School of Education
Undergraduate & Post-Baccalaureate
Admissions Handbook
2016-2017

FALL 2016 ONLY

Please refer to the most recent handbook for updated contact information and links as this information may have changed.

303-615-1555
msudenver.edu/education
Students who applied to the School of Education prior to Summer 2016 should contact the School of Education Student Services Office concerning admission as your requirements may differ from those included in this handbook.

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Admission

Admission Requirements

The School of Education has two levels of admission for all licensure programs. Courses that require School of Education admission status are indicated on individual advising guides. Please note that students will not be able to register for these courses without first obtaining the required level of admission status. Some licensure programs require formal admission status before being able to register for any of the education courses that require field work. Please refer to specific advising guides for these requirements.

Provisional Admission is the first level of admission. Students who earn provisional admission will gain access to certain courses in their licensure program that were previously unavailable. To become provisionally admitted, all licensure students must complete and submit the School of Education Application for Admission. The application includes the Criminal History Agreement form, the Admissions Handbook Information Checklist and the Worker's Compensation Procedures form.

Formal Admission is the final level of admission. All students must earn formal admission to be accepted to student teaching at the end of their program. All licensure programs also include courses that will be restricted until formal admission is obtained and as such it is recommended that students do their best to meet all requirements for formal admission within one semester of applying to the School of Education. The requirements to be formally admitted are:

**English Competency** – Undergraduate licensure candidates are required to show completion of English Composition I (ENG 1010) and English Composition II (ENG 1020), or the equivalents, with a grade of C or better (or show proof of otherwise meeting the composition requirements for graduation). This requirement is waived for post-baccalaureate candidates, as the completion of their previous degree would have covered these requirements.

**Math Competency** – All undergraduate and post-baccalaureate licensure candidates who are required by their program to take Integrated Mathematics I (MTH 1610) must show proof of eligibility to register for this course. (Secondary Math and Science licensure students are exempt from this requirement.) Eligibility requirements and study materials for MTH1610 can be found on the [General Studies Mathematics Prerequisites webpage](http://example.com) of the Department of Mathematics and Computer Sciences website.

**GPA** – Licensure candidates must have a 2.5 GPA (or higher) over their most recent cumulative GPA (if it is at least 30 credits) or most recent 30 semester hours of credit if the cumulative GPA is below the requirement. Students who have not yet completed 30 credit hours of college level coursework cannot be formally admitted to the Teacher Licensure Program. Previous transcripts will be evaluated to determine GPA over the most recent 30 semester hours of credit if a student has not completed at least 30 credit hours at MSU Denver at the time of application to the School of Education.
Non-Licensure Admission Requirements

(Minor only students, IDP students, added endorsement only students, non-licensure ECE majors and teachers taking courses to renew licensure)

Students not seeking licensure do not have to meet formal admission requirements. These students must fill out the application to meet provisional admission status and will need to be in contact with the Admissions Coordinator (Ellen Sunbury) for assistance when registering for coursework each semester. We require non-licensure students to read and complete the Admissions Handbook Information Checklist section of the application to ensure that non-licensure students understand the requirements for licensure in the event that these students choose to switch to a licensure program.

Next Steps

Submitted applications will take 2-4 weeks to be processed. Please plan accordingly if you need admission status to register for classes. Once processed, students will receive an email to their MSU Denver email address outlining their application status and remaining admission requirements. Please be sure to pay attention to this email and save it for future reference as you work toward formal admission.

Student Information

Transcripts

All transcripts from previous higher education institutions should be on file with MSU Denver. It is important to have all official transcripts on file as this not only impacts a student’s ability to have those courses transfer over to MSU Denver but this also impacts class standing and priority registration. Post-baccalaureate students must have official transcripts showing proof of a previous degree to be eligible for the post-baccalaureate programs.

Official transcripts should be sent to:

Metropolitan State University of Denver
Office of Admissions
Campus Box 16 PO Box 173362
Denver, CO 80217-3362

Electronic transcripts must be sent directly from the institution to transcripteval@msudenver.edu.
Changes in Student Information

Once students have applied to the licensure program, it is important to keep information up to date and accurate with the School of Education. Please contact the School of Education at education@msudenver.edu if you intend to change or update any of the following information:

- Name, phone number or mailing address
- Licensure program
- Major/minor/concentration
- Assigned School of Education advisor
- Withdrawal from licensure program

Changes to licensure program and/or major may impact licensure coding, assigned advisor, program admission requirements, and major/minor/concentration declarations. Students are encouraged to meet with an education advisor before making any changes to licensure and/or major.

Students requesting withdrawal from the licensure program will have their information kept on file for a total of three years from the last attended semester at the University. If a student decides to return to complete a licensure program within that three-year period, the School of Education will be able to reactivate the records. If a student returns after three years, the student will be required to complete a new application.

MSU Denver Email

E-mail is the primary mode of communication used by the School of Education with students. Students will periodically receive email regarding status in the licensure program, course registration requirements, opportunities for employment or educational advancement, and other matters related to the School of Education. When emailing staff, faculty or administrators at MSU Denver, always use your MSU Denver email address. We are not permitted to provide specific details about students to private email addresses.
Advising

Initial Advising

All students should receive initial advising before applying to the School of Education. This requirement is different depending on the licensure area below:

- Elementary Education, Early Childhood Education and Special Education licensure students should meet with a School of Education professional advisor (Amber Paugh or Mark Kochesky).

- Secondary and K-12 students (with the exception of Art, Music and Physical Education) should first meet with an approved advisor in their content area. Once this advising has taken place, these students should then meet with a School of Education professional advisor.

- K-12 Art Education and Music Education students should meet with the approved advisor in that content area. These students do not meet with an advisor in the School of Education.

- K-12 Physical Education students should first meet with the approved professional advisor (Jane Mader) in the College of Professional Studies.

- Non-licensure students (Minor only students, IDP students, added endorsement only students, non-licensure ECE majors and teachers taking courses to renew licensure) should meet with a School of Education professional advisor.

School of Education Faculty Advisors

Once students have completed initial advising and applied to the School of Education, all licensure students are assigned to a specific faculty advisor (with the exception of Art and Music Education students). Students should schedule appointments to meet with their assigned advisor at least once every spring and fall semester. Advising is very important in our program as it assists with careful planning and progress to ensure a smooth transition to student teaching. In the event that issues arise with an assigned advisor or the advising procedure, please contact the Student Services Office. Advising office hours for School of Education faculty advisors can be found on the School of Education Advising webpage.

Content/Major Advisors

Secondary and K-12 licensure students will need to see advisors outside of the School of Education to receive advising for the major/content coursework. The School of Education works with many other academic departments around the University, and we have advisors in each department who are designated to work with School of Education students. The content advisor list can be found on the School of Education Advising webpage under the Content Area Major Advising section.
Online Tools & Resources

Advising Guides

Education and content advisors will use the School of Education Advising Guides to assist students with meeting the licensure requirements and progressing through the programs. Advising Guides can be found under each program area on the School of Education website.

GPA Calculator

To be accepted into student teaching toward the end of the licensure program, students must have a GPA of 2.75 or higher in specific courses required for that licensure program. The GPA Calculator worksheets will indicate which courses are required for each major/licensure combination as well as for each post-baccalaureate program. It is suggested that the appropriate worksheet be updated as coursework is completed each semester. Upon completion, your advisor will verify, print and sign the worksheet as part of the application for student teaching. For additional information on the GPA Calculator and how to use it, please visit the School of Education GPA Calculation for Student Teaching webpage.

Licensure Exams

All teacher licensure candidates at MSU Denver must pass an approved licensure exam before they can apply for student teaching. Some licensure areas will require more than one exam. Detailed information concerning when to take the exam(s), required exam codes and study materials should be reviewed on the School of Education Licensure Exam webpage. Please meet with your assigned Education advisor to discuss any questions or concerns regarding your required licensure exams.

Education Scholarships

The School of Education now offers scholarship opportunities specifically for education students separate from those found through the Office of Financial Aid. These scholarships can be found on the School of Education Scholarships webpage.

School of Education Technology Lab

The School of Education Technology Lab offers services to help School of Education students and professors with their technology needs. The lab is open for specific hours during the week when staffed by our student employee(s) or Educational Technology faculty. Our computers have the following software: Microsoft Office 2013, Adobe Acrobat Pro X, Kidspiration, Inspiration, SMART Notebook, SMART Response, ActivInspire, HandBrake Video Compression software, and more. The schedule for the lab can be found on the School of Education Technology Lab webpage.
Added Endorsements

Once licensure candidates have obtained a Colorado teacher’s license, additional areas of endorsement can be added to the initial license. Doing so will greatly increase marketability as a potential teacher and assist with finding a job. In the State of Colorado, teachers can obtain an added endorsement by completing an approved added endorsement program or by completing CDE approved credit or assessment. More details concerning these options can be found on the School of Education Added Endorsement webpage.

Student Teaching

As students progress through the licensure coursework, it is important to consider preparation for the student teaching application process. Student teaching is the final semester* in the licensure program and all coursework and program requirements must be satisfied prior to beginning the student teaching semester. The process to apply for student teaching requires various steps, and preparing for these steps in advance is highly beneficial and recommended. Please visit the Getting Started webpage on the School of Education Student Teaching website and review the process overview and eligibility requirements for student teaching.

*Elementary Education majors are the one exception to this, as these students will complete student teaching as a two-semester residency alongside specific coursework. Please meet with your assigned Elementary Education advisor to discuss this in more detail.

Professional Disposition

Maintaining a professional disposition at all times is necessary to be successful in our program. The School of Education uses a disposition process as both a tool for student feedback and as a disciplinary tool. Within many Education courses, instructors will complete a professional disposition report on each student to provide constructive feedback. At the same time, any faculty, staff or administrator in the School of Education program can file a disposition report on a student at any time to document any unprofessional behavior. Our colleagues in the schools we use for field experience and student teaching placements can also report any inappropriate or unprofessional behavior, requiring the student to meet with the Department Chair and go through the disposition process. Examples of disposition forms along with more information on the disposition process can be found on the School of Education Student Forms webpage.

Workers’ Compensation Procedures

Workers’ Compensation Procedures are found through the Human Resources website. Please review these procedures as you must follow them for injuries or illnesses that may occur at a field placement completed through the School of Education. While these procedures include a final signature page, please do not complete this form directly through the Office of Human Resources. Instead, please complete and sign the final page of the School of Education Application indicating your knowledge of and agreement to adhere to MSU Denver Work-Related Injury or Illness procedures.