

2013-2014 Graduate Catalog

Castleton State College

Castleton, Vermont 05735
www.castleton.edu

Castleton State College is accredited by the
New England Association of Schools and Colleges.

Location

Castleton is located in an area that has long been recognized for its beauty, unique character, and recreational resources. The natural environment of Vermont blends easily with the educational environment of Castleton to create the setting for a unique living and learning experience.

The college's 160-acre campus is situated in the village of Castleton. One of Vermont's largest cities, Rutland, lies 12 miles to the east; New York State is six miles to the west. Montreal, Boston, Hartford, Albany, and New York City are all within easy driving distance on major highways and are accessible by air, bus, and/or train service.

Faculty

Castleton is primarily a teaching institution whose faculty is dedicated to the preeminence of student learning in the life of the college. Castleton faculty comprise a community of scholar-teachers whose academic and artistic endeavors enlarge and enrich the lives of their students, their colleagues, and the college. Ninety-four percent of the faculty hold doctoral or appropriate terminal degrees in their fields of academic specialty. In addition, all full-time Education faculty in the Graduate Program hold doctoral degrees. Classes in the Graduate Accounting program are taught by experienced attorneys and Certified Public Accountants who are experts in their fields. The chief beneficiary of faculty scholarship is the Castleton student, whose classroom experience is heightened by the excitement of the professor's own pursuit of knowledge.

History

Castleton State College's roots go back to October 15, 1787, when the General Assembly of the State of Vermont chartered the Rutland County Grammar School in the village of Castleton. In early America a grammar school was the first step in higher education, a link between the local common schools and the few colleges in New England. Of institutions that are colleges today, Castleton is the oldest in Vermont and the 18th oldest in the nation.

The village of Castleton was an intellectual center. The first medical college in Vermont was founded here in 1818 and lasted until 1862. In that time the school conferred some 1400 medical degrees, more than any other New England medical school. Students came from throughout the United States, from Canada, and from distant lands including

France, Cuba, Ireland, and Brazil. During this time, several African-Americans graduated and went on to distinguished careers.

Throughout the 19th century, the school in Castleton evolved and changed names to meet the needs of society. In 1829 the cornerstone of the historic Old Seminary building was laid by Solomon Foot, principal of the Classical High School and later president pro tempore of the U.S. Senate during the Civil War, and Colonel Noah Lee, an early settler who had been with Ethan Allen at the capture of Fort Ticonderoga. In the 1860s, Harriet Haskell, later a nationally known feminist, served as Castleton's first woman principal.

In 1867 the State Normal School was founded in Castleton. For a few years it was housed entirely in the old Medical College building and shared faculty with the Castleton Seminary before that school closed. Normal school is a term based on the French *école normale*, a school to educate teachers. For 30 years the Normal School was privately owned by the Leavenworths, Abel and son Philip. In 1912 the State of Vermont purchased the property.

Castleton entered a Golden Age in the 1920s and 1930s under the leadership of Principal Caroline Woodruff. She helped save the school after the Old Seminary building burned in January 1924. Quoting the Old Testament's book of Haggai, she promised, "And the glory of the latter house shall be greater than that of the former." Woodruff modernized the curriculum, hired excellent staff, and exposed her students to the wider world through guest speakers that included Robert Frost, Helen Keller, and Norman Rockwell. A friend of Eleanor and Franklin Roosevelt, she was the first woman and still the only Vermonter to be president of the National Education Association.

In 1947 the Normal School became Castleton Teachers College. With increased enrollment from men, intercollegiate athletics began in the 1950s and, by the early-1960s, Castleton was a national power in small college men's soccer.

In 1962 Castleton became a state college and a member of the newly formed Vermont State Colleges. Castleton grew dramatically during the decade of the Sixties in enrollment and in construction of buildings. A generation of faculty educated at major universities brought new perspectives to the classroom. Many academic programs were added to meet the changing needs of students and of society.

Today Castleton has a total enrollment of over 1900 students. The college offers more than 30 undergraduate programs as well as master's degrees in education and accounting. First-year students benefit from the First-Year Seminar program and Soundings, which offers the best in music, drama, dance, and contemporary thought for the campus. The college is deeply involved in the region through community service efforts and internships and through its accounting, business, education, social work, and nursing programs.

Although so much has changed in more than 200 years, Castleton retains its historic commitment to students and to Vermont.

Mission

The graduate programs at Castleton State College recognize their responsibilities to students within an increasingly global society. Their mission is to promote the knowledge, competence, and character necessary for the professional application of skills within their chosen fields.

Admissions Policies

Admissions Standards

Admission to Castleton's graduate programs is selective. In order to be eligible for enrollment in a Castleton course for graduate credit, a prospective student must hold at least a bachelor's degree from either a regionally or nationally accredited institution of higher learning and have earned at least a 2.5 cumulative grade-point average. However, each

department establishes its own requirements, so applicants should check their particular program of interest to see whether they are eligible (and, if not, how they can establish eligibility).

For instructions on how to apply for graduate study at Castleton, go to the program you are interested in pursuing and click on the link for "application information."

Admissions Status

Admission to the college for graduate study is "rolling," meaning that prospective students may apply at any time. (However, individual programs have their own deadlines for consideration in a particular semester, so applicants should check the program in which they want to enroll.)

Students will be notified of the status of their application throughout the process. The applicant will receive written notification of the admission decision, granting admission, denial of admission or wait listing. The option of provisional admission is possible for some applicants.

Credit for Co-Designated Courses

Graduate students may apply no more than nine credits from co-designated undergraduate/graduate courses toward a degree program. Performance-based courses and internships in which graduate and undergraduate students participate at different academic levels are exempt from this restriction.

Registration

All students need to register for classes during the advertised registration periods.

New graduate students will meet with a faculty advisor, discuss their program requirements, and register for their first semester courses.

Course listings can be found online. Students need to register for all courses at this time, including independent studies, field experiences, practicums, written examinations, and theses. Individualized courses also require forms that need to be completed and signed before registration. **Students need to register during the published registration period or risk courses being cancelled due to low enrollment.** Course cancellations may make it difficult to complete a program plan in a timely fashion.

Registration for graduate courses can be completed by mail, by FAX (802-468-5237), in person at the Student Services Center in Woodruff Hall, or on line via the college web portal.

Late Registration: A student may be able to register on or after the first day of classes with permission of the instructor and the payment of a late registration fee. Check the current Course Offerings Bulletin for late registration details.

Transfer of Courses

With the written permission of the registrar and the department chair in which their program is housed, students may count toward their degree up to 12 graduate credits earned from regionally or nationally accredited institutions that are not part of the Castleton graduate program in which they are enrolling (e.g. from a college or university in another state; from another Vermont college or university; from another Castleton program such as the Castleton Center for Schools). Official transcripts must be submitted to the registrar for evaluation and transfer of such graduate credits. Only courses completed within the previous five years for which the student received a grade of "B" (3.0) or better will be accepted for transfer. Pass/Fail courses and courses taken for credit/no credit are not acceptable.

With the approval of the department chair, registrar, and academic dean, students may request advance permission to take graduate courses at other institutions that will be applied to the requirements of their Castleton program. The

necessary permissions are indicated through signatures recorded on the Prior Approval of Graduate Course Transfer Form, which students must complete and submit to the registrar before enrolling in any outside-Castleton courses that they intend to transfer into their Castleton program.

Academic Policies

It is important that students familiarize themselves with the various academic policies of Castleton. A thorough knowledge of these policies will help students complete their academic experience with the greatest ease.

Academic Honesty

Castleton State College is a learning institution committed to the highest standards of scholarly conduct. The students, faculty, and administration make up a scholarly community whose integrity and success necessarily stem from a mutually agreed upon code of academic standards and principles that promote trust and honesty and prohibit the attempt to gain unfair academic advantage. Membership in the Castleton community means sharing responsibility for upholding and safeguarding these academic standards and principles. Any violation of academic honesty will be considered cheating and will be dealt with accordingly by the appropriate authorities.

Procedures: Castleton considers all cases of academic dishonesty serious and encourages all full- and part-time faculty to treat each case with the seriousness it deserves. The recommended course of action in those cases where academic dishonesty is suspected is listed below.

- A faculty member suspecting academic dishonesty should discuss the alleged infraction(s) with the student(s) involved and explain the grounds for concern.
- If after meeting with the student, the faculty member concludes that the college's academic honesty policy has been violated, the faculty member should notify the student in writing of the violation and the penalty which has been levied. Penalties for academic dishonesty levied by the instructor may range from failure on the assignment to failure for the course. (Although the faculty member has authority to issue failing grades without such notification, the establishment of a written record is the only acceptable means of determining whether a student is responsible for repeated misconduct.) In determining penalties, faculty may take into consideration whether or not a student either knowingly or unknowingly committed an infraction. College policy, however, makes *no distinction about whether or not plagiarism has occurred on the basis of a student's intention.*
- Instructors will notify the Dean of Students about all academic honesty infractions. Reports of academic dishonesty should be made using the "Academic Misconduct Referral Form," which can be downloaded from the college web site.
- If a student feels that the instructor's allegations or penalties are erroneous, then she/he must arrange to meet with the instructor to discuss and attempt to resolve the matter prior to appealing a decision. If a student/instructor conference fails to achieve adequate resolution, any penalty levied by the instructor may be appealed in writing to the Academic Dean or his or her designee within seven days from the date of the instructor's written notice of penalty. Should the instructor fail to give written notice, the student may appeal within seven days of learning of the penalty. In all cases of appeal, the decision of the Academic Dean or designee is final.
- The Dean of Students may, at his or her discretion, levy additional penalties up to and including dismissal from the college for serious or repeated violations. In cases where the Dean of Students concludes that an additional penalty may be necessary, the student will be notified within fifteen days of the receipt of the instructor's notice of imposition of a penalty that a further sanction is being contemplated. If the severity of the offense warrants, the Dean of Students may lodge a complaint against the student in accordance with the Due Process procedures.

Definitions of Infractions: The following list is intended to illustrate the types of behaviors that are considered academically dishonest at Castleton. It is only a partial list; other behaviors may, as well, violate the basic principles of academic honesty.

- A. Plagiarizing in any form. Plagiarism is stealing. Castleton State College defines plagiarism as the act of submitting someone else's work, words, or ideas (in part or in whole) as if they were one's own, without proper attribution of credit.
- Credit must be attributed to both print and online source materials, including books, periodicals, articles, video, music, and images. The Internet has become a powerful research tool, but students should note that its power also has a double effect: the Internet makes committing and detecting and proving plagiarism much easier.

Additionally, Castleton makes no distinction in the definition of plagiarism on the basis of a student's intent. Students are responsible for taking pains to familiarize themselves with the citation standards and practices in their respective disciplines and courses to avoid plagiarizing. A thorough overview of plagiarism, including many illustrations, can be found in *The Scott, Foresman Writer*, required in all sections of English Composition, which provides that information in a chapter on "Using Sources Responsibly."

Plagiarism includes, but is not limited to the following:

- *using a source's exact words without putting those words in quotation marks—this is plagiarism whether or not there is a note attributing the material to a source;*
 - *putting a source's exact words in quotes but failing to provide an endnote, footnote, parenthetical note, or other appropriate form of citation indicating the original source;*
 - *paraphrasing the words of a source but failing to provide an endnote, footnote, parenthetical note, or other appropriate form of citation indicating the original source;*
 - *splicing together exact phrasing and/or paraphrases from multiple sources but failing to give credit for each element borrowed ("patchwork" or "mosaic" plagiarism);*
 - *copying and pasting information from a website without correctly citing the Internet source from which the material was taken. The Internet is not public domain;*
 - *providing only a list of references without properly attributing specific credit for individual quotations or ideas in the body of the text;*
 - *creating a paraphrase that does not substantially reword the original text—for example, leaving long phrases of the original wording, substituting synonyms for key words but not rephrasing the material, or simply rearranging the original words;*
 - *receiving excessive critical input from others to the extent that the final text can no longer be viewed as the work primarily of the student submitting it.*
- B. Buying, copying/downloading from the Internet, or commissioning term papers, essays, or comparable documents and/or submitting the work of another (including the work of another student) as one's own.
- C. Submitting work that had previously been prepared for another course in fulfillment of the requirements of a subsequent course, except when the student has obtained the explicit prior permission of the current instructor to do so.
- D. Communicating during an examination session with the intent of supplying information to or receiving information from another student.
- E. Receiving aid in taking examinations through such means as crib sheets or supplementary notes (unless expressly permitted by the instructor); through looking at others' examinations and/or allowing others to look at yours; or through the use of electronic devices such as cell phones, calculators, portable hard drives, PDAs, mp3 players, etc.
- F. Soliciting, obtaining, or providing an examination or portions thereof either prior or subsequent to an examination session, except as authorized by the instructor.
- G. Substituting for another student at an examination session.
- H. Knowingly assisting any person committing an act of academic dishonesty.
- I. Altering, changing, or forging college academic records for either oneself or another.
- J. Infringing the rights of other students to fair and equal access to college library materials and other academic resources.
- K. Degrading, erasing, or in any way tampering with the computer assignments or computer files of others.

- L. Attempting to prevent other users from having access to the college's computers, computer terminals, or other resources, or degrading the performance of computer equipment.

Any student who is unsure whether a particular behavior is permissible under Castleton's academic honesty policy should consult either the instructor of the course for which the work is being done, the student's faculty advisor, or the Academic Dean.

Adding/Dropping Courses

Students may add and drop courses at the beginning of the semester by following the Registration guidelines found on the Castleton website. Since many graduate courses are not offered every semester it is imperative that students check with their advisors before making any schedule changes. Dropping courses could impact a student's ability to finish their program in a timely fashion. There will be no adjustment to the account for a student who drops a course after the drop deadline, and a grade of "W" will appear on the student's transcript. Drops may not be permitted after the 60% point in the course. Dropping courses could impact financial aid eligibility.

Advisors

All matriculated graduate students are assigned faculty advisors at the time of admission to the graduate program. These assignments are made on the basis of the student's major area of study. It is the graduate student's responsibility to contact the advisor on a regular basis to assure progress toward completion of a degree.

Attendance & Participation

Attendance and participation policies are established and published by the course instructor. Castleton does not make special arrangements for individual students in contradiction to the instructor's policies.

Course Enrollment Policies

Course Prerequisites

It is the student's responsibility to ensure that he/she meets the prerequisite(s) before enrolling in any course. The instructor or department chair has the authority to waive the prerequisite(s) and must sign the Registration or ADD/DROP form.

Exemption and Substitution

A student wishing to be exempted from certain academic requirements, or to make course substitutions within an academic program, must complete an Exemption/Substitution of Curriculum Requirement Form available at the Student Services Center. Students should not presume approval for exemptions or substitutions. These are granted only in unique circumstances. Students are encouraged to seek substitution approval, from the relevant department chair, prior to taking a course for that purpose.

Undergraduates Enrolling in Graduate Courses

Taking courses for undergraduate credit

An undergraduate student who has achieved senior standing and a cumulative grade-point average of 3.0 or higher may enroll in graduate-level courses for undergraduate credit with the approval of the instructor, the department chair, and the academic dean. Such courses may not be subsequently accepted for graduate credit.

Taking courses for graduate credit

An undergraduate student who has achieved senior standing (90 or more credits earned) and has a cumulative grade-point average of 3.0 or higher may enroll in graduate-level courses for graduate credit with the approval of the instructor, the department chair, and the academic dean. Such students must pay additional tuition to cover the difference between undergraduate and graduate rates, should the graduate rate be higher, and may not enroll in a combined total of more than fifteen credits. Completion of graduate courses as an undergraduate does not guarantee admission into a graduate program at Castleton.

Graduate courses taken for graduate credit by undergraduate students will be recorded on a post-baccalaureate transcript. Should such courses meet requirements for a Castleton graduate program into which a student is subsequently admitted, these courses will be accepted toward completion of the program.

Grading Policies

In the Castleton State College graduate programs, a grade of "A" indicates outstanding performance, a grade of "B" indicates good performance, and a grade of "C" indicates unsatisfactory performance. A grade of "C-" constitutes a failure and carries a point value of zero.

A graduate student must maintain an overall average of 3.0 in all graduate courses to continue in the graduate programs at Castleton. (At the discretion of the academic dean, a student may be permitted to continue for one semester, on probation, in order to raise the GPA above 3.0.) Any student in Education seeking initial licensure must achieve a grade of "B" or higher in all courses in the education program.

Grading Criteria

Grades are indicated by letters with a designated "quality point" value assigned to each as follows:

Grade	Point Value
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
below C	0.0

The following symbols are also used on grade reports but carry no point value and are not considered in calculating the semester or the cumulative GPA:

AU — Given when a student is permitted to attend class for audit purposes only. All students auditing graduate courses must have earned a bachelor's degree from an accredited institution and must register and pay tuition as well.

W — Given when a student has been permitted to withdraw from a course after the two-week "drop/add" period has passed.

I — Incomplete applies to work of acceptable quality in a course when the full requirements have not been completed because of illness or other serious reasons. It is not assigned unless a specific agreement to do so has been reached between instructor and student prior to the end of the semester. The instructor issuing the Incomplete, in consultation with the student, shall specify the length of time, usually not exceeding the end of the seventh week of the following semester, for which the Incomplete will stand. If the instructor has not changed the grade by the deadline the grade will be converted to a non-passing grade, or a default grade assigned by the instructor. An extension of the Incomplete deadline must be approved by the Academic Dean. The grade of "I" will not be used in calculating the GPA. It is the student's responsibility to see that replacement grades are reported to the Registrar prior to the deadline date.

NP — Used to signify that a student has failed an "ungraded" course. No course credit will be given.

P — Used to signify that a student has passed an "ungraded" course. It is assigned for any work that in the letter grade system would give course credit. Academic credits are used to record the completion of academic work. Generally speaking, students are expected to attend one hour of class each week in the semester for each credit they receive, as well as to complete extensive work outside of class.

Audited Courses

Courses in which space is available may be audited by students who do not wish to receive credit. In place of the grade, transcripts will show "AU." So that those wishing to take courses for credit may be given priority, students who wish to audit courses will be permitted to register only during the add period at the beginning of the semester. To audit courses, students must indicate their intentions on their registration cards or their DROP/ADD forms by designating "AU" as the grade option. All students auditing graduate courses must have earned a Bachelor's degree from an accredited institution. Students are charged for audited courses at half the tuition rate that applies to courses taken for credit. Lab fees if applicable will be charged.

Grade Appeals

Course grades assigned by instructors are normally final. However, a student who believes a serious grading error has occurred has several options. A student with a complaint about a grade should first speak with the instructor and explain why the student believes an adjustment is in order. If the student is not satisfied with the instructor's response, the student may speak with the chairperson of the department that offered the course, explain his/her point of view on the matter, and ask that the chairperson intervene on the student's behalf. Any student who continues to believe that a serious grading mistake remains uncorrected after these procedures has the right to appeal to the Academic Dean. Students must make such appeals in writing and explain why they believe they earned a grade higher than the one they were awarded. They should also include any evidence they have that supports their position. Absent clear and fully substantiated evidence of error or prejudice, the Academic Dean will not overturn the decision of a faculty member in regard to the assignment of grades.

Grade Change

Where it is justifiable and necessary, the faculty may change previously assigned grades by filing a Change of Grade form at the Student Services Center. For other than incomplete grades, this form will be forwarded by the Student Services Center to an Academic Dean for approval or disapproval.

Repeating a Course for Grade Improvement

Students may repeat a course for an improved grade by registering for the course again. The grade received for the repeated course will replace the earlier grade in calculating the GPA; the old grade will remain on the permanent record with a notation. A course previously taken for pass/no pass and failed may be retaken for either pass/no pass or a grade if it is a course that may be graded. A course previously taken for a grade may be repeated for a grade only; it may not be taken pass/no pass. Students should note that if they repeat courses they have already passed, they risk losing credit for any course they fail on their second attempt. A course may not be repeated after a degree has been granted on the basis of the successful completion of the course. With the exception of courses specifically designated repeatable, credits for the course taken more than once are only counted once.

Probation and Dismissal

Graduate students whose cumulative grade point average is less than 3.0 will be placed on probation or dismissed from the college.

Probation alerts students to the fact that their academic performance to date has been substandard and informs them that continued poor performance may result in their dismissal. The Academic Dean may set other parameters regarding academic probation and extra-curricular eligibility.

At the discretion of the department overseeing a graduate assistant's employment, probation may jeopardize the assistant's continued employment and/or institutional aid. Should continued unsatisfactory performance result in a graduate assistant's dismissal for academic reasons, both the assistant's employment and institutional aid will be terminated.

Dismissal from the college for unsatisfactory academic performance may occur whenever a student fails to achieve the minimum cumulative GPA required of graduate students—and will occur when such performance is deemed chronic (i.e. continues for more than one term). A dismissed student may not enroll in any graduate courses offered by the college until after at least one semester of the regular academic year has passed. Following this required period, dismissed students may seek, but are not guaranteed, readmission. Decisions involving dismissal for unsatisfactory performance may be appealed to the academic dean.

A student may be dismissed from a particular graduate program for not meeting its academic standards, even if the student's cumulative GPA does not fall below the minimum required by the college. In such cases, the student may continue to take graduate courses on a non-matriculated basis and may apply for, but is not guaranteed, admission into a different graduate program.

Independent Study

With the written permission of the proposed instructor, the department chair in which a student's program is housed, and the academic dean, appropriate independent studies may be substituted for course requirements that are designed for the classroom setting in either face-to-face or virtual formats. No student may substitute more than six credits of such independent study toward completion of a Castleton graduate degree. Under no circumstances may a student substitute an independent study for the residency requirement of a program that utilizes a low-residency/online curricular model.

Internships and other field experiences

50 hours = 1 credit

Matriculated Students

A matriculated graduate student is one who has been officially accepted into a graduate program at Castleton. Matriculated students have the advantages of a faculty advisor, opportunity to work directly with faculty, and a program organized to meet their needs. Students who intend to receive a degree must be matriculated and should pursue admittance (and thus matriculation) as soon as possible since only a limited number of credits can be transferred from Castleton or other colleges into a graduate degree program at Castleton. All graduate students, matriculated or non-matriculated, are expected to comply with the policies and procedures of Castleton as identified in this publication and the Student Handbook.

Full-time and Part-time Status

A matriculated graduate student enrolled in 9-12 credits per semester has full-time status. Students enrolled for fewer than 9 credits are considered to be studying part-time. For information on tuition rates and fees, [click here](#).

Program Completion

The graduate program, including all courses and exit requirements, must be completed within five years of the initial course taken as a matriculated graduate student.

The final responsibility for fulfilling the requirements for any degree granted by Castleton rests with the student. To assist students and their advisors, the Registrar's Office will prepare a degree audit for each student during the semester immediately after he/she submits an Application for Degree. Students should review their degree audits with their academic advisors and report any discrepancies to the Registrar's Office.

Application for Degree

The student must complete and submit an Application for Degree to the Registrar's Office no later than the end of the Add/Drop period in their final semester.

The final responsibility for fulfilling the requirements for any degree granted by Castleton State College rests with the student. To assist students and their advisors, the Registrar's Office will prepare a degree audit during the semester immediately after the student submits an Application for Degree.

Commencement

Graduate students are encouraged to join Commencement activities in May. Academic robes and hoods are required for participation.

Student Records Review & Release (FERPA)

In conformance with the Family Educational Rights and Privacy Act of 1974, as amended, Castleton State College provides students the right to inspect and review their educational records and to challenge the contents of these records to ensure that such records are not inaccurate, misleading, or in violation of the student's privacy or other rights.

In addition, Castleton will not release personally identifiable records of students to any individual agency or organization without the prior written consent of the student, except as provided by the law. The college has a policy of disclosing educational records to Castleton and VSC officials with a legitimate educational interest without prior consent. The VSC has defined directory information as the following: name, home and college address, telephone listing, email address, date of birth, major, enrollment status (full-time or part-time), enrollment level (undergraduate or graduate), dates of attendance, degrees and awards received, weight and height of athletic team members, photographs, most recent and previous educational institutions attended, and participation in officially recognized sports and

activities. Castleton will maintain this information and it will be available, at the discretion of College officials, unless the student notifies the College in writing that none of the directory information should be released. Students who wish to restrict access to directory information may do so by completing a Request to Withhold Directory Information form at the Registrar's office. Upon receipt of this form, the VSC shall release no directory information to any third party without prior student consent except as may be otherwise permitted by law.

Castleton College may forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer or to the student's dual enrollment.

A complete statement of Castleton policy regarding the Family Educational Rights and Privacy Act is available from the Registrar or on-line at http://www.castleton.edu/servicecenter/ferpa_summary.pdf

Withdrawing from the College

Students are expected to be enrolled for one or more courses, or on an official leave of absence, every academic semester from the time of matriculation to the completing of degree requirements.

Leave of Absence

Any student may request a Leave of Absence prior to the start of classes for one or two consecutive semesters. In special circumstances the Leave of Absence may be extended beyond the approved period; an academic dean must approve the extension. A leave of absence does not change the five-year program completion requirement.

To request a Leave of Absence, students should complete an interview at the Associate Academic Dean's Office in Woodruff Hall and then complete a Student Exit Information Form and Student Exit Survey. The leave is not official until the Student Exit Information Form and Student Exit Survey are received and the Academic Dean issues written approval.

A student approved for a Leave of Absence is considered no longer enrolled for federal financial aid purposes. Financial aid recipients considering taking a Leave of Absence should contact the Financial Aid Office to determine the impact of such action on their eligibility for financial aid.

Resignation

A student who wishes to resign from the college is required to complete a Student Exit Information Form and Student Exit Survey in the Associate Academic Dean's Office in Woodruff Hall. No resignation is official until the Student Exit Information Form and Student Exit Survey are received and acknowledged. Resident students must also notify their Residence Director of their intention to leave the college.

Grades of "W" will be issued for course withdrawals resulting from resignations received during the first nine weeks of the semester. Resignations after the first nine weeks will normally result in the assignment of the earned grades. Students forced to resign due to circumstances beyond their control may petition the Academic Dean for an exception to this policy. Ceasing to attend classes does not constitute the dropping of classes or resignation from Castleton.

All students considering resigning must meet with Student Services Center to determine the impact on their student tuition account. Once 60% of the semester has passed, there will be no billing adjustments.

The college, with proper documentation, reserves the right to administratively withdraw a student from class and end their program. When a student's physical or mental condition requires services beyond the reasonable scope of the college's capabilities, or when a student's physical condition is deemed by the Dean of Students to present a serious threat to the welfare of the student and/or members of the college community, the student may be required to withdraw,

pending resolution of his or her condition. The Dean of Students will act on the basis of reliable information obtained from appropriate professional services.

Tuition and Fees

Students are responsible for familiarizing themselves with the definition of residency, fee descriptions, payments and refund policies that are detailed in this catalog.

Annual Tuition

Graduate tuition and fees depend upon the number of credits for which a student wishes to enroll:

- Students taking a load of 1-8 credits pay a per-credit rate.
- Those enrolled in 9-12 credits pay a flat, full-time rate.
- No student may enroll for more than 12 graduate credits in a given term without the written permission of both the department chair in which the program is housed and the academic dean. An individual who is permitted to take 13-15 credits must pay a per-credit overload fee.
- Under no circumstances may a student enroll in more than 15 graduate credits in a given term.

Tuition charges are set each year by the Vermont State Colleges Board of Trustees. **For information on current tuition rates and fees, click here.**

Bills and Fees

Castleton does not send out paper bills. You can view your bill online by logging into the Portal/Web Services.

Late Fees

Castleton reserves the right to void all registrations for which satisfactory financial arrangements are not made or honored. All past due balances may be subject to late fees if not paid by the due date. Any balance not paid may also be subject to collection costs, including attorney's fees, and other costs and charges necessary for the collection of the account.

Late fees may be assessed on any student account over \$200 if not paid by the due date. The following are established rates that will be charged on a monthly basis until the end of the semester:

- balances from \$200 to \$2,000 will be charged \$50 monthly
- balances from \$2,001 to \$5,000 will be charged \$100 monthly
- balances from \$5,001 and up will be charged \$200 monthly

Add/Drop Fees

An Add/Drop Fee is assessed after the first two weeks of classes to those students who change their schedule. A fee will be assessed for each class adjustment.

If a class is dropped after the first two weeks of classes, there will be no adjustment to the tuition account. If classes are added, the tuition account will be adjusted accordingly.

Financial Aid

Students applying for federal financial aid must complete the Free Application for Federal Student Aid (FAFSA) each year. You may apply on-line at www.fafsa.ed.gov. The Castleton College Title IV code is 003683. Matriculated

graduate students who are enrolled at least half-time (four credits during a regular semester or summer period) are eligible to apply for assistance through the Federal Perkins Loan, the Federal Direct Loan (Subsidized/Unsubsidized) and the Federal Work Study programs. You are encouraged to apply as early as possible. We will consider anyone who applies by April 1st to be an on-time applicant. This deadline applies only to the Federal Perkins Loan program. Should you have questions about the financial aid application process please contact Student Services at 802.468.6070 or email them at studentservices@castleton.edu.

Health Insurance

Health and accident insurance is mandatory for all matriculated full-time students (9 or more credits) not otherwise covered under a comparable plan. Students may be exempted from paying the insurance fee by submitting a selection form to the Student Services Center with the coverage plan and policy number. Deadlines for form submittal are, for the Fall: September 15, and for the Spring only semester: January 31. Insurance brochures and information are available in the Student Services Center.

In-State Residency Policy

Purpose: The Vermont State Colleges charges different tuition rates to in- and out-of-state students. Therefore, criteria to determine in-state residency are required. The following requirements must be met by a student prior to being granted resident status for the purpose of admission, tuition and other VSC charges:

1. The applicant shall be domiciled in Vermont, said domicile having been continuous for one year immediately prior to the date of application unless the student has been in the Armed Services, Peace Corps, or other recognized national service organization, and has retained Vermont as his/her permanent address during the period of absence, and has returned to Vermont immediately following discharge from these services. Changes in residency status shall become effective for the semester following the date of reclassification. Domicile shall mean a person's true fixed and permanent home, to which he/she intends to return when absent. A residence established for the purpose of attending an educational institution or qualifying for resident status for tuition purposes shall not of itself constitute domicile. Domicile shall not be dependent upon the applicant's marital status.
2. The applicant must demonstrate such attachment to the community as would be typical of a permanent resident of his or her age and education.
3. Receipt of significant financial support from the applicant's family will create a reputable presumption that the applicant's domicile is with his or her family.
4. An applicant becoming a student at an institution of higher learning in Vermont within one year of first moving to the state shall have created a reputable presumption of residence in Vermont for the purpose of attending an educational institution.
5. A student who is eligible for tuition purposes to enroll as a resident student in another state shall not be enrolled as a —Vermont Resident.
6. A student enrolling at the Vermont State Colleges shall be classified by the College's Director of Admissions as a resident or a non-resident for tuition purposes. The decision by the officer shall be based upon information furnished by the student and other relevant information. The officer is authorized to require such written documents, affidavits, verifications or other evidence as he/she deems necessary.
7. The burden of proof shall, in all cases, rest upon the student claiming to be a Vermont resident.
8. A student with resident status will lose that status if he/she, at any time, fails to meet the above requirements. In this event, resident tuition and other charges shall continue in effect only until the end of the academic year.
9. The decision of the College's Director of Admissions on the classification of a student as a resident or non-resident may be appealed in writing to the Dean of Administration. Further appeal of a student's residency classification may be made in writing to the Office of the Chancellor. The decision of the Office of the Chancellor shall be final.

Note: **Teachers or principals who reside in another state** but are employed in a Vermont school system are entitled to Vermont resident tuition rates. Please contact Student Services to request the necessary form.

International Students

We welcome international students on our campus. International students must give evidence of levels of formal preparation equivalent to those already described. Proficiency in English at a level appropriate for graduate coursework and research is required. Those who are not native speakers of English must submit results of the Test of English as a Foreign Language (TOEFL) unless they have completed undergraduate degrees in the United States.

Before we can process an application for admission we must have assurance that the personal needs of that student will be met as well as the financial obligations to the institution of approximately \$30,000 a year.

- Students must provide a financial statement demonstrating their ability to finance their total cost of attendance. (all funds must be in U.S. dollars)
- IELTS/TOEFL is required if English is not your first language. This can be taken in place of SAT/ACT
- All documents must be in English
- All foreign transcripts must be evaluated by an accredited service

The international student policy regarding financial arrangements does not apply to Canadian citizens.

Tuition Payments by School Districts

If a school district is covering the cost of a student's tuition, or tuition and fees, a purchase order signed by the school district and the student must be presented to the Student Services Center at the time of registration.

Veterans: Enrollment Certification

In order to receive benefits, a veteran must be admitted to a degree program. Veterans wishing to have enrollment certification completed and transmitted to the Veterans Administration must contact the Registrar's Office at the beginning of each semester.

Academic Departments

Business Administration

Master's degrees

Accounting (MSA)

Castleton State College's Master of Science in Accounting (MSA) is designed to provide advanced preparation for high level careers in public, private and governmental accounting. The program also assists graduates in meeting the requirements for CPA licensure in Vermont. (As licensure requirements vary by state, students should review the specific requirements for initial licensure for states other than Vermont.) The MSA program, combined with appropriate undergraduate coursework, conforms to the 150 credit hour educational requirements for CPA license mobility put forth by the National Association of State Boards of Accountancy (NASBA) and the AICPA in the uniform Accountancy Act (UUA).

The program also helps students prepare for other professional certifications such as Certified Management Accountant (CMA), Certified Fraud Examiner (CFE), or Certified Internal Auditor (CIA).

The Master of Science in Accounting focuses on the study of four major areas:

- Financial accounting and auditing, including forensics
- Professional standards and ethics
- Management accounting and Finance
- Taxation

The ability to conduct research in taxation, accounting and auditing is emphasized throughout the program.

Graduates of the MSA program will have acquired:

- Technical competency and professional knowledge in advanced accounting theory, auditing and taxation.
- Critical thinking skills including the ability to gather, evaluate, analyze and apply relevant information to complex accounting-related issues and communicate the results effectively.
- The ability to work effectively in teams and communicate with others in solving complex problems.
- An understanding of appropriate professional conduct and ethical behavior.

-Click [here](#) for application information-

Prerequisites

Prerequisites for admission to the MSA program are based on the background and previous training of the student. Students who have earned a Bachelor of Science in Business Administration with a Concentration in Accounting from Castleton State College are likely to have completed all prerequisites. All students must be proficient with spreadsheet and word processing programs as well as use of the internet. The following courses (or their equivalent knowledge base) are required for full admission to the MSA program. The Castleton State College equivalent undergraduate course numbers are given in parentheses.

Accounting Courses

- Financial Accounting (ACC 2101)
- Accounting for Management Decisions (ACC 3010)
- Individual Taxation (ACC 4041)
- Auditing (ACC 4050)
- At least nine credits of Intermediate or Advanced Level Accounting (ACC 3211, ACC 3212 & ACC 4213)

Business Courses

- Organizational Behavior or Principles of Management (BUS 3250 or BUS 2020)
- Principles of Marketing (BUS 2230)
- Principles of Finance (BUS 3230)
- Micro or Macro Economics (ECO 2040 or ECO 2050)
- Business Law (BUS 3131)
- At least six credits in Calculus, Statistics, Quantitative Business Decisions or Operations Management (MAT 1531, MAT 2021, BUS 4131, or BUS 4110)

Additional Information

Applicants who have not completed the required undergraduate prerequisites may do so at Castleton. In order to take the necessary courses, students can choose one of the following methods:

- Apply to the MSA program to receive provisional acceptance based upon the completion of the prerequisites. You may then register for courses as a provisional MSA student.
- Register as an undergraduate non-degree student.
- Matriculate as an undergraduate student to complete the undergraduate requirements. It may be possible for you to register for any graduate courses for which you have the required prerequisites while you are completing the undergraduate courses.

We encourage students interested in the MSA program to discuss with an Accounting faculty member which of the three options would be most advantageous for them.

Admission

Admission to the Master of Science in Accounting program is based on a combination of the applicant's personal statement, resume, Graduate Management Admissions Test (GMAT) scores, undergraduate cumulative grade point average and letters of reference. Students must have or be near completion of a bachelor's degree from an accredited college or university and the GMAT must have been taken within the last five years.

Standards for admission are as follows:

- At least a 3.0 cumulative undergraduate GPA
- A score in at least the fiftieth percentile on the GMAT*
- The completion of the program prerequisites.

*Castleton State College business alumni who have achieved a cumulative GPA of 3.0 and have received an average grade of B or higher in undergraduate accounting coursework are not required to take the GMAT for admittance. Students who do not meet the above requirements may apply for provisional admittance. If accepted provisionally, students may complete up to ten graduate level credits during the probationary period. A student who has successfully completed nine credits with a minimum GPA of 3.0 may be considered for regular admission. Students who do not earn the minimum GPA will be dismissed.

Because class size is restricted, students are encouraged to apply early for acceptance into the program. An application for admission can be found here: <http://www.castleton.edu/accounting%20application.pdf>

Course Work

To graduate with a Master of Science in Accounting, a student must maintain a 3.0 grade point (B) average and complete the following courses:

- ACC 5010 - Case Studies in Financial Management **3 cr**
- ACC 5020 - Taxation of Business Entities **4 cr**
- ACC 5030 - Governmental and Not-For-Profit Accounting **3 cr**
- ACC 5050 - Advanced Auditing and Professional Ethics **3 cr**
- ACC 5210 - Strategic Cost Management **3 cr**
- ACC 5220 - Accounting for Mergers and Acquisitions **3 cr**
- ACC 5230 - Fraud and Forensic Accounting **4 cr**
- ACC 5610 - Topics in Advanced Accounting **3 cr**
- ACC 5620 - Accounting Research Seminar **4 cr**

Credits required: 30 cr

An MSA student will be placed on academic probation if GPA in any semester falls below 3.0. If placed on probation, the student must raise the cumulative GPA to 3.0 or above in the next semester in which the student registers for classes. Failure to bring the GPA to 3.0 or higher in the next enrolled academic semester will cause the student to be dismissed from the program

Education

Welcome to the Education Department at Castleton!

Director of Education: Dr. Ric Reardon

Department Chair: Dr. Anne Slonaker

The purpose of the Education Department's instructional programs is to prepare graduate students to engage in the analysis and integration of educational theory, research, and practice for an increasingly diverse society. The department's primary intellectual and practical focus is on fostering equitable and effective schooling for all students. In working toward this goal, the department seeks to understand the profound issues involved in transforming public education so that it better meets the needs of students from various linguistic, ethnic, racial, and class backgrounds.

We are a small department with the large agenda of developing educational leaders and pursuing educational research that will affect the future of teaching and learning both inside and outside of schools. Our commitment lies in three essential and interrelated domains: 1) school, families, and communities; 2) teacher education and development; and 3) educational leadership. Undergirding them all is a focus on the socio-cultural context in which learning and teaching takes place and an understanding of the power of language and literacy in both formal and informal educational settings.

With a reputation for producing scholarship that transforms the nature and the content of education in ways that leads to positive changes in society, Castleton's faculty members support our student-scholars with pedagogy and curricula that respect diversity, value interdisciplinary collaboration, and engage new technology.

We are proud of our graduate programs, which now include master's degrees in Curriculum and Instruction, Special Education, and Mathematics Education (with new Educational Leadership, post baccalaureate, and literacy/reading programs in the planning stages). We constantly revise our programs in light of both new knowledge and new insights into the struggles faced by teachers and administrators in today's schools.

Because Castleton is a small college, all of our programs take a personal approach to providing the highest quality education for our students. Our classes are small; faculty and scholar-practitioners work side-by-side; and we take pride in knowing the personal and professional needs of each one of our students.

Diverse Interests

Faculty in the Education Department have a broad set of interests. They consistently examine best practices in teacher learning and professional development, literacy and English, science education, social studies, English language learners and immigrants, special education, mathematics, and foundational issues like philosophy, history and sociology. They ask questions about curriculum, instruction, teaching, learning, schooling, educational reform, and policy. Approaches to scholarship are equally diverse, and faculty use a wide range of methods to interrogate these important social and education issues.

Historical Excellence

Castleton College has been a leader in Vermont since 1787! Although so much has changed in its nearly 230 years, Castleton retains its historic commitment to students and to Vermont. Our faculty members are expected to be good teachers and good ambassadors to the greater community, and we believe that these two activities are mutually

reinforcing. As a liaison to the greater education community, our faculty learn to look for evidence in practice for what we believe is true in theory. This means that we are constantly asking questions and revising our thinking. As teachers, we search for ways to get our students excited and interested in ideas and inquiry. We continually strive to communicate more clearly, listen to alternative perspectives, and see things in a new light. The kinds of people who thrive in this environment—faculty and scholar-practitioners alike—are interested and interesting; they are excited about new challenges and they are ready to do what it takes to help improve education for all children here in Vermont and beyond.

Collaboration

Another foundational aspect of the Education Department is our commitment to collaboration. This is particularly evident in our undergraduate courses in education, all of which are co-planned, co-taught, and co-evaluated through a true team-teaching model. In addition, faculty and scholar practitioners in our graduate programs work side by side. We value and seek out feedback and assistance from our colleagues who work in Vermont's schools through feedback provided by our Teacher Education Advisory Council and through our consistent presence in many schools in our region, and we believe that our work and programs are stronger because we work as a collective.

Becoming a part of it

We invite you to explore our website to learn more about our distinctive programs. We also look forward to interacting with you directly as you seek to learn more about our programs and services. If your interests are in education research, improving your skills as an educator, or influencing education policy-making at the local, state, or national level, come join us in our work. We are always interested in new ideas, new approaches, and new ways to help teachers teach well and students learn better.

Master's degrees

Education: Curriculum & Instruction (MA.Ed)

The Master of Arts in Education with an emphasis on Curriculum and Instruction is a course of study designed for educators who wish to strengthen their understanding of curriculum theory, integrated curricula, the role of technology in curriculum, curricula and global issues, and the ways in which action research can be used to shape more effective curriculum. This degree is intended for candidates who already have initial licensure. Candidates who are not planning to obtain a teaching license may also obtain this degree.

-Click [here](#) for application information-

Candidates for the Master of Arts in Education: Curriculum & Instruction are required to take the following combination of required courses and electives:

Required Courses:

- EDU 6550 - Foundations and Current Issues In Education **3 cr**
- EDU 6560 - Curriculum Development **3 cr**
- EDU 6920 - Educational Research **3 cr**
- EDU 6740 - Graduate Seminar **3 cr** (note that EDU 6920 must be taken before EDU 6740)
- EDU 7960 - Master's Thesis **3-6 cr**

Electives

Additionally, the candidate chooses a combination of 18-21 credits of electives in education and the liberal arts relevant to their educational interests.

Minimum credits required for the degree: 36

Within the first 12 credits of the MA.Ed Curriculum and Instruction program, each student is required to take EDU 6550 - Foundations and Current Issues In Education.

EDU 6740 - Graduate Seminar may be taken only after completing a minimum of 28 credits (including EDU 6920), usually during the penultimate semester.

All MAE candidates must write either a 3-credit or a 6-credit thesis. A thesis proposal must be completed and approved by the Director of Education prior to the semester in which the research begins. Graduate students must formally register for the thesis (EDU 7960) according to the published registration deadlines in the same manner as required for any regular course.

Education: Special Education (non-licensure) (MA.Ed)

The Master of Arts in Education with an emphasis on Special Education is a course of study designed for educators who wish to strengthen their understanding of special education best practice.

-Click [here](#) for application information-

Option 1: Vermont Higher Education Collaborative (VTHEC) Licensure Courses

Castleton currently has a memorandum of understanding with the Vermont Higher Education Collaborative (VTHEC). Students complete the first 18 credits in special education through the Higher Education Collaborative Program and then submit those courses to the Vermont Licensure Board for their special education endorsement through the transcript/academic review process. Students can then come to Castleton where those 18 credits are accepted and blended into a Master's Degree in Special Education.

-Complete 18 credits in special education with the VTHEC

-Complete 18 credits at CSC

- EDU 6550 - Foundations and Current Issues In Education 3 cr
- EDU 6920 - Educational Research 3 cr
- EDU 6740 - Graduate Seminar 3 cr
- EDU 7960 - Master's Thesis 3-6 cr
- EDU XXXX Elective Course(s) 3 or 6 cr

Total credits required: 36 cr

Option 2: Castleton Program with Core and Special Education Courses

Castleton offers graduate courses in special education that, once completed, can be submitted to the Vermont Licensure Board for the special education endorsement through the transcript/academic review process. Students complete a 36-credit program that includes both core courses and special education courses designed to address the knowledge and performance standards of the special education endorsement.

-Complete these Special Education courses:

- EDU 5150 - Survey of Exceptional Children and Young Adults **3 cr**
- EDU 5155 - Curriculum in Special Education **3 cr**
- EDU 5225 - Learning and Attention Difficulties: High Incidence Challenges **3 cr**
- EDU 6220 - Special Education and the Law **3 cr**
- EDU 6331 - Assessment for Instructional Planning in Special Education **3 cr**
- EDU 6463 - Collaboration in Special Education **3 cr**
- EDU 6468 - Cognitive and Emotional Challenges: Low Incidence Disabilities **3**
- EDU 6880 - Graduate Practicum **1-9 cr**

-Complete these core courses:

- EDU 6550 - Foundations and Current Issues In Education **3 cr**
- EDU 6920 - Educational Research **3 cr**
- EDU 6740 - Graduate Seminar **3 cr**
- EDU 7960 - Master's Thesis **3-6 cr**

Total credits required: 34-45 cr

Music

For information about the Music Department, please [click here](#).

Theater Arts

Graduate Programs

Master's degrees

Accounting (MSA)

Castleton State College's Master of Science in Accounting (MSA) is designed to provide advanced preparation for high level careers in public, private and governmental accounting. The program also assists graduates in meeting the requirements for CPA licensure in Vermont. (As licensure requirements vary by state, students should review the specific requirements for initial licensure for states other than Vermont.) The MSA program, combined with

appropriate undergraduate coursework, conforms to the 150 credit hour educational requirements for CPA license mobility put forth by the National Association of State Boards of Accountancy (NASBA) and the AICPA in the uniform Accountancy Act (UUA).

The program also helps students prepare for other professional certifications such as Certified Management Accountant (CMA), Certified Fraud Examiner (CFE), or Certified Internal Auditor (CIA).

The Master of Science in Accounting focuses on the study of four major areas:

- Financial accounting and auditing, including forensics
- Professional standards and ethics
- Management accounting and Finance
- Taxation

The ability to conduct research in taxation, accounting and auditing is emphasized throughout the program.

Graduates of the MSA program will have acquired:

- Technical competency and professional knowledge in advanced accounting theory, auditing and taxation.
- Critical thinking skills including the ability to gather, evaluate, analyze and apply relevant information to complex accounting-related issues and communicate the results effectively.
- The ability to work effectively in teams and communicate with others in solving complex problems.
- An understanding of appropriate professional conduct and ethical behavior.

-Click [here](#) for application information-

Prerequisites

Prerequisites for admission to the MSA program are based on the background and previous training of the student. Students who have earned a Bachelor of Science in Business Administration with a Concentration in Accounting from Castleton State College are likely to have completed all prerequisites. All students must be proficient with spreadsheet and word processing programs as well as use of the internet. The following courses (or their equivalent knowledge base) are required for full admission to the MSA program. The Castleton State College equivalent undergraduate course numbers are given in parentheses.

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- Individual Taxation (ACC 4041)
- Auditing (ACC 4050)
- At least nine credits of Intermediate or Advanced Level Accounting (ACC 3211, ACC 3212 & ACC 4213)

Business Courses

- Organizational Behavior or Principles of Management (BUS 3250 or BUS 2020)
- Principles of Marketing (BUS 2230)
- Principles of Finance (BUS 3230)
- Micro or Macro Economics (ECO 2040 or ECO 2050)

- Business Law (BUS 3131)
- At least six credits in Calculus, Statistics, Quantitative Business Decisions or Operations Management (MAT 1531, MAT 2021, BUS 4131, or BUS 4110)

Additional Information

Applicants who have not completed the required undergraduate prerequisites may do so at Castleton. In order to take the necessary courses, students can choose one of the following methods:

- Apply to the MSA program to receive provisional acceptance based upon the completion of the prerequisites. You may then register for courses as a provisional MSA student.
- Register as an undergraduate non-degree student.
- Matriculate as an undergraduate student to complete the undergraduate requirements. It may be possible for you to register for any graduate courses for which you have the required prerequisites while you are completing the undergraduate courses.

We encourage students interested in the MSA program to discuss with an Accounting faculty member which of the three options would be most advantageous for them.

Admission

Admission to the Master of Science in Accounting program is based on a combination of the applicant's personal statement, resume, Graduate Management Admissions Test (GMAT) scores, undergraduate cumulative grade point average and letters of reference. Students must have or be near completion of a bachelor's degree from an accredited college or university and the GMAT must have been taken within the last five years.

Standards for admission are as follows:

- At least a 3.0 cumulative undergraduate GPA
- A score in at least the fiftieth percentile on the GMAT*
- The completion of the program prerequisites.

*Castleton State College business alumni who have achieved a cumulative GPA of 3.0 and have received an average grade of B or higher in undergraduate accounting coursework are not required to take the GMAT for admittance. Students who do not meet the above requirements may apply for provisional admittance. If accepted provisionally, students may complete up to ten graduate level credits during the probationary period. A student who has successfully completed nine credits with a minimum GPA of 3.0 may be considered for regular admission. Students who do not earn the minimum GPA will be dismissed.

Because class size is restricted, students are encouraged to apply early for acceptance into the program. An application for admission can be found here: <http://www.castleton.edu/accounting%20application.pdf>

Course Work

To graduate with a Master of Science in Accounting, a student must maintain a 3.0 grade point (B) average and complete the following courses:

- ACC 5010 - Case Studies in Financial Management **3 cr**
- ACC 5020 - Taxation of Business Entities **4 cr**
- ACC 5030 - Governmental and Not-For-Profit Accounting **3 cr**
- ACC 5050 - Advanced Auditing and Professional Ethics **3 c**
- ACC 5210 - Strategic Cost Management **3 cr**

- ACC 5220 - Accounting for Mergers and Acquisitions 3 cr
- ACC 5230 - Fraud and Forensic Accounting 4 cr
- ACC 5610 - Topics in Advanced Accounting 3 cr
- ACC 5620 - Accounting Research Seminar 4 cr

Credits required: 30 cr

An MSA student will be placed on academic probation if GPA in any semester falls below 3.0. If placed on probation, the student must raise the cumulative GPA to 3.0 or above in the next semester in which the student registers for classes. Failure to bring the GPA to 3.0 or higher in the next enrolled academic semester will cause the student to be dismissed from the program

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-Click [here](#) for application information-

Candidates for the Master of Arts in Education: Curriculum & Instruction are required to take the following combination of required courses and electives:

Required Courses:

- EDU 6550 - Foundations and Current Issues In Education 3 cr
- EDU 6560 - Curriculum Development 3 cr
- EDU 6920 - Educational Research 3 cr
- EDU 6740 - Graduate Seminar 3 cr (note that EDU 6920 must be taken before EDU 6740)
- EDU 7960 - Master's Thesis 3-6 cr

Electives

Additionally, the candidate chooses a combination of 18-21 credits of electives in education and the liberal arts relevant to their educational interests.

Minimum credits required for the degree: 36

Within the first 12 credits of the MA.Ed Curriculum and Instruction program, each student is required to take EDU 6550 - Foundations and Current Issues In Education.

EDU 6740 - Graduate Seminar may be taken only after completing a minimum of 28 credits (including EDU 6920), usually during the penultimate semester.

All MAE candidates must write either a 3-credit or a 6-credit thesis. A thesis proposal must be completed and approved by the Director of Education prior to the semester in which the research begins. Graduate students must formally

register for the thesis (EDU 7960) according to the published registration deadlines in the same manner as required for any regular course.

Education: Special Education (non-licensure) (MA.Ed)

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-Complete 18 credits at CSC

- EDU 6550 - Foundations and Current Issues In Education **3 cr**
- EDU 6920 - Educational Research **3 cr**
- EDU 6740 - Graduate Seminar **3 cr**
- EDU 7960 - Master's Thesis **3-6 cr**
- EDU XXXX Elective Course(s) **3 or 6 cr**

Total credits required: 36 cr

Option 2: Castleton Program with Core and Special Education Courses

Castleton offers graduate courses in special education that, once completed, can be submitted to the Vermont Licensure Board for the special education endorsement through the transcript/academic review process. Students complete a 36-credit program that includes both core courses and special education courses designed to address the knowledge and performance standards of the special education endorsement.

-Complete these Special Education courses:

- EDU 5150 - Survey of Exceptional Children and Young Adults **3 cr**
- EDU 5155 - Curriculum in Special Education **3 cr**
- EDU 5225 - Learning and Attention Difficulties: High Incidence Challenges **3 cr**

- EDU 6220 - Special Education and the Law 3 cr
- EDU 6331 - Assessment for Instructional Planning in Special Education 3 cr
- EDU 6463 - Collaboration in Special Education 3 cr
- EDU 6468 - Cognitive and Emotional Challenges: Low Incidence Disabilities 3
- EDU 6880 - Graduate Practicum 1-9 cr

-Complete these core courses:

- EDU 6550 - Foundations and Current Issues In Education 3 cr
- EDU 6920 - Educational Research 3 cr
- EDU 6740 - Graduate Seminar 3 cr
- EDU 7960 - Master's Thesis 3-6 cr

Total credits required: 34-45 cr

Course Descriptions

Accounting

ACC 5010 - Case Studies in Financial Management

3 cr This course will use the case study method to examine the major decision-making areas of managerial finance and selected topics in financial theory. Topics will include the economic impact of capital budgeting decisions, decision making under uncertainty, the cost of capital, derivatives, arbitrage, the pricing of selected financial instruments, working capital management, and dividend policy.

Prerequisite: BUS 3230, ACC 3010.

Fall

ACC 5020 - Taxation of Business Entities

4 cr This course examines the tax issues involving partnerships and corporations including but not limited to formation, annual reporting requirements, distribution, redemptions, and liquidations. Tax research and tax return preparation will be required.

Prerequisite: ACC 4041.

Fall

ACC 5030 - Governmental and Not-For-Profit Accounting

3 cr This course will focus on generally accepted accounting principles specific to state and local governments as well as non-governmental not-for-profit organizations. Emphasis will be placed on the sources of governmental accounting standards, fund and government-wide reporting, fund accounting and budgetary concepts, sources of not-for-profit accounting standards, and types of not-for-profit organizations. Students will be required to perform accounting research, utilize Excel as a problem-solving tool, and Word as a communication tool.

Prerequisite: ACC 4213

Fall.

ACC 5050 - Advanced Auditing and Professional Ethics

3 c This course expands on the technical knowledge and skills developed in ACC 4050 – Auditing and Assurance Services. The course also examines auditing theory and research, and their relevance to audit practice. Developments in issues of vital concern to the audit profession will be discussed. These include the audit expectation gap, the auditor’s legal liability, professional standards, ethics and corporate governance. Case studies are used for research and instructional purposes.

Prerequisite: ACC 4050.

Fall

ACC 5210 - Strategic Cost Management

3 cr This course focuses on the use of the firm’s internal accounting information systems in decision-making, planning and control, and performance evaluation. The course goals are to develop an understanding of the application of strategic cost management principles for business and not-for-profit organizations, and to provide an opportunity to develop skills in applying these principles through problems and cases. Students learn to apply a variety of decision models to areas of cost estimation, pricing and product mix decisions, activity-based costing, measuring opportunity costs for decision-making and transfer pricing. The course emphasizes a cross functional perspective, integrating the links between internal accounting systems and problems confronting managers in the areas of finance, accounting, marketing, operations management, and human resources.

Prerequisite: ACC 3010

Spring

ACC 5220 - Accounting for Mergers and Acquisitions

3 cr This course examines a variety of advanced accounting problems related to consolidations, mergers, acquisitions, branch operations, segment reporting, and interim reporting. Students will become familiar with the financial procedures and information flows that accompany complex investment activities.

Prerequisite: ACC 4213

Spring

ACC 5230 - Fraud and Forensic Accounting

4 cr This course covers fraud examinations, including a discussion of specific procedures used in forensic accounting examinations and the reasoning behind these procedures. Topics examined include investigating theft and concealment, inquiry methods, and fraud reports. Case studies are used to develop a greater understanding of litigation support services, forensic accounting and fraud examination.

Prerequisite: ACC 4050.

Spring

ACC 5610 - Topics in Advanced Accounting

3 cr The course includes study of selected advanced topics in financial and tax accounting, including partnerships, accounting for foreign currency transactions, corporate bankruptcy, and accounting for estates and trusts.

Prerequisite: ACC 4213

Fall.

ACC 5620 - Accounting Research Seminar

4 cr This capstone course deals with applying research for solving complex accounting and reporting issues. Both financial and tax accounting cases are utilized. Presentations and papers showing results of research are required.

Prerequisite: ACC 5020, ACC 5030, ACC 5610, and Instructor consent

Spring.

Education

EDU 5050 - Developing Literacy K–6: Multiple Perspectives

3 cr Students will engage in a thoughtful study of theorists and principles associated with three models of reading and Vermont's Writing Assessment and Writing Portfolio Guidelines. In the process, students will understand how to design a balanced literacy program that incorporates interdisciplinary themes, authentic on-going assessment tools, and meaningful materials and experiences that foster both skill and strategies development.

EDU 5055 - Language Based Learning Difficulties in Adolescence: A Conceptual Model

3 cr This first course lays the foundation for the study of language based learning difficulties, a 25 credit structured sequence. Course emphasis will be an introduction to a Language Based Learning Model that integrates psycholinguistics, the field of language arts, information processing, and is grounded in contextual factors, both personal and environmental. This will be a one-week, intensive, campus based course with all students and faculty present.

EDU 5060 - Diagnosis and Analysis of Reading

3 cr Students will be expected to study current theories and principles associated with literacy development, to learn how to analyze reading difficulties with appropriate forms of formal and informal diagnostic measures, and to develop a variety of remediation strategies and techniques. In a field component for this course, each student will be required to work weekly out in a public school to complete an actual written case study.

Prerequisite:

Lab Fee \$20.

Recommended: EDU 6860/EDU 7810 Field Experience in the spring to complete remediation for this case study.

Fall only course.

EDU 5065 - Adolescence: Language, Cognition and Emotional Development

4 cr The second course integrates classroom and field based study of typical language, cognitive, and social-emotional development in eleven to eighteen year old students. Course emphasis will use the Language Based Learning Model to explore the relationship between adolescent development and school demands. This course is offered at five interactive sites.

EDU 5075 - Literacy: Interaction of Language and Learning in the Middle and Upper Grades

4 cr The third course, again a field and classroom integration, emphasizes instruction in reading and writing skills of students with language based learning difficulties. Participants will learn to translate research into best instructional practice and apply these principles and techniques in a range of school settings. This course is offered at five interactive sites.

EDU 5080 - Child and Adolescent Development: Exceptionality and Learning

4 cr This course is an overview of the learning, cognition and development of children and adolescents from an educational perspective. It also includes characteristics and recommended educational practices for students with physical and/or learning challenges.

EDU 5090 - Curriculum, Instruction, and Assessment

3 cr This course combines knowledge and skills in curriculum, instruction and assessment. Prospective teachers will become adept at creating, adapting, differentiating, implementing and revising curriculum based on an understanding of students' need and interests, educational standards and subject matter. Candidates will learn to choose and create instructional methods best suited for specific educational goals. Candidates will learn to use multiple assessment strategies to evaluate student growth and to modify instruction to ensure intellectual, social, physical and emotional development of every student. The course will culminate in creating a unit plan for a diverse group of students. This unit plan will synthesize the candidate's understanding of curriculum, instructional practices and assessment.

EDU 5145 - Issues in Science Education

3 cr This course is a critical analysis of current research in science education. Topics will include: history of science education, learning theories, reform movements, assessment, equity, school-based issues, and other topics as they relate to current practices. This course is open only to VSI students.

EDU 5150 - Survey of Exceptional Children and Young Adults

3 cr This course is a study of the history, philosophy, and current practices relating to education of children and young adults with special needs: the culturally different, visually handicapped, deaf and hearing impaired, learning impaired, emotionally challenged, intellectually gifted, physically handicapped and learning disabled. The course also includes an overview of Public Law 101-476 and its implications for the inclusion of youngsters into regular classroom environments. Required at the beginning of the program if course has not been taken within the last five years.

EDU 5155 - Curriculum in Special Education

3 cr Special educators will apply the principles of Universal Design for Learning (UDL) and will differentiate instruction by using effective strategies to promote student learning in elementary and secondary schools. The course focus is special education students with high incidence disabilities. Emphases are collaborative decision making between special and regular educators, research based practices, and current theory in curriculum planning, modification, and evaluation. Thirty field hours are required.

Fall

EDU 5158 - Behavior Challenges: Social and Academic Success for all

3 cr The course focus is utilizing positive strategies to reduce problem behavior, increase academic achievement and improve social behaviors across all environments. Students will develop knowledge and skills to prevent problem behavior and to intervene appropriately in crisis situations. The goal is to establish safe, positive classroom and school climates that enhance acceptance of students with behavioral challenges and increase self-management skills and self-esteem.

Spring

EDU 5210 - Literature for Young Adults

3 cr This course is designed to help middle and secondary school teachers introduce literature to their students. Guest speakers will present their expertise in using young adult literature. Class discussions will center on current and classic literature for youth.

EDU 5225 - Learning and Attention Difficulties: High Incidence Challenges

3 cr This course focuses on students with learning disabilities, attention deficit hyperactive disorders, and mild/moderate emotional and behavior disorders. Students address characteristics of students, collaborative practice, and strategies used in regular classrooms and in resource rooms. Emphasis is on diagnosis and remediation of literacy difficulties across academic areas, and utilizing assistive technology to accommodate these challenges. The field component of this course is 15 hours based on licensing area.

Spring

EDU 5245 - Brain Compatible Teaching and Learning

3 c During this in-depth study, educators will learn how to create a school environment and develop curriculum; will develop learning and enrichment strategies; establish a basic understanding of student brain development, memory and recall strategies; and learn how to assess students with the brain and human cognition in mind.

EDU 5270 - Models of Secondary Teaching

4 cr This course introduces the student to an array of approaches to secondary school teaching that could be used to help transform the public schools for the twenty-first century. The course will provide the teacher, curriculum engineer, and administrators with approaches to teaching that create innovative environments for learning. Students will be asked to analyze, compare and contrast these teaching models and determine what instructional purpose they serve for the redesign of schooling for the future.

EDU 5320 - Technology in Education

3 cr Students will study and use different applications of computers that enhance a student's ability to learn and to express ideas. Topics will include integrated software packages, subject specific applications, multidisciplinary integration and an introduction to multimedia.

Lab Fee \$25

EDU 5345 - Communication Skills for Educators

3 cr This course is designed for educators who are interested in improving their interpersonal skills with students as well as adults in their professional and personal lives. Training Covers communication, assertiveness, increased self-understanding, with special emphasis on problem solving and conflict resolution skills. Every effort is made to help class members improve their interpersonal effectiveness through practical and concrete skills.

EDU 5370 - Reading and Writing in the Content Areas

3 cr This course is designed to meet the needs of current and prospective middle school and secondary content area teachers. Students will study current theories and principles associated with promoting literacy in all content areas, examine alternative and informal types of classroom assessment, and experiment with a variety of cooperative/collaborative strategies that foster critical thinking/reading/writing skills applicable to heterogeneous grouping. Also, each student will be responsible for developing a Unit Plan around a topic/theme that incorporates interdisciplinary webbing

EDU 5420 - Writing Workshop for Teachers

3 cr Teachers who begin to think of themselves as writers and who engage in a study of their own writing process will learn innovative ways to promote an interest in writing and writing to learn in their classrooms. The participants will use writing to discover and probe the complexity of their thinking and discuss ways to translate what they are learning to their own students.

Recommended:

EDU 5465 - Assessment in Science Education

3 cr This course will focus on building an understanding of assessment and its relationship to improved student learning. Participants will learn about several key forms of formative assessment including selected response, constructed response, performance assessment, and on-going assessment, and will become familiar with the new Vermont Science Assessment (PASS). Topics of validity and reliability, choosing appropriate assessments for a variety of purposes, creating valid classroom and district assessments, and using assessment data to inform instruction will be examined. This course is open only to VSI students.

EDU 5510 - Transformative School Leadership:

3 cr Introducing the Mediated Achievement Plan (MAP) In this dialogue, future educational leaders will learn to promote the success of all students by using a Mediated Achievement Plan (MAP). This planning process is school based, collaboratively developed, implemented, revised and sustained. Additionally, aspiring leaders will become familiar with the Interstate School Leaders Licensure Consortium Standards (ISLLC), the Vermont Standards for School Administrators, and the Council for Special Education Administrators(CASE) Standards. The Woodruff Institute is based on these standards as well as the core values that they represent.

Prerequisite: acceptance into the Woodruff Institute.

EDU 5520 - Teacher Leadership

3 cr This course will focus on building understanding about what it means to be a teacher-leader and the relationship of this role to improved student learning. Participants will learn about the many forms of teacher leadership including mentoring, coaching, performing action research, using data, and observing others in the classroom. Topics related to the knowledge, skills, and dispositions one needs to serve as a teacher-leader, as well as the cultures that can help sustain and support teacher leadership in our schools will be explored. The process of building collaborative relationships with colleagues, administrators, and central office leaders will be examined. (A component for building administrators will be included.) This course is open only to VSI students.

EDU 5530 - Reculturing the Meaning of Learning in your School

3 cr As part of a larger “Learning Community,” aspiring Woodruff School Leaders take part in the Vermont Summer Leadership Academy. Candidates will have an opportunity to talk with principals and special education directors about the nature of their work and to learn with national educational leaders. The Woodruff Cohort will use current research related to educational change to make informed decisions and plan for effective learning environments.

Prerequisite: enrollment in the Woodruff Institute and successful completion of previous cohort courses.

EDU 5540 - Creating a Vision of an Inclusive School

3 cr This course will focus on developing an inclusive school vision, creating and supporting collaborative teams, and designing school wide support systems for all students. Particular focus will be given to the barriers and strategies used to support students who are not experiencing success in school and the role of “special education” and its interface with the “regular” school program.

Prerequisite: enrollment in the Woodruff Institute and successful completion of previous cohort courses.

EDU 5560 - Leading With Integrity

3 cr Leading with Integrity develops educational leaders who promote the success of all students by utilizing ethical principles. Students will study various ethical frameworks and the role of personal reflection in the life of school leaders. Principles of advocacy and fairness will be explored as future leaders grapple with limited budgets, high-stakes

testing, and students with special needs.

Prerequisite: enrollment in the Woodruff Institute and successful completion of previous cohort courses.

EDU 5740 - Student Teaching Seminar

3 cr The seminar provides an opportunity for graduate students seeking licensure to discuss their professional experience, link their experience with educational literature and to construct their licensure portfolio. Information on licensure, job opportunities, the professional resume, interviews and professionalism are discussed. Required of all graduate students seeking licensure or additional endorsements.

Pass/Fail grade.

EDU 5910 - Independent Study

1-3 cr Hours by arrangement; by permission only.

EDU 5925 - Application: Action Research I

3 cr In this culminating course, teachers will have an opportunity to develop and implement action research in an area of leadership, curriculum design, or assessment.

EDU 6010 - Supervision and Staff Development

3 cr This course will address the objectives and functions of public school supervision. A study of the ways in which classroom instruction can be improved through the cooperative efforts and participation of various school personnel will be included. Emphasis will be given to the total teaching/learning environment and to planning and organizing the instructional program.

EDU 6022 - Establishing a Culture of Care and High Performance for All Students: Curriculum, Instruction, and Assessment

3 cr This course develops an educational leader who promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional programs conducive to student learning and professional growth. The focus is on planning, implementing, and evaluating educational programs that promote student achievement. Students will analyze standards-based curriculum efforts within and among schools utilizing models of Universal Design, Differentiation Instruction, and theories and principles of learning. Curriculum design, instruction, and assessment will focus on the technology, telecommunications, and information systems that enhance them. Developing strategies for post-school outcomes will be explored.

Prerequisite: enrollment in the Woodruff Institute and successful completion of previous cohort courses.

EDU 6055 - Evaluation and Intervention with Adolescents with Learning Difficulties

3 cr This laboratory experience integrates practicum for participants in the Language Based Learning Concentration with adolescent students in summer school programs at model sites. Participants will move from assessment, to instruction with recommendations for ongoing intervention in students' school settings. This will be a two-week, intensive, campus based course with all students and faculty present.

EDU 6065 - The Impact of Information Processing Difficulties on Language Based Learning

4 cr Using the Language Based Learning Model, which considers personal and environmental factors, cohort members will examine how dimensions of information processing impact oral and written language skills of individuals with LLD. The course will focus on both academic and social communication. The course is offered at five interactive sites.

EDU 6075 - Special Topics: Language Based Learning Difficulties in Academic Content Areas

4 cr In this series of modules, master classroom teachers and specialists will work collaboratively to develop instructional strategies that ensure students with LLD will succeed in classroom settings. The course is offered at five interactive sites.

EDU 6085 - Leadership: Evaluating, Developing, and Coordinating Academic and Systemic Support for Adolescents With LLD

3 cr In this culminating course, cohort members with commitment from local administrators and classroom teachers will develop an action plan for systemic change in their local settings. The final product will be a signed agreement among stakeholders that defines the role of the LLD specialist, identifies the school based support team, and that details necessary administrative support.

EDU 6090 - Pedagogical Content Knowledge

4 cr This course describes the content-specific teaching strategies and assessment tools that promote learning in each discipline. By building pedagogical content knowledge, the prospective teacher acquires and demonstrates the essential knowledge and skills unique to the content area(s) in his or her endorsement as specified by Vermont Standards. As with student teaching, the student's primary contact in PCK is with his or her field mentor. The prospective teacher will practice and demonstrate essential disciplinary knowledge and skills during 100 hours of field work in a school setting appropriate to the student's licensure area. In addition, the candidate will meet at least three times per week with the field mentor. Post-baccalaureate candidates from all disciplines will meet weekly with a supervisor from the education department.

EDU 6130 - Education of the Mildly Handicapped in the Regular Classroom

3 cr This course is designed for administrators and regular and special educators, who must share in the responsibility of educating the mildly handicapped. Course content will include the identification, assessment and educational programming adaptations for the "mainstreamed" child. Legislative impact of PL 94-142 and the teacher's role in writing the I.E.P will be presented.

EDU 6140 - School Law

3 cr This course is a first course in law and its relationship to individuals operating within the educational context. A study of the legal principles reflected in selected cases involving decision making, power, rights and responsibilities from varied perspectives of student, teacher, administration, and public will be included.

EDU 6220 - Special Education and the Law

3 cr This dialogue will review the social and political contexts of special education law, review current practices in schools, and explore the rights of students with special needs and the corresponding responsibilities of schools and school districts. The course will emphasize how schools and school districts can avoid unnecessary litigation by serving special needs students according to legal mandates.

Prerequisite: All previous Woodruff Institute courses (see program) if taken as part of the Woodruff Institute.

EDU 6331 - Assessment for Instructional Planning in Special Education

3 cr Assessment is the cornerstone of instructional practice in special education, providing the necessary information to identify appropriate services for students with learning challenges. This course provides participants with an introduction to the evaluation planning process, standardized and authentic measures for assessing student strengths and needs, and the use of assessment data to inform individual education plans. Thirty hours of fieldwork are required.
Fall.

EDU 6402 - Managing Change: School and Special Education Law

3-4 cr American schools operate within a complex legal framework. In this dialogue, students will be introduced to the basic principles of school law and special education law. Candidates will expand their knowledge of school law and special education law as it pertains to students, teachers, and schools. Students will explore how the legal system functions within schools and school districts and how it is used to protect student and teacher rights and to improve student opportunities.

Prerequisite: enrollment in the Woodruff Institute and successful completion of previous cohort courses, or permission of the instructor.

EDU 6403 - Managing Change: School and Special Education Finance

3 cr Aspiring principals and special education directors will learn how to create and manage a school budget that supports the school's priorities and students' needs. Student will learn how to procure and manage Federal and State grants and complete required state reporting systems including Service Plans, Expenditure Reports, and Medicaid Health Services. Using their School Assessment Profile (SAP), students will examine their school and supervisory budgets and make comparisons with similar school districts.

Prerequisite: Enrollment in the Woodruff Institute and successful completion of previous cohort courses, or permission of the instructor.

EDU 6404 - Managing Change: Special Education Finance

3 cr In this dialogue, facets of school, program and district budgeting will be discussed with particular emphasis on special education finance. Students will examine their school, program and district budgets as part of their Mediated Achievement Plan. School Finance will address policy issues and legal mandates. The impact of special education legal decisions on school finance policy will be explored.

EDU 6410 - Public School Finance

3 cr This dialogue will emphasize how schools can use their budget as a tool for school change. Students will propose a change in their school or district's program, represent this change in their budget, and develop a plan to promote the programmatic and budgetary change. Various facets of school budgeting will be discussed with particular emphasis on program budgeting. The course will contain a strong laboratory component with participants expected to develop program budgets for a school system. Various systems of financing public education will be explored. Legal issues will also be addressed.

EDU 6420 - Models of Elementary Teaching

4 cr This course introduces the student to an array of approaches to elementary teaching that could be used to help transform the public schools for the twenty-first century. The course will provide the teacher, curriculum engineer, and administrators with approaches to teaching that create innovative environments for learning. Students will be asked to analyze, compare and contrast these teaching models and determine what instructional purpose they serve for the

redesign of schooling for the future.

Recommended:

EDU 6460 - Learning Impairments

3 cr Best practices in the education of learners with conceptual challenges will be studied. Inclusion, assessment, and instructional planning as well as federal regulations, legal and ethical considerations will be covered. This course provides guidelines for the systematic instruction for learners with moderate and multiple challenges.

EDU 6463 - Collaboration in Special Education

3 cr A course designed to provide students with skills in the area of collaborative teaming and collaborative assessment/teaching in order to promote best inclusionary practices for the inclusion of students with special needs in the regular classroom.

EDU 6466 - Assessment In Special Education II

3 cr This advanced course in assessment moves from general procedures used in identification of student needs and definition of individual program plans to broader applications of assessment. Topics include the use of curriculum based measurement to inform individual, class-wide, and school-wide progress, functional behavior assessment and developing behavior intervention plans, and portfolio assessment as authentic measures for students with mild and moderate challenges and as alternative assessment for students with significant and profound challenges. Thirty hours of field work are required.

EDU 6468 - Cognitive and Emotional Challenges: Low Incidence Disabilities

3

This course focuses on students with severe and multiple disabilities, autism, moderate-severe learning impairments, sensory disabilities, and severe emotional and behavioral disabilities. Topics are characteristics of the disabilities, and strategies for improving academic and social skills in regular classrooms, in resource rooms, and separate classrooms. Intervention and assessment in functional academics are blended with life-skills and adaptive technology. The 15-hour field placement targets the candidate's licensing area.

EDU 6530 - The Larger Context: Community, Policy and Partnerships

2 cr The Larger Context investigates the relationship between student success in school and collaboration with teachers, families, and community members. It examines leaders' responses to diverse community interests and needs and the mobilizing of community resources. Focus will include diversity, collaboration, and communication with stakeholders, media relationships, and links to state and federal initiatives. Students will demonstrate understanding of community involvement in schools and the role of the larger political, social, economic, legal, and cultural context of the school.

EDU 6550 - Foundations and Current Issues In Education

3 cr This course focuses on the historical and philosophical foundations of education; an understanding of the teaching profession; political, economic, legal, and social concerns; and current issues in education in today's world. Students will develop position papers on various topics from a broad, interdisciplinary viewpoint. Lectures, videotapes/films,

and presentations by graduate faculty are employed. Required of all entering graduate students.
Offered fall, spring, and summer sessions.

EDU 6560 - Curriculum Development

3 cr In this course students will study curriculum development concerning state requirements contained in the Vermont Public School Approval Standards. New innovations in curricular design will be explored with the aid of area resource people. The findings of recent research and reports on teaching and learning will also be studied. The impact of such social issues as the back-to-basics movement, child abuse and sexual abuse, alcohol and drug use, and changes in federal government priorities will be discussed. Each student will complete a multi-grade curriculum development project in a field of his or her choice (e.g. language arts, science, math, social studies, health, vocational education, the fine arts).

EDU 6610 - Supervision, Evaluation and Professional Development

3 cr This course focuses on the most important resources that schools have their professional and support staff. Three facets supervision, evaluation, and professional development will be explored. This dialogue will focus on the cooperative supervision, evaluation, and professional development for both regular and special education staff.
Prerequisite: enrollment in the Woodruff Institute and successful completion of previous cohort courses, or permission of the instructor.

EDU 6650 - Exhibition, Portfolio, and Program Evaluation

1 cr This course will reexamine each of the Woodruff dialogues including internships and Mediated Achievement Plans. Candidates Will engage in a comprehensive program evaluation. The content of the course will be devoted to reflection and self-evaluation. Students will prepare a formal evaluation of their MAP using the literature they have studied throughout the Woodruff Institute as well as any specialized references pertinent to their topic(s). They will use this evaluation as part of a presentation of their MAP in a relevant professional setting. This course will build upon the work of the taking stock sessions and will focus on reconciling leadership theory and practice.
Prerequisite: enrollment in the Woodruff Institute and successful completion of previous cohort courses.

EDU 6670 - Special Education Law II

3 cr Special Education Law II is an advanced special education law class, addressing the implications of the current and proposed revisions of Federal laws and regulations (IDEIA, No Child Left Behind, and Section 504)) and Vermont laws and regulations, as they impact special education practices. Other topics include but are not limited to Disciplinary rules, independent schools, home schooling, homelessness, least restrictive environment decisions, and independent evaluations. The focus of this course is on the application of laws and regulations as they are applied in school policy and procedures. The development of training modules for administrators, teachers, special educators, and parents are addressed.
Prerequisite: enrollment in the Woodruff Institute and successful completion of previous cohort courses, or permission of the instructor.

EDU 6710 - Providing Leadership in Managing Curriculum, Instruction, and Assessment

3 cr This course will insure that participants will learn that the development and design of curriculum are tools to ensure that we can define what students need to know and be able to do. Participants will also learn about researched-based instructional practices and the assessment of student learning. Curriculum, instruction, and assessment are interrelated factors in the teaching and learning process. Together, they represent a cycle with assessment informing both the instruction and the curriculum components. To implement this cycle effectively, participants will acquire

knowledge about systemic change and the factors that must be present to allow change to happen and be sustained over time.

EDU 6740 - Graduate Seminar

3 cr Designed to integrate the aspects of public education represented in the various emphases in the master's program, the course will include presentations in each area. The major portion of class, however, will be the development, presentation, and analysis of relevant educational issues by the seminar participants. Students are also required to write a major paper that explores educational philosophy, theory, foundations or current issues in their fields of study. The major paper functions to demonstrate the student's competence as a consumer and/or generator of educational research and requires full setting forth of both the procedures and findings of the research and a discussion of the implications of the findings and their relationship to other knowledge in the field.

Prerequisite: Approval of Director of Education is required.

Recommended: At least 28 credit hours toward master's program.

Offered spring and summer sessions.

EDU 6810 - Internship in Education

3-6 cr

EDU 6815 - Internship and Mediated Achievement Plan Map (2 Credits per Semester)

8 cr (2 credits each fall and spring semesters, 8 credits total) The Woodruff Internship is the laboratory in which aspiring principals and special education directors will be able to develop into leaders with support from school personnel, college supervisors, theoretical readings, and their cohort. Students have the opportunity to work with their school-based mentor (principal or special education director) for a minimum of 20 hours each semester focusing on role responsibilities and management. Additionally, aspiring leaders will create a Mediated Achievement Plan (MAP) focusing on one aspect of school improvement and linked to student achievement. This MAP will require 80 hours a semester and will reconcile theory and practice, requiring students to continually reflect and revise their implementation plans. This MAP is an opportunity to practice creating, managing and sustaining change. This course incorporates a total of a 100-hour practicum each fall and spring semester.

Prerequisite: enrollment in the Woodruff Institute and successful completion of previous cohort courses.

EDU 6851 - Student Teaching I

6 cr *Prerequisite: Admission to graduate education program for initial licensure and permission of director of field experiences. Students must also have passed the applicable Praxis I and II examinations. Taken concurrently with EDU 6852*

EDU 6852 - Student Teaching II

6 cr Extension of Student Teaching.

Corequisites: EDU 6851

EDU 6860 - Field Experience

1-5 cr An opportunity to apply background in theory and course work to the public school setting, the Field Experience is proposed, planned and undertaken in close association with the candidate's advisor to a maximum of 5 credits per

semester. By permission only.

Recommended: EDU 6920

EDU 6880 - Graduate Practicum

1-9 cr The practicum provides graduate students with the opportunity to accomplish extensive work in a specific area. The practicum may be used for advanced clinical work in reading or special education, or an internship in educational administration. Hours by arrangement. By permission only.

Recommended: EDU 6920

EDU 6920 - Educational Research

3 cr Designed to develop attitudes and skills to permit in-service teachers to become intelligent consumers of research literature, the course will deal with the selection, evaluation, and delineation of a problem, use of the library for review of relevant literature, interpretation and reporting of research results and other research tools of practical use.

Offered fall and summer sessions.

EDU 6930 - Independent Study

1-3 cr Hours by arrangement; by permission only.

EDU 7010 - Professional Reserch Symposium

3 cr By permission of Director of Education.

EDU 7020 - Professional Paper: Cags

2 cr By permission only

EDU 7810 - Field Experience

1-5 cr An opportunity to apply background in theory and course work to the public school setting, the Field Experience is proposed, planned and undertaken in close association with the candidate's advisor to a maximum of 5 credits per semester. By permission only.

EDU 7910 - Independent Study

1-3 cr Hours by arrangement; by permission only.

EDU 7920 - Advanced Educational Research

3 cr This course is designed to support aspiring school leaders to become adept consumers of educational research. Current research will be used to make informed decisions that will promote student and teacher learning. Students will support their Mediated Achievement Plan by utilizing comprehensive research methods for the selection, evaluation, and delineation of their plan. Library resources will be used for literature reviews, interpretation, and reporting of research results.

Prerequisite: enrollment in the Woodruff Institute or permission of the instructor.

EDU 7960 - Master's Thesis

3-6 cr

The Master's thesis is a scholarly construction and presentation of a culminating research project. It is a zero (0) to six (6) credit course/project that you register for in the semester prior to its completion and submission to 'readers' and after completion of all other course work. All Master's theses require a "proposal" to be developed and approved by the candidate's advisor and/or 'primary reader' prior to registration for thesis. This "proposal" may be developed in consultation with the candidate's advisor or 'primary reader' of the thesis prior to or during Graduate Seminar (EDU 6740). When appropriate, candidates will also submit a request to the College's Human Subjects Institutional Review Board (HSIRB or IRB) for approval to proceed with their research. Thesis Proposals will be included with an IRB request.

Prerequisite: By permission only

EDU 8010 - Comprehensive Examination: CAGS

0 cr By permission of Dean of Education

Mathematics

MAT 5020 - Mathematics Education Theory and Practice I

4 cr An integrated approach to mathematics education is covered in this course. The focus of the course is applying theory into practice. Topics may include frames of reference, creation and usage of manipulatives in the classroom, and multiple forms of assessment in a mathematics classroom. Various forms of technology, including graphing calculators and computers are discussed and integrated into a mathematics curriculum.

MAT 5040 - Data Analysis

4 cr Main topics include data representation, collection, analysis, modeling and making inference. The proper techniques, procedures and technology will be applied to real world scenarios.

Prerequisite: MAT 2022 Statistics II or MAT 3230 Mathematical Statistics or equivalent.

MAT 5110 - History of Mathematics and Math Education

3 cr This course covers selected topics in mathematics and mathematics education from ancient to modern times. A few of these topics may include: the Greek Period, Early and Medieval Europe, the Renaissance, the history of mathematics education in the United States and the work of Pascal.

MAT 5810 - Internship in Mathematics

1-12 cr *Signed contract required at time of registration. May be repeated for credit. P/NP only.*

MAT 5820 - Graduate Mathematics Tutorship

1-3 cr A supervised experience in individual instruction. To include reading and discussion of individualized instructional systems as well as an actual tutorial experience in a Mathematics course.

Prerequisite: Invitation of the Mathematics Department.

MAT 5910 - Independent Study

1-4 cr Open on a limited basis. A personal interview with the mathematics Department faculty is required prior to registration. Hours by arrangement. *May be repeated for credit.*
Prerequisite: Consent of the Department Chair.

MAT 6010 - Multivariate Statistics

3 cr This course focuses on the study of multivariate analysis. Students will apply matrix algebra to the field of statistics. Topics include: characterizing and displaying multivariate data, the multivariate normal distribution, multivariate analysis of variance and multiple regression.

MAT 6020 - Mathematics Education Theory and Practice II

3 cr A continuation of Mathematics Education Theory and Practice I course. This course promotes inquiry into communication, literacy and current issues in mathematics curriculum and instruction.

MAT 6030 - Geometry for Teachers

4 cr The properties, history, concepts and principles of geometry are discussed and integrated into a mathematics curriculum in this course. Topics may include: Euclidean and Non-Euclidean geometry in two and three dimensions, analyze characteristics and relationships of geometric structures and shapes, and the role of axiomatic systems.

MAT 6040 - Number Theory for Teachers

4 cr The properties and history of numbers are discussed and integrated into a mathematics curriculum in this course. Topics may include: elementary number theory, analytic number theory, algebraic number theory and geometry of numbers.

MAT 6210 - Graduate Mathematics Research Seminar

3 cr In this graduate research seminar students spend the first half of the semester studying and presenting graduate research in mathematics and/or mathematics education. In the second half, students investigate their own topics, prepare a written project, and present their research.
Prerequisite: Invitation of the Mathematics Department.

MAT 6720 - Graduate Mathematics Teaching Seminar

3 cr Implementing teaching theory, course management, teacher preparation, and critique(s) on teaching experience. A semester-long teaching experience is a requirement for this course. *May be repeated for credit.*
Prerequisite: Invitation of the Mathematics Department.

MAT 6740 - Advanced Topics in Mathematics and Mathematics Education

3 cr Advanced topics in mathematics offered on a rotating basis. Example of topics include: complex analysis, real analysis, graph theory and partial differential equations. *May be repeated for credit as topics change.*

MAT 6810 - Internship in Mathematics

1-12 cr *Signed contract required at the time of registration. May be repeated for credit.*
P/NP only.

MAT 6910 - Independent Study

1-4 cr Open on a limited basis. A personal interview with the Mathematics faculty is required prior to registration. Hours by arrangement. *May be repeated for credit.*

Prerequisite: Consent of Department Chair.

Music

MUS 5010 - Philosophical Approaches and Current Issues in Music Education

3 cr This course is a study of various rationales and approaches to music education, including the examination of recent trends and issues in music education.

Summer

MUS 5090 - Research Methods in Music

3 cr Topics covered include: an introduction to research design, research methodology, statistical analysis, and qualitative analysis. Students will become adept at using standard reference materials and electronic resources for music education.

Summer

MUS 5160 - Curriculum Development in Music Education

3 cr This course will focus on the study and preparation of curriculum and the various components including philosophy, goals, objectives, best practices, resources, and units of study appropriate to the student's teaching emphasis.

Summer

MUS 5460 - Assessment of Music Learning

3 cr This course examines current research, trends and thought on assessment in music education.

Fall

MUS 5710 - Topics in Music

1-4 cr These courses are the strength and focus of the Master's in Music Education program at Castleton. The Master's candidates are able to direct their programs to their individual interests. Topics courses can be in music areas such as: theory, history, world cultures, conducting and performance ensembles. These courses will include Castleton's ongoing graduate summer opportunities in music such as: KOSA, Music-COMP, Music and Multimedia Summer Institute, Conversational Solfege™, and First Steps in Music™.

Summer, Fall, Spring

MUS 5740 - Topics in Music Theory

3 cr Concentrated study of designated topics in music theory. Topics will vary such as music periods, jazz theory, and others.

Spring

MUS 6740 - Graduate Seminar

3 cr This seminar will explore contemporary topics in music education. It will include guest lectures, group discussion, and presentations. Course content will be structured to stimulate the master's candidate in selecting, researching and producing their capstone or thesis proposal.

Fall

MUS 7010 - Capstone Project

3 cr The capstone project is the scholarly construction and presentation of a culminating research project completed in the student's final semester. All capstone projects will require a proposal to be developed and approved by the candidate's advisor and/or primary reader prior to registration for the course. Students will conceptualize, propose, and undertake a project that is to substantively contribute to the body of knowledge in the field of music education.

Prerequisite: MUS 6740

Spring

MUS 7960 - Master's Thesis

3 cr The Master's Thesis is a scholarly construction and presentation of a culminating research project. The formal thesis proposal must be approved by the candidate's advisor and/or primary reader prior to registration for for the thesis.

Prerequisite: MUS 6740

Spring

Theater

THA 5011 - History and Criticism I

3 cr A survey of plays, playwrights, actors, productions, and the major works of dramatic theory and criticism, with emphasis on theories of theatrical performance from Aristotle through 18th century Neoclassicism.

Fall

THA 5040 - Theater Practicum

3 cr A studio workshop for advanced study of theater arts. This course provides students with laboratory experience in acting, stage management, and the design, construction, and handling of scenery, lighting, sound, properties, costume, and publicity.

Every semester

THA 5090 - Research Methodology

3 cr This course serves as an introduction to research methods, sources, and practices for graduate work in theater and theater studies. The course will concentrate on preparing the student for thesis production.

Summer

THA 5120 - Script Analysis

3 cr This course introduces analytical skills, a shared vocabulary, and techniques for interpreting the dramatic text for the purposes of staging and performance.

Summer

THA 5741 - Graduate Seminar I

3 cr This course explores the collaborative analysis of specific challenges in theatrical design, technical execution, or performance techniques for theoretical productions. This course also contains a portfolio building and review component.

Fall

THA 6012 - History and Criticism II

3 cr A survey of plays, playwrights, actors, productions, and the major works of dramatic theory and criticism, with emphasis on theories of theatrical performance from the 18th century to the present.

Prerequisite: THA 5011

Spring

THA 6742 - Graduate Seminar II

3 cr This course further explores the collaborative analysis of specific challenges in theatrical design, technical execution, or performance techniques for theoretical productions. This course also contains a portfolio building and review component.

Prerequisite: THA 5741

Spring

THA 7960 - Master's Thesis

3 cr

Students will produce a written thesis that adheres to the standards of academic research methodology and demonstrates mastery of their specific field of study.

Spring

Services and Facilities

The Calvin Coolidge Library

The library is central to the intellectual and cultural life of the College. The collection contains over 750,000 items in a variety of print and electronic formats. Library systems take advantage of internet access and a wireless network to provide researchers with opportunities to use a rapidly expanding variety of resources. For material not held by the Castleton Library, interlibrary loan service is fast and efficient. Librarians regularly offer instruction in research methods and tools. They provide formal class sessions and also offer individual help, in person and online.

The Castleton Library has an integrated library system that is networked with other libraries in the state and region. The library's homepage is at www.castleton.edu/library. The homepage serves as gateway to a growing menu of subscription databases, research guides, course help, and more.

Students have access to a wide range of media and media services, including a large collection of streaming video titles. Students may borrow DVDs, and may also view them in the library in individual carrels or study rooms. The Media Center provides videotaping/editing equipment and instruction, and helps students use various media—including data projectors, laptops, and digital cameras—to create professional quality presentations.

The present library building was constructed in 1965, with a major addition doubling its size in 1979. Approximately 260 readers can be accommodated in individual or group seating, carrels, and conference areas. The library also houses the Student Gallery and Lounge, the Vermont Room, and the College Archives.

Career Services

The Career Services Director, in collaboration with the Director of Community Service and the Alumni Director, coordinates programs to enhance the opportunities for students to explore possible life-work plans and tailor their learning experiences to support those plans.

The Career Services Office, located in the Campus Center, offers annual on-campus Career, Graduate School, Study Abroad, and Part-Time Jobs Fairs. In addition, hands-on workshops in resume design, interviewing techniques, job search skills and career webinars are offered throughout the year. Alumni Career Conversations are offered throughout the year allowing students to network with alumni in a variety of careers.

All students are encouraged to take the on-line self-discovery software including FocusCareers (MBTI based) that assists in choosing a major and making career decisions.

Information Technology Services

Lab Computers and Software

There are approximately 250 computers on campus for student use. The largest general access lab, the Academic Computing Center (ACC), is overseen by IT Services. There are also a dozen smaller labs managed by individual academic departments. A wide variety of software is available.

Academic Computing Center – ACC

The ACC, located in the Stafford Academic Center, is open to students and the Castleton community approximately 90 hours per week during the regular school year. It is equipped with 38 Windows computers and 15 Macintosh computers running a variety of software. The ACC is also adjacent to two teaching labs - one Windows and one Macintosh - each containing 21 computers. These are open to student use when not in use by classes. Available peripherals include high speed laser printers and scanners. The ACC is managed and maintained by a student staff under the guidance of IT Services.

Other Academic Labs

- Business Administration
- Chemistry
- Communication
- Library
- Modern Foreign Languages
- Music
- Natural Science
- Nursing
- Physics
- Psychology
- HGEP & Sociology/Social Work/Criminal Justice

Internet Access and Email

Access to the Internet is available in all labs, classrooms, and residence hall rooms. Wireless access is available in all buildings. Accounts to access the portal and Web Services are created when students apply to Castleton. Students are given access to Castleton email shortly after they register.

Parking

On-campus parking is available to all students with a parking permit. The permit may be obtained without charge by contacting the Public Safety Office at (802) 468-1215. Special parking areas for faculty, staff and handicapped persons are clearly marked. Violators of parking policies will be fined. Failure to pay parking violations may result in the withholding of a student's degree or transcript.

Student Identification

A student I.D. is necessary in order to check out books at the library and use certain facilities on campus. Students can acquire I.D. pictures and verification stickers at their initial registration with the college. Students may also call the Public Safety Office, (802) 468-1215, and make arrangements to receive an initial I.D. or a replacement.

Testing Service

The Education Department facilitates testing for teacher licensure through ETS/Praxis and ACT. For questions or scheduling information, please contact the Education Department at (802) 468-1220. Practice CD's and materials are available in the library and on-line at www.ets.org/praxis/prepare/materials and www.act.org/products/k-12-act-test/.

Transcript Requests

All transcript requests should be made to the Student Services Center. They must be in writing to comply with the Family Educational Rights and Privacy Act, and include the student's I.D. number or the last four digits of their social security number, previous registration name(s), the last date of attendance, and a signature. If transcripts are to be mailed, complete addresses must be provided. Castleton reserves the right to withhold release of academic transcripts until all financial obligations have been met. There is a fee for each transcript.

Note: School districts and/or superintendents are not automatically notified of credits earned by teachers. Teachers who would like school personnel to be notified of credits earned must request an official transcript.

Wellness Center

The Castleton Wellness Center supports the educational mission of Castleton by striving to encourage the physical, emotional, intellectual, social, occupational, and spiritual health of students through a comprehensive array of services. Health Services, Counseling Services, Wellness Education, and Violence Prevention and Advocacy are provided free of charge to all Castleton Students. Alcohol and Other Drug Services are also available to students for a fee.

Editor's Note

Castleton prepares this catalog with the student in mind. While not a contract per se, this catalog, in combination with subsequent catalogs, each semester's *Course listing*, the *College Handbook*, and special announcements, identifies the

expectations for a student to earn the distinction of being a Castleton State College graduate. Careful and thorough reading will allow the completion of requirements with few, if any, misunderstandings.

Castleton State College reserves the right to make changes in the course offerings, degree requirements, charges, regulations, and procedures contained herein as educational and financial considerations require.

Audited financial statements are available for review through the Vermont State Colleges.