & 6-12	X	X	X	X
Reading Specialist	X		X	
Secondary Core	Content Area Specialty	Content Area Specialty	X	Content Area Specialty
Secondary Non-Core			X	
Teacher Leader	X		X	

- MED Concentrations are, for the most part, the add-on coursework for certification (i.e., the MED C&I concentration in Librarian adds on the School Librarian certification to your existing certification). That is, you end up with both a master's level certification and an additional add-on certification. However, there are a few caveats. First, if you are already certified in an area and you complete the MED with a concentration in that area (e.g., you are certified in elementary education and you complete and MED in C&I with a concentration in Elementary Education), then you will have a master's degree level certification, but no additional certifications. There are a few concentrations that do not have corresponding certification from the Louisiana State Department of Education. Examples are the MED in SPED concentrations of inclusive practices and instructional and assistive technology.

## **TIPS FOR SUCCESS ONCE ENROLLED**

Many links important for Southeastern students can be found on the [My Den](#) page at the Southeastern website.

### **LeoNet:**

Southeastern utilizes a computer management system called LeoNet for student enrollment, collecting fees and tuition, managing student information, applying for graduation, etc. Upon acceptance into the university, students are assigned a student number called a w#. The first time that a student or potential student tries to

login to LeoNet, the account will need to be activated. Instructions for how to do this can be found on the [How Do I? First Time Users](#) sheet.

- Additional help sheets for LeoNet can be found at the [How Do I?](#) webpage.
- Southeastern utilizes linked logins. When someone updates their password for LeoNet it also updates the login information for other Southeastern accounts such as their webmail, Google Drive, Moodle, etc.

### **Registering for classes:**

LeoNet is used to register for courses. You must have active enrollment to be able to register (i.e., admitted under some category of enrollment). The Department of Teaching & Learning utilizes a two-step process for registering for graduate courses.

1. Your advising hold must be lifted. Please contact the advisor for your program to have it lifted.
  2. You must be authorized for courses. Please work with your advisor, who will request the authorization from the appropriate person.
- \* Courses offered from other department may or may not require authorization. For instance, Kinesiology courses do not usually require authorization but graduate Math courses do. If the course from another department requires authorization, students may contact the department that offers the course to get authorization and/or work with their advisor to contact the department offering the course.

Further instructions for how to register can be found at the [Registering for Classes](#) help sheet.

### **Webmail:**

Students automatically receive an email account when enrolled as a student at Southeastern. During classes it is University policy that Southeastern email accounts be used for communication with instructors. Moodle, the University course system, will automatically send emails sent from within it to the Southeastern email accounts. It is therefore important that students check webmail regularly. Webmail can be accessed on portable devices such as cell phones and tablets. It is recommended that if students do not plan to regularly monitor the school webmail then a forwarding system should be set up. If assistance is needed, access the [How Do I?](#) sheets or contact the [Help Desk](#).

Southeastern webmail is powered by Google. This means that all students have access to Google Drive and other Google apps associated with their school Gmail.

### **Moodle:**

The graduate courses from the Department of Teaching & Learning are taught online. Southeastern uses Moodle to administer courses. The login for Moodle is the same used for LeoNet - the student w# (including the w) and their password. The link for Moodle can be found at the [My Den](#) webpage.

\*If a student needs technical help for any reason (e.g., LeoNet issues, Moodle help, opening different file types from Moodle coursework on different platforms, etc.), please contact the [Student Help Desk](#).

## **Electronic Assessment System**

All students will be required to participate in the online assessment system in current use by the Department of Teaching & Learning. The assessment system is used to both demonstrate that students are meeting requirements and also for faculty to monitor data for program improvement.

Please consult course syllabuses for current policy, how to access the current system, and specific requirements for what is to be submitted from each course.

## COURSEWORK

The coursework for each program can be found at the [Teaching & Learning](#) website and in the [University General Catalogue](#) (in most cases). The program advisers are present to try to help students by planning with the Department to ensure that needed courses are available.

- **Timeliness:** For MED and MAT degrees, coursework must be completed within six years to be counted towards graduation.
- **Transferring in courses:** As per Graduate Studies policies, courses cannot be transferred in to Southeastern until at least 12-credit hours of Southeastern graduate level coursework has been taken successfully (i.e., grades of A or B). No more than 1/3<sup>rd</sup> of transferred courses may be counted towards a graduate degree (i.e., four classes). Coursework being transferred in cannot be older than six years from when the degree is expected to be awarded. Students enrolled to earn Add-On certifications do not need to transfer coursework in to Southeastern. They will just be sure to submit all transcripts from all universities attended to the State Department of Education when applying for certification.
- **Substitutions:** Sometimes it is necessary to substitute a course in a degree program when the listed course is not available in a timely manner. The substitution will be submitted by the program advisor. In general, Add-On certification students do not require substitutions because they are not completing degree programs with Southeastern. However, in some cases the State Department of Education may not recognize that the particular course requirement for a certification area has been met without the use of a substitution. In those cases, please contact Dr. Zimlich at [susan.zimlich@southeastern.edu](mailto:susan.zimlich@southeastern.edu)

## GRADUATION & CERTIFICATION PROCESS

Each graduate program has different requirements for completion.

- Students enrolled in the **non-degree Add-On certification program** are completing course work in order to obtain a certification, but are not completing a degree program.
  - Therefore, these individuals will not apply for graduation.
  - They will work with their school district to add their certification to their existing certificate.
  - For students who are already certified teachers, Praxis exams are not required for admission to Southeastern. However, any Praxis exams required for the certification being added needs to be passed prior to applying for the certification.
  - If the student wishes to continue taking coursework to add other certification, there is no need to reapply as long as the student has continuous enrollment.
- Students enrolled in the **non-degree Certification-Only Alternate Program** are completing course work in order to obtain a certification, but are not completing a degree program.
  - Therefore, these individuals will not apply for graduation.
  - Upon completing their program plan, Certification-Only Alternate Program students apply for certification. All Praxis exams need to be passed prior to applying for certification. Certification-Only Alternate Program students can send PDF copies of their Praxis scores to Ms. Brenda Silk at [brenda.silk@southeastern.edu](mailto:brenda.silk@southeastern.edu)
  - The Dean's Office handles certification. This includes letters for employing districts related to the Practitioner's License. Please contact Ms. Brenda Silk at [brenda.silk@southeastern.edu](mailto:brenda.silk@southeastern.edu)



- Students enrolled in a **Master's Degree program (MAT or MED)** will need to [apply for graduation](#) at the appropriate time. Usually this is done the semester prior to the anticipated graduating semester. There is a late fee for applying after the term [deadline](#).
  - In order to obtain an MAT, students must first pass their Praxis PLT exam and have their scores sent to Southeastern Louisiana University. Students can aid in this process by sending PDF copies of their Praxis scores to Dr. Zimlich, at [susan.zimlich@southeastern.edu](mailto:susan.zimlich@southeastern.edu) or to Ms. Brenda Silk at [brenda.silk@southeastern.edu](mailto:brenda.silk@southeastern.edu)
  - MED students adding on certifications through their concentration will work with their employing district to coordinate any Praxis exams for certification. For MED students, the Praxis is not required for graduation to obtain the degree.
  - All required assignments should be submitted through the online assessment system.
  - All coursework must be completed according the program plan for the concentration in which the student is enrolled.
  - All coursework should have a grade of A or B with no more than two Cs earned as per the Graduate Studies policies. Graduate Studies policies can be found at Southeastern's [Graduate Studies](#) website.
  - The Graduate Coordinator will submit the degree plan to the Office of Graduate Studies once a graduate student applies for graduation.

If a student intends to continue taking any courses after graduation, then he/she will have to reapply to Southeastern. For any additional questions on graduation, contact Dr. Susan Zimlich at [susan.zimlich@southeastern.edu](mailto:susan.zimlich@southeastern.edu).

#### PRAXIS TIPS:

- Use your social security number on your Praxis registration application with ETS. Without it, your Praxis scores cannot be recorded with the State Department of Education.
- List Southeastern Louisiana University as a recipient of your scores by using code **R6656**.
- Your Praxis score report will be posted on your ETS account approximately 10 days to 2 weeks after the exam. Save the report as a pdf and email it to [brenda.silk@southeastern.edu](mailto:brenda.silk@southeastern.edu) to fast track this process.
- Louisiana State Department requirements for Praxis exams can be found at the [ETS website](#).
- If you are seeking initial certification and need help passing the Praxis content exams for full admission, please contact Dr. Susan Zimlich for resources available at Southeastern.