

Request for Graduate Addition, Deletion, or Change of a Certificate

1. Prepare one paper copy with all signatures and supporting material and forward to the Graduate Council Chair.
 2. E-mail one identical PDF copy to the Graduate Council Chair. If attachments included, please merge into a single file.
 3. **The Graduate Council cannot process this application until it has received both the PDF copy and the signed hard copy.**
- NOTE:** If proposing a new certificate, please read this first: www.marshall.edu/graduate/graduatecouncil/certificatespolicy/certificatepolicy.pdf

College: COEPD

Dept/Division: Leadership Studies

Contact Person: Eugenia Damron

Phone: 304-746-8959

Name of Certificate Certification in Social Service and Attendance

Check action requested: Addition Deletion Change

Effective Term/Year Fall 20 Spring 20 Summer 20

Information on the following pages must be completed before signatures are obtained.

Signatures: if disapproved at any level, do not sign. Return to previous signer with recommendation attached.

Dept. Chair/Division Head <u>Eugenia Damron</u>	Date <u>11-7-19</u>
College Curriculum Chair <u>[Signature]</u>	Date <u>11-18-19</u>
College Dean <u>Sandra Strachan</u>	Date <u>11-18-19</u>
Graduate Council Chair _____	Date _____
Provost/VP Academic Affairs _____	Date _____
Presidential Approval _____	Date _____

Request for Graduate Addition, Deletion, or Change of a Certificate-Page 2

Please provide a rationale for addition, deletion, change:

Changing a plan of study course requirement from LS 693 School Law for Support Personnel to an existing program course that is used in our principal programs, LS 675 Legal and Policy Issues, to optimize student course enrollment.

Updating text in the "admission requirements" paragraph due to Graduate Admissions' changing the "link address" and Praxis updating the test number.

Text is being added to the catalog to explain existing program requirements. These requirements include designating a mentor and completing field experiences.

Text is also being added to only allow one grade of "C" in this certification program because there are only four courses (12 hours) required in this program.

Please describe any changes in curriculum:

List course number, title, credit hours. Note whether each course is required or optional. Enter NONE if no change.

Changing a plan of study course requirement from LS 693 School Law for Support Personnel to an existing program course that is used in our principal programs, LS 675 Legal and Policy Issues, to optimize student course enrollment.

Changing grade requirements to allow only one "C" in the certification program because there are only four courses required (12 hours).

1. ADDITIONAL RESOURCE REQUIREMENTS: If your program requires additional faculty, equipment or specialized materials to ADD or CHANGE this certificate, attach an estimate of the time and money required to secure these items.
NOTE: Approval of this form does not imply approval for additional resources. Enter NONE if not applicable.

No additional resources are needed.

2. NON-DUPLICATION: If a question of possible duplication occurs, attach a copy of the correspondence sent to the appropriate department(s) describing the request and any response received from them. Enter NONE if not applicable.

Not applicable.

For catalog changes as a result of the above actions, please fill in the following pages.

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3. **Current Catalog Description**

Insert the *Current* Catalog Description and page number from the latest catalog for entries you would like to change.

(May attach separate page if needed)

Please see attached.

Catalog Page 119.

4. **Edits to the Current Description**

Attach a PDF copy of the current catalog description prepared in MS WORD with strikethroughs to mark proposed deletions and use the highlight function to indicate proposed new text.

5. **New Catalog Description**

Insert a 'clean' copy of your proposed description, i.e., no strikethroughs or highlighting included. This should be what you are proposing for the new description. (May attach separate page if needed).

Please see attached.

Certificate/Licensure in Social Service and Attendance

This program provides the required coursework for Social Service and Attendance licensure. The program is designed for educational personnel who hold a valid license, or for social workers who hold at least a bachelor's degree.

Admission Requirements – Social Service and Attendance Licensure/Graduate Certificate Program

An applicant should apply as a Certificate/Professional Development student and select on the application form "Social Service and Attendance."

- Transcripts from the student's undergraduate institution(s) must be provided to Graduate Admissions at the time of application.
- Each candidate for the Social Services and Attendance Worker licensure must meet all admission requirements as a degree student. Scores from the Graduate Record Examination, the Miller Analogies Test, or a previous master's degree from an accredited institution must be on file at the time of admission. Students must score at least a 40 (tested prior to October 2004) or at least a 392 (after October, 2004) on the Miller Analogies Test. Students who take the Graduate Record Examination must have a combined score of 800 verbal and quantitative (tested prior to November, 2011) or at least a 286 (November, 2011 or after).
- All students follow a planned program of study and must maintain a cumulative Grade Point Average (GPA) of 3.0.

Program of Studies12 hrs.

COUN 670 Interventions for Current Issues in School Counseling OR
COUN 673 Counseling Children, Adolescents, and Parents
LS 693 School Law for Support Personnel
LS 691 The Attendance Director
LS 692 Internship: School Social Services

Certificate/Licensure in Social Service and Attendance (post-bachelor's)

This program provides the required coursework for Social Service and Attendance licensure in West Virginia. The program is designed for educational personnel who hold a valid license, or for social workers who hold at least a bachelor's degree. In addition to the coursework requirements, students who do not hold a Professional Teaching Certificate or a master's degree are required to pass the PRAXIS 5752 Core Academic Skills for Educators test for licensure.

Admission Requirements for— ~~Social Service and Attendance Licensure/Graduate Certificate Program~~

—————Applicants should follow the graduate admission process in this catalog and on the Marshall website at www.marshall.edu/admissions/apply. Applicants should apply on the graduate application and select “Certificate (PB): Social Service and Attendance” on the application form.

—————In addition to Marshall University's requirements for graduate admission, applicants must have taken either the Miller Analogies Test (MAT), a minimum score of 392 is required, or the Graduate Record Examination (GRE), a minimum combined score of 286 (verbal plus quantitative) is required, within the last five years; or have a master's degree from a regionally-accredited institution.

—————Applicants may be admitted conditionally for one term while test requirements are pending. Applicants may be admitted provisionally when a GPA or test score does not meet the minimum requirements at the discretion of the program director. All conditional admission requirements must be completed for full admission status and to register for subsequent sessions.

—————An applicant should apply as a Certificate/Professional Development student and select on the application form “Social Service and Attendance.”

- Transcripts from the student's undergraduate institution(s) must be provided to Graduate Admissions at the time of application.
- Each candidate for the Social Services and Attendance Worker licensure must meet all admission requirements as a degree student. Scores from the Graduate Record Examination, the Miller Analogies Test, or a previous master's degree from an accredited institution must be on file at the time of admission. Students must score at least a 40 (tested prior to October 2004) or at least a 392 (after October, 2004) on the Miller Analogies Test. Students who take the Graduate Record Examination must have a combined score of 800 verbal and quantitative (tested prior to November, 2011) or at least a 286 (November, 2011 or after).
- All students follow a planned program of study and must maintain a cumulative Grade Point Average (GPA) of 3.0.

Program of Studies for Social Service and Attendance – 12 hours

.....12 hrs.

COUN 670 Interventions for Current Issues in School Counseling

OR

COUN 673 Counseling Children, Adolescents, and Parents

LS 675 Legal and Policy Issues

~~LS 693 School Law for Support Personnel~~

LS 691 The Attendance Director

LS 692 Internship: School Social Services

Program Requirements for Social Service and Attendance

Every student must designate a practicing supervisor or attendance director who agrees to act as his/her mentor during the program. Field experiences are a required component of this program and are embedded in program classes.

A graduate certificate candidate in the program may receive no more than one grade of "C" in required coursework. In the event of a second grade of "C" or below, the student may be dismissed from the program.

Repeating a course for a higher grade does not negate the existence of the former grade. A student may be dismissed from the program upon earning a second grade of "C" or below, even if the student repeated a course and earned a higher grade.

Graduate Certificate/Licensure in Social Service and Attendance (post-bachelor's)

This program provides the required coursework for Social Service and Attendance licensure in West Virginia. The program is designed for educational personnel who hold a valid license, or for social workers who hold at least a bachelor's degree. In addition to the coursework requirements, students who do not hold a Professional Teaching Certificate or a master's degree are required to pass the PRAXIS 5752 Core Academic Skills for Educators test for licensure.

Admission Requirements for Social Service and Attendance

Applicants should follow the graduate admission process in this catalog and on the Marshall website at www.marshall.edu/admissions/apply. Applicants should apply on the graduate application and select "Certificate (PB): Social Service and Attendance" on the application form.

In addition to Marshall University's requirements for graduate admission, applicants must have taken either the Miller Analogies Test (MAT), a minimum score of 392 is required, or the Graduate Record Examination (GRE), a minimum combined score of 286 (verbal plus quantitative) is required, within the last five years; or have a master's degree from a regionally-accredited institution.

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Program of Studies for Social Service and Attendance -- 12 hours

COUN 670 Interventions for Current Issues in School Counseling

or

COUN 673 Counseling Children, Adolescents, and Parents

LS 675 Legal and Policy Issues

LS 691 The Attendance Director

LS 692 Capstone: School Social Services

Program Requirements for Social Service and Attendance

Every student must designate a practicing supervisor or attendance director who agrees to act as his/her mentor during the program. Field experiences are a required component of this program and are embedded in program classes.

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Request for Graduate Addition, Deletion, or Change of a Certificate-Page 4

Please insert in the text box below your change summary information for the Graduate Council agenda. Please enter the information exactly in this way (including headings):

Department:

Name of Certificate:

Credit Hours:

Type of Change: *(addition, deletion, change)*

Rationale:

Department: Leadership Studies

Name of Certificate: Social Service and Attendance

Credit Hours: 12

Type of Change: Change

Rationale:

Changing a plan of study course requirement from LS 693 School Law for Support Personnel to an existing program course that is used in our principal programs, LS 675 Legal and Policy Issues, to maximize student course enrollment.

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