



For students that have earned an **Associates of Science in Teaching (A.S.T.)** degree from a Tennessee Community College and plan to earn a **Bachelor of Science** degree from Middle Tennessee State University

Middle Tennessee State University
College of Education

Elementary Education (K-5)
Early Childhood Education (PreK-3)

COLLEGE OF EDUCATION A.S.T. TO B.S. TRANSFER PATHWAY HANDBOOK

TABLE OF CONTENTS

BEFORE TRANSFERING

Check out pages 3-5. On page 3, you can learn about Tennessee Transfer Pathways and why they are effective. Visit page 4 to see how to have a successful transfer and, finally, on page 5, read about what an A.S.T. is and why it's better to earn an A.S.T. degree at a Tennessee Community College if you plan to become a teacher.

Pages 8-9 - A.S.T. to B.S. Checklist

WELCOME TO MTSU!

Page 6 - Important contacts within the College of Education, MTSU Admissions, and MT One Stop

Page 7 - Resources for you on the MTSU College of Education Academic Advising website.

Pages 8-9 - A.S.T. to B.S. Checklist

ADMISSION TO THE TEACHER EDUCATION PROGRAM

Page 10 - Submitting your application

Page 11-13 - Admission to Teacher Education Program application steps

Page 14 - Documents needed for your application

QUESTIONS?

Page 15 - FAQs

ELEMENTARY EDUCATION

The process for Elementary Education majors looks a little different. Visit page 16 to be prepared.

A.S.T. OR 2+2

What is the difference? What am I? Visit page 17 to learn more.

I PLANNED TO EARN MY A.S.T., BUT THAT DIDN'T HAPPEN. WHAT DO I DO?

Visit page 18 to find out what to do if things do not go according to plan.



What is a Tennessee Transfer Pathway?

Tennessee Transfer Pathways (TTPs) are advising tools designed to help community college students plan for transferring to a Tennessee public university or select regionally accredited, non-profit, Tennessee private colleges and universities to complete their baccalaureate degree. The TTP constitute an agreement between community colleges and four-year colleges/universities confirming that community college courses meet major preparation requirements.

A student who completes all the courses and requirements listed for the selected major of a Transfer Pathway will be able to earn an A.S.T. degree from a selected community college. When the student transfers to a Tennessee public or private college/university, the transcript will certify that the pathway has been followed. The student is guaranteed that all community college courses taken will be accepted at the college/university and the courses will count toward the completion of a particular major. If a community college student transfers to another Tennessee community college, they are guaranteed that all courses transfer. (*Tennessee Board of Regents, 2022*) *Provided that all other admission criteria are met; individual TICUA institutions may require courses specific to their mission that do not result in additional time spent toward degree completion. visit tntransferpathway.org to learn more

What do I need to know?

1. The student is responsible for following the TTP exactly to ensure transfer of all hours.
2. Admission into a public or private college/university does not guarantee admission into a particular college or academic program.
3. Not every community college offers every TTP. Check tntransferpathway.org to determine the availability of TTPs at individual community colleges.
4. The courses contained in each Pathway are required to receive the respective Associate's Degree. Some of these courses, especially math and science, may have prerequisites that students must also complete.
5. Particular public universities or programs may have additional requirements that apply, especially:
 - a. All universities require demonstrated competency in a single foreign language at the intermediate level for a Bachelor of Arts Degree. This requires a second year of foreign language, which students can take at the community college level but may not be listed on the pathway for the A.A. Degree.
 - b. At some universities, foreign language may be required in certain programs leading to the Bachelor of Science Degree. Always check the university catalog to understand these specific requirements.
6. Upon transfer, community college students must complete all the upper division course requirements of the respective university. Always check the university catalog. *Students who plan to transfer to a regionally accredited, non-profit, private institution are strongly encouraged to review the specific college/university baccalaureate degree program for any courses required upon transfer that are specific to that institution's mission.*
7. Some baccalaureate degree programs require more than four years of full-time study. Engineering, certain science-related fields, computer science, and allied health are primary examples. Always check the university catalog.
8. The Tennessee Transfer Pathways cover many of the majors available at Tennessee public and private colleges/universities. However, individual community colleges and four-year colleges/universities have articulation agreements in programs not covered by the Pathways. Check the websites or catalogs of individual community colleges to determine additional transfer agreements available at each institution.
9. Community colleges and four-year colleges/universities may develop Dual Admissions agreements that will benefit students who transfer in all programs. For more information, check the Admissions Office at your institution.
10. The TTPs include courses required to complete the general education core and beginning courses in the major. Additional information about the general education core is available at tntransferpathway.org and in every institution's catalog.



Steps for a Successful Transfer

1

ADVISING

It is important as you make the decision to transfer that you consult an advisor at your community college. Your community college has advisors trained to help you make the right decisions about what courses to take when you are preparing to transfer.

REGISTER WITH 'TRANSFER' IN MIND

When you meet with your community college advisor each semester, remind him/her/them that you plan on transferring so the advisor can assist you in selecting courses that transfer easily.

2

3

START PLANNING TODAY

The longer you wait to make decisions, the longer it may take you to complete a degree. Do your best to complete the following as soon as possible:

- Identify a major that corresponds with your chosen career field.
- Declare your major.
- Select a transfer institution.
- Know the deadlines for admission and scholarships for your transfer institution.
- Check the deadlines at least a year before transferring; many universities have early deadlines for scholarships.
- Investigate program-specific selection criteria and requirements such as auditions, portfolios, exam scores, or entrance exams (ask your advisor and/or contact an advisor at the school you're planning to transfer to as well).
- Be aware of course sequences and prerequisites which may require you to complete courses certain semesters to stay on track and not delay your transfer/graduation plans.

MEET WITH YOUR CURRENT ADVISOR TO DISCUSS PLANS

If you are planning to transfer the next semester, find out from your advisor what you will need to do to leave your current institution and transfer to another. If you are working toward an associate degree, verify your eligibility to graduate and discuss what you need to do next to earn your degree.

4

5

REVIEW THE APPLICATION PROCESS

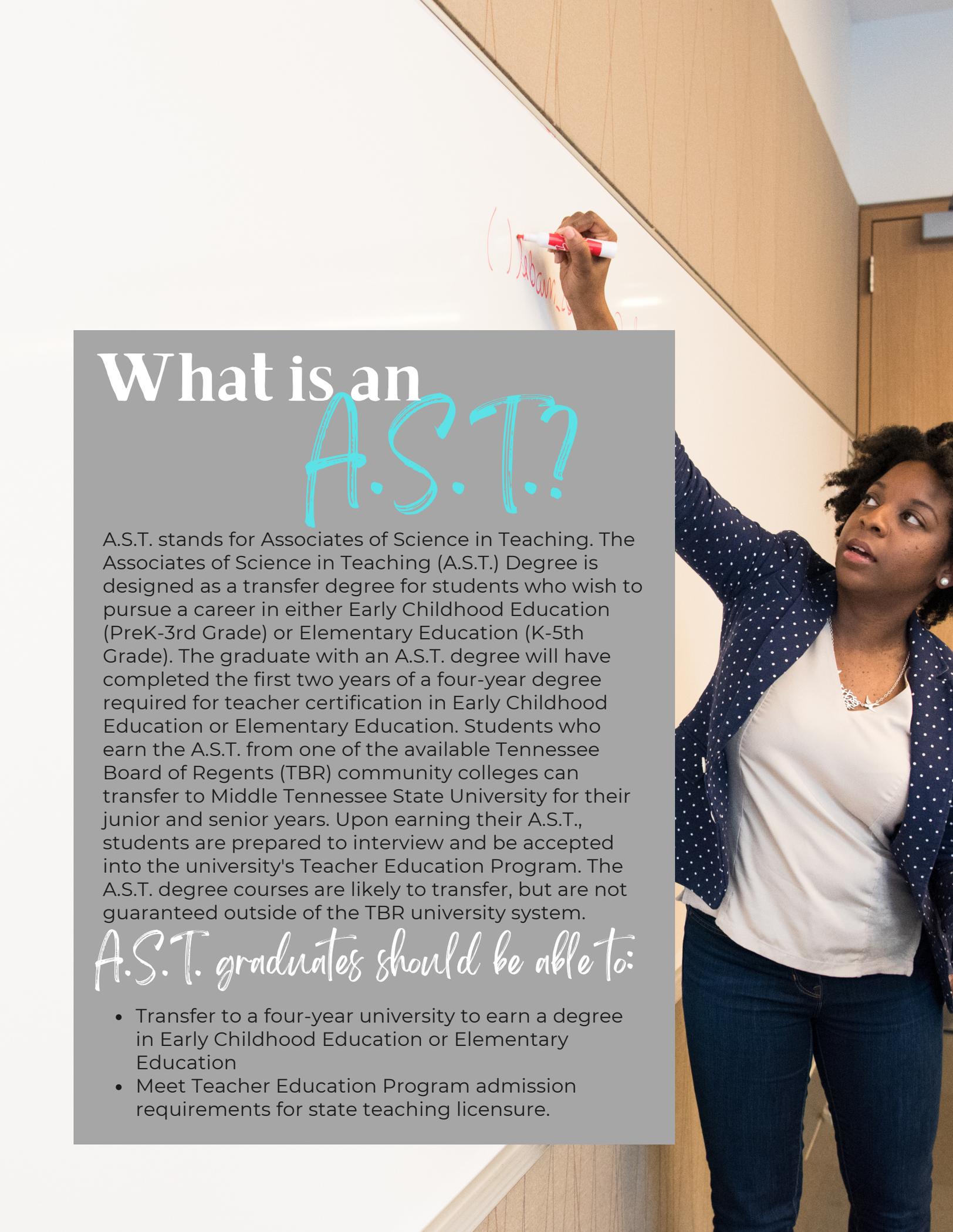
Become familiar with your chosen transfer institution's academic calendar, admission priority dates, deadlines and degree requirements.

- Visit the university prior to applying.
- Submit your application(s) for admission and all of your official transcripts (including AP and CLEP test scores if you have any) by the deadlines specified at each university.
- Check to see if high school transcripts are required.
- Send final official transcripts after the term is completed and the grades and degree are posted.
- Submit any required proof of immunizations.

ATTEND NEW SCHOOL ORIENTATION TO BECOME FAMILIAR WITH YOUR NEW COLLEGE OR UNIVERSITY

Be sure to request maps and tour information as well as become familiar with financial aid and fee payment processes as these vary from school to school.

6

A woman with dark curly hair, wearing a white t-shirt and a dark blue polka-dot blazer, is standing in a room with wood-paneled walls. She is holding a red marker and writing on a whiteboard. The whiteboard has some faint red markings, including a large parenthesis and some illegible text. The background shows a wooden door and a white wall.

What is an

A.S.T.?

A.S.T. stands for Associates of Science in Teaching. The Associates of Science in Teaching (A.S.T.) Degree is designed as a transfer degree for students who wish to pursue a career in either Early Childhood Education (PreK-3rd Grade) or Elementary Education (K-5th Grade). The graduate with an A.S.T. degree will have completed the first two years of a four-year degree required for teacher certification in Early Childhood Education or Elementary Education. Students who earn the A.S.T. from one of the available Tennessee Board of Regents (TBR) community colleges can transfer to Middle Tennessee State University for their junior and senior years. Upon earning their A.S.T., students are prepared to interview and be accepted into the university's Teacher Education Program. The A.S.T. degree courses are likely to transfer, but are not guaranteed outside of the TBR university system.

A.S.T. graduates should be able to:

- Transfer to a four-year university to earn a degree in Early Childhood Education or Elementary Education
- Meet Teacher Education Program admission requirements for state teaching licensure.

Welcome to MTSU!

Department of Elementary & Special Education

Academic Advisor

Dr. Alicia Abney
Alicia.Abney@mtsu.edu

Faculty Mentor (ELED)

Dr. Bonnie Barksdale
Bonnie.Barksdale@mtsu.edu

College of Education Advising Manager

Ms. Alicia Abney
Alicia.Abney@mtsu.edu

Elementary Education Program Coordinator

Dr. Katherine Mangione
Katherine.Mangione@mtsu.edu

Early Childhood Education Program Coordinator

Dr. Pam Ertel
Pam.Ertel@mtsu.edu

Department of Elementary & Special Education Interim Department Chair

Dr. Eric Oslund
Eric.Oslund@mtsu.edu

Office of Teacher Licensure

Contact for questions about your
application to the Teacher Education
Program

Mr. Quinton Goodman
Quinton.Goodman@mtsu.edu

Office of Teacher Licensure Director

Dr. Tiffany Dellard
Tiffany.Dellard@mtsu.edu

Admission to Middle Tennessee State University

Website: www.mtsu.edu/applynow

Email: admissions@mtsu.edu

Phone: 615-898-2233

MT One Stop

The MT One Stop provides a variety of services both in-person and virtually. They can assist with the following needs:

- Financial Aid: Questions about scholarships, completing the FASFA, requesting student loans, financial aid appeals, etc.
- Records: Transcripts, name change requests, change of address, enrollment verification
- Registration: General questions, late registration assistance, withdraw from courses, etc.
- Billing: General questions, installment payment plans, direct deposits, etc.
- Residency: In-state classification, Academic Common Market
- Food Pantry: Visiting the pantry, donating to the pantry

Website: www.mtsu.edu/one-stop

Email: mtonestop@mtsu.edu

Virtual Counter: www.mtsu.edu/one-stop/onestopcounter.php



College of Education Academic Advising Website

www.mtsu.edu/cebsadv

Visit MTSU's College of Education Academic Advising Website for the following:

- **Student Folder**
 - Academic Advising expectations, scheduling appointments, "How to College" glossary, Teacher Education Program requirements, Registration Issues, Student Success Resources & Tools, and so much more...
- **Student Resources Webpage**
 - Praxis/ETS information, ETS Licensure information, TEP Candidacy Letter, Residency I & II Application links, COST Student Teaching Abroad information, Student Success Resources, Campus Resources, College of Education Advising Newsletters, etc.
- **Advising Forms Webpage**
 - Upper Division Forms for each major, Intent to Graduate, General Education Checklist, Request for Credit Overload, etc.

and so much more!

Checklist

ASSOCIATE OF SCIENCE IN TEACHING (A.S.T.) TO BACHELOR OF SCIENCE (B.S.) STUDENT RESPONSIBILITIES

1

Final Year at Your Community College

- Apply to Middle Tennessee State University (www.mtsu.edu/applynow)
- Visit www.mtsu.edu/how-to-apply/deadlines.php to learn of important Dates & Deadlines for Guaranteed Scholarships. Contact your assigned Transfer Recruiter for Guaranteed Scholarship deadlines (www.mtsu.edu/how-to-apply/contact.php)
- Make sure that you meet the [Admission to Teacher Education Program](#) Requirements for Middle Tennessee State University
 - Satisfactory Test Scores
 - ACT score of 22 or higher,
 - SAT score of 1080 or higher, *or*
 - Passing Praxis Core Academic Skills for Educators test scores
 - Reading - 156
 - Writing - 162
 - Mathematics - 150
 - Inclusive GPA (all transfer grades and MTSU grades) of 2.750 or higher
 - Grades of B or higher in introductory education courses

Note: While not related to the Teacher Education Program, MTSU does require a grade of C or higher in MATH 1410 and MATH 1420 for degree requirements.

Last Semester at Your Community College

- Complete your A.S.T. Degree
- Once admitted to MTSU, register for [Transfer CUSTOMS](#) (new student orientation)
 - You will receive mail and email announcements regarding CUSTOMS, but you can visit www.mtsu.edu/CUSTOMS to learn more.
- Before submitting your application to the Teacher Education Program, schedule your appointment for your [fingerprinting and background check](#). Visit www.mtsu.edu/education/docs/Instructions_for_Obtaining_Background.pdf for specific instructions on how to schedule your appointment. Or, visit www.mtsu.edu/education/admission.php, scroll to the bottom of the page, and click on the Instructions for Obtaining Background Check link.
- When you receive your [Associate of Science in Teaching \(A.S.T.\) diploma](#), apply to the Teacher Education Program.
 - Visit www.mtsu.edu/education/admission.php to apply. Scroll down to the section titled [Apply for Admission to Teacher Education \(ATE\)](#) and click on the blue Elementary Education button *or* the blue Early Childhood Education button.
 - Log in using your MTSU credentials.
 - **Classification:** Undergraduate/AST Degree Transfer
 - **Teaching Endorsement Area:** Elementary Grades K-5 *or* Early Childhood Education
 - You will need to show proof of Satisfactory Test Scores (ACT, SAT, or Praxis Core Academic Skills for Educators)
 - You will need to scan and attach the following documents (scans must be saved as a PDF. Photos of documents will *not* be accepted. Visit Walker Library if you need assistance with scanning and saving)
 - Your A.S.T. diploma (or other form of proof that you have been awarded the A.S.T. Degree.
 - Noncriminal Justice Applicant's Privacy Rights Form and VECHS Waiver Form

2

Checklist

ASSOCIATE OF SCIENCE IN TEACHING (A.S.T.) TO BACHELOR OF SCIENCE (B.S.) STUDENT RESPONSIBILITIES

3

First Semester taking MTSU Courses

- Purchase [LiveText - Field Experience Management](#). Visit www.mtsu.edu/education/livetext.php. You may purchase LiveText through the LiveText Watermark website or from MTSU Phillips Bookstore.
- Meet with your Faculty Mentor to discuss [Praxis Exams for State Teaching Licensure](#). Visit www.ets.org/praxis/tn/requirements/ to view Tennessee Assessment Requirements.

Second Semester taking MTSU Courses

4

- Apply for [Residency 1](#).
 - If you are planning on entering Residency 1 during the spring semester, the deadline to apply is September 30.
 - If you are planning on entering Residency 1 during the fall semester, the deadline to apply is January 30.
 - Visit www.mtsu.edu/education/residency-1.php to learn more about Residency 1.
- Meet with your Academic Advisor to complete your [Graduation Review](#).
 - If your major is Elementary Education, please wait for your academic advisor to email you with specific dates to schedule this appointment. During this appointment, you will also select your Residency I cohort. If your major is Early Childhood Education, you can schedule this appointment at anytime during the semester.
 - You will be required to submit a signed copy of your **Upper Division Form** (you received your Upper Division Form during Transfer CUSTOMS or the first time you met with your academic advisor) and your completed Intent to Graduate Form. The **Intent to Graduate Form** can be found here: www.mtsu.edu/cebsadv/forms.php
 - If you need a new copy of your Upper Division Form, visit www.mtsu.edu/cebsadv/forms.php

5

Third Semester taking MTSU Courses

- Apply for [Residency 2](#).
 - If you are planning on entering Residency 2 during the spring semester, the deadline to submit your application is September 30.
 - If you are planning on entering Residency 2 during the fall semester, the deadline to submit your application is January 30.
 - Visit www.mtsu.edu/education/residency-2.php to learn more about Residency 2.
- Complete required [Praxis II Exams](#)

Final Semester taking MTSU Courses

6

- Complete [edTPA](#) with a passing score.
- Graduate!

Submitting your Teacher Education Program application

It is imperative that you submit your application to the Teacher Education Program as soon as possible.

If you have not been admitted to the Teacher Education Program 3 weeks prior to the start of the semester, you must meet with your academic advisor and the academic advisor for transfer students, to possibly change your schedule.

For **Elementary Education majors**, this may require adjusting to the alternative, non-A.S.T. Academic Map for Elementary Education majors and adding an additional semester to your degree plan.

Guaranteed Enrollment Deadlines

To guarantee your enrollment in courses requiring Teacher Education admission, the completed Admission to Teacher Education application should be submitted by the Guaranteed Enrollment deadlines.

Start Early. THIS PROCESS TAKES TIME. Some parts of the admission to teacher education application process may take you several weeks to complete. Please allow 4 weeks to complete and submit your application.

Begin with the end in mind. Know when you must absolutely submit your application and work backwards on the calendar (approximately 4 weeks) to ensure your application can be completed on time. *Students may be admitted after the guaranteed enrollment deadline, but will not be guaranteed a space in their chosen classes.*

Submit everything by the deadline. Incomplete applications will not be reviewed.

To be admitted for Spring Semester - deadline of **October 15**
To be admitted for Summer Term - deadline of **March 15**
To be admitted for Fall Semester - deadline of **March 15**

Questions about your application? Contact

Quinton Goodman at Quinton.Goodman@mtsu.edu

Submitting your Teacher Education Program

Application

www.mtsu.edu/education/admission.php

1. Visit the application website and click on your major.

Apply for Admission to Teacher Education Program (ATE)

Elementary Education

Secondary Education Minors

Job-Embedded

Middle Grades Education

Early Childhood Education

Special Education

Curriculum and Instruction

2. Review the instructions and information. Your attachments must be in PDF format. If you need help with this, please visit Walker Library. They can help you scan and convert your documents.



Application for Admission to Teacher Education

Office of Professional Laboratory Experiences
College of Education
Middle Tennessee State University

Use this form if you are working toward a Bachelor's degree or if you hold a Bachelor's degree and are planning to complete a teacher preparation program. Click here to view [Admission to Teacher Education requirements](#).

You will find several kinds of fields in your application forms - checkboxes, dates, data entry fields, and attachments. Some fields may not be required depending on your program.

The attachments are documents that are prepared outside the application using whatever editing software you desire (eg, Microsoft Word), converted to PDF format and then added or uploaded to your application. We require PDF format to preserve document formatting and consistent reading experience for reviewers. If you don't have access to a scanner, Walker Library has scanners located in the Makerspace Mac lab and in the adjacent computing area. There are also free apps you can use on your mobile device. We recommend [Adobe Scan](#) or [CamScanner](#).

- Save all document attachments with descriptive filenames of 50 characters or less (including spaces).
- Use unique filenames for all attachments in an application
- Ensure all information is directly visible in your PDF.
- Documents with signatures (eg, VECH Waiver) can be printed, signed, scanned, and attached in PDF format.
- Keep attachment file size to 25 MB or less

Legibility is of paramount importance. Applications that include PDF attachments that do not conform to the minimum requirements listed above may lead to application errors upon submission or rejection of your application from our review process.

If you need to stop before your application is complete, click "Save Progress" at the bottom of the form and then click "Log Out." DO NOT SUBMIT until your application is complete.

Please Note: The 45 minutes timer, in the upper right corner, is an indication of when your session will time out. The timer is a security feature that counts down 45 minutes per page. At 2 minutes, Dynamic Forms will ask if you would like to continue. If no answer is received, you will be logged out.

3. Complete the first section with your personal information.

STUDENT INFORMATION				
Last Name	<input type="text" value="My Last Name"/>	First Name	<input type="text" value="My First Name"/>	MID <input type="text" value="0"/>
MTSU Student ID	<input type="text" value="REDACTED"/>	Phone	<input type="text" value="(615) 898-2344"/>	E-mail <input type="text" value="Alicia.Abney@mtsu.edu"/>
Address	<input type="text" value="1301 E. Main Street"/>			
City	<input type="text" value="Murfreesboro"/>	State	<input type="text" value="TN"/>	Zip Code <input type="text" value="37132"/>
Classification	<input type="text" value="- Please Select -"/>		Teaching Endorsement Area	<input type="text" value="- Please Select -"/>

3. Select your **Classification** as Undergraduate/AST Degree Transfer. This Classification removes parts of the application that are already complete because of your A.S.T. Degree.

City * State *

Classification * Teach Endor Area

TESTING

You must take and pass the Praxis Core Academic Skills for Educators (Core) exams. Exemptions from taking the CORE exam may apply to those applicants who:

- Have an ACT enhanced score of 22 or higher.
- Have 1080 on the SAT.

Graduate / post-baccalaureate students are exempt from Praxis Core Academic Skills requirements, the revised GRE® General Test (after 8/1/2011) minimum sub-scores:

4. Select your **Teaching Endorsement Area** (your major). You will select either Early Childhood Ed PreK-3 or Elementary Grades K-5.

Zip Code

Teaching Endorsement Area

Chemistry 6-12

Early Childhood Ed PreK-3

Earth Science 6-12

Elementary Grades K-5

English 6-12

English as a Second Language PreK-12

Family & Consumer Science 6-12

French 6-12

Core) exams. Passing scores are Reading - 156, Math - 150, Writing - 162. Exemptions from taking the CORE exam may apply to those applicants who:

Academic Skills for Educators (Core) exams. Passing scores are Reading - 156, Math - 150, Writing - 162. Exemptions from taking the CORE exam may apply to those applicants who:

Graduate / post-baccalaureate students are exempt from Praxis Core Academic Skills for Educators (Core) exams if they met the ACT or SAT requirements, the revised GRE® General Test (after 8/1/2011) minimum sub-scores: 141 on Quantitative Reasoning and 143 on Verbal Reasoning, or have an MAT score of 380 or better.

Those who fail the ACT or CORE exam (after having taken either twice) may be eligible to appeal under certain guidelines. Appeals must be initiated by the student using an appeal form [available online](#).

5. Complete the Testing section by selecting one of the available options. If you have completed the Praxis Core exams or are exempt from the Praxis Core because of your ACT or SAT scores, attach the PDF of your scores. If you qualify for an appeal of your ACT or the Praxis Core and have completed the Appeal worksheet, attach a PDF of the document here.

TESTING

You must take and pass the Praxis Core Academic Skills for Educators (Core) exams. Passing scores are Reading - 156, Math - 150, Writing - 162. Exemptions from taking the CORE exam may apply to those applicants who:

- Have an ACT enhanced score of 22 or higher.
- Have 1080 on the SAT.

Graduate / post-baccalaureate students are exempt from Praxis Core Academic Skills for Educators (Core) exams if they met the ACT or SAT requirements, the revised GRE® General Test (after 8/1/2011) minimum sub-scores: 141 on Quantitative Reasoning and 143 on Verbal Reasoning, or have an MAT score of 380 or better.

Those who fail the ACT or CORE exam (after having taken either twice) may be eligible to appeal under certain guidelines. Appeals must be initiated by the student using an appeal form [available online](#).

Please select the statement below that applies to you:

I have completed the Praxis Core exams.

I am exempt from the Praxis Core exam because of my ACT, SAT, MAT, or GRE scores.

I qualify for an appeal of my ACT or Core test.

Attach Core scores / Proof of exemption: (must be in pdf format) No file chosen

Files over 25 MB will not be accepted

6. Click Next

7. On page two, you will indicate YES, your major does require these courses.

EESE 1010- Teachers as Problem Solvers and EESE 1011-Creating Diff Instruction (or approved substitutions with a grade of B- or higher) must be completed satisfactorily before admission to teacher education will be granted. The information concerning these courses must be exact. This information will be verified by your transcript.

Does your major require these courses?

* - Please Select - v
- Please Select -
No
Yes

CHECK

All students are required to have a TBI Background Check cleared and on file in the College of Education's Office of Professional Laboratory Experiences

8. Since you completed these courses at your respective community college, type the grade that you earned in the course that is **equivalent** to the required courses. You can find the course equivalent on your Upper Division Form, your DegreeWorks audit, or a course substitution form (if applicable). You may not have a course substitution form. If your courses automatically transferred, this will show on DegreeWorks.

Note: The application site still reads that a grade of B- or higher is required. This is incorrect. Students must earn a grade of B or higher.

EESE 1010- Teachers as Problem Solvers and EESE 1011-Creating Diff Instruction (or approved substitutions with a grade of B- or higher) must be completed satisfactorily before admission to teacher education will be granted. The information concerning these courses must be exact. This information will be verified by your transcript.

Does your major require these courses?

* Yes v

EESE 1010 Grade: A

EESE 1011 Grade: A

Attach a copy of approved substitution form (s), if applicable: (must be in pdf format)

Choose File No file chosen
Files over 25 MB will not be accepted

9. Complete, scan, and attach the Noncriminal Justice Applicant's Privacy form and the VECHS Waiver form. These documents must be in PDF format. If you need assistance with scanning or converting documents to a PDF, please visit Walker Library.

BACKGROUND CHECK

All students are required to have a TBI Background Check cleared and on file in the College of Education's Office of Professional Laboratory Experiences.

Tennessee Code Annotated, Title 49, Chapter 5, Part 5610 specifies that all students wishing to enter approved teacher training programs in Tennessee shall be required to submit to a criminal history background check. TCA 49-5-5610 also requires students wishing to enter an approved teacher training program in Tennessee to:

- Agree to the release of all investigative records to the administrator of the teacher training program.
- Supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation.
- Sign an authorization and release form authorizing a qualified Tennessee licensed private investigation company to complete a criminal history records check.

Volunteer and Employee Criminal History (VECHS) Agreements from the Tennessee Bureau of Investigation. In order for your TBI Criminal History Report to be released to our office, you must read, complete, and sign the VECHS Waiver Agreement and Statement. You must also read and sign the Noncriminal Justice Applicant's Privacy Rights.

Download the forms by clicking here. A scanned copy of the Noncriminal Justice Applicant's Privacy Rights and VECHS Waiver Consent form must be attached below:

Attach Signed Noncriminal Justice Applicant's Privacy: (must be in pdf format)

Choose File No file chosen
Files over 25 MB will not be accepted

Attach a copy of your signed VECHS Waiver Form: (must be in pdf format)

Choose File No file chosen
Files over 25 MB will not be accepted

Have you ever been convicted of an offense other than a minor traffic violation?

* - Please Select - v

10. Show proof that you have been awarded your AST degree. Ideally, you would scan, save, and attach a copy of your AST diploma.

Associate of Science in Teaching

Students must show proof of having been awarded the AST degree. Please attach a copy of your AST diploma.

AST Diploma: (must be in pdf format)

Choose File No file chosen
Files over 25 MB will not be accepted

11. Click Next.

12. Sign your application electronically.

Watch your email to learn of your acceptance!

Documents required for your Application

www.mtsu.edu/education/admission.php

1. Visit the application website and scroll all the way to the bottom.

[ATE Forms and Documents](#)

Show entries Search:

Forms & Documents
+ ACT Appeal Form
+ ATE Recommendation Form
+ Explanation of 60 hour GPA Calculation
+ Instructions for Obtaining Background Check
+ Job-Embedded Reference Form
+ Noncriminal Justice Applicant Privacy Rights Form
+ Praxis Core Academic Appeal Form
+ Professional Counseling Program Background Check Form
+ Satisfactory Test Score Handout
+ VECHS Waiver Agreement and Statement

Showing 1 to 10 of 10 entries Previous Next

2. Complete, save, and scan the **Noncriminal Justice Applicant Privacy Rights Form** and the **VECHS Waiver Agreement and Statement**.


COLLEGE OF EDUCATION
 MIDDLE TENNESSEE STATE UNIVERSITY

Noncriminal Justice Applicant's Privacy Rights
 Middle Tennessee State University Teacher Education Program

Print Name: _____ Mnumber: _____

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below:

- You must be provided written notification that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided full advance notice (except in an emergency) of an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, stored, and shared.
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete a challenge to the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth in Title 28 Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record. [3]

You have the right to request that officials reporting the results of the criminal history record check will use only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/interior/criminal-history-record-access-privacy-compact>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenge. Any copies of the official identification from that agency, that FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

Payment of any reasonable costs incurred by the Tennessee Bureau of Investigation in conducting fingerprinting and background investigation is the responsibility of the student.

By signing this I also authorize the release of all investigative records to the institution of higher learning (Middle Tennessee State University College of Education) resulting from a fingerprinting sample and a criminal history background check conducted by the FBI and I understand that this information may be used by Middle Tennessee State University to verify the accuracy of my application, and may furthermore be provided for sharing admission to the Teacher Education Program for which I have applied. Additionally, I authorize the institution to use the current qualified Tennessee licensed private investigation company to retain the necessary information needed. Lastly, I understand that copies of the criminal history records information will be shared outside of the College of Education, however, I authorize and understand that a notice of a passing or not passing background check will be sent to the school system once I begin my clinical placement.

Signature: _____ Date: _____

Page 2 of 2 ms-719

 **VECHS WAIVER AGREEMENT AND STATEMENT** 
 Volunteer & Employee Criminal History System
 for Criminal History Record Checks

under the National Child Protection Act of 1993, as amended

Pursuant to the National Child Protection Act of 1993, as amended, this form must be completed and signed by every current or prospective employee, volunteer and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize (enter Name of Qualified Entity) Office of Professional Laboratory Experiences to submit a set of fingerprints through the TBI vendor and this form to the Tennessee Bureau of Investigation (TBI), for the purpose of accessing and reviewing Tennessee and national criminal history that may pertain to me directly from the FBI, pursuant to 28 CFR, Sections 16.30-16.34. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me with a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me is being requested by the following:

Name of Qualified Entity: Office of Professional Laboratory Experiences
 Address: MTSU Box 14 1301 E. Main St.
 City: Murfreesboro State: TN Zip: 37132

I have OR have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

I am a current or prospective (check one):
 Employee Volunteer Contractor/Vendor

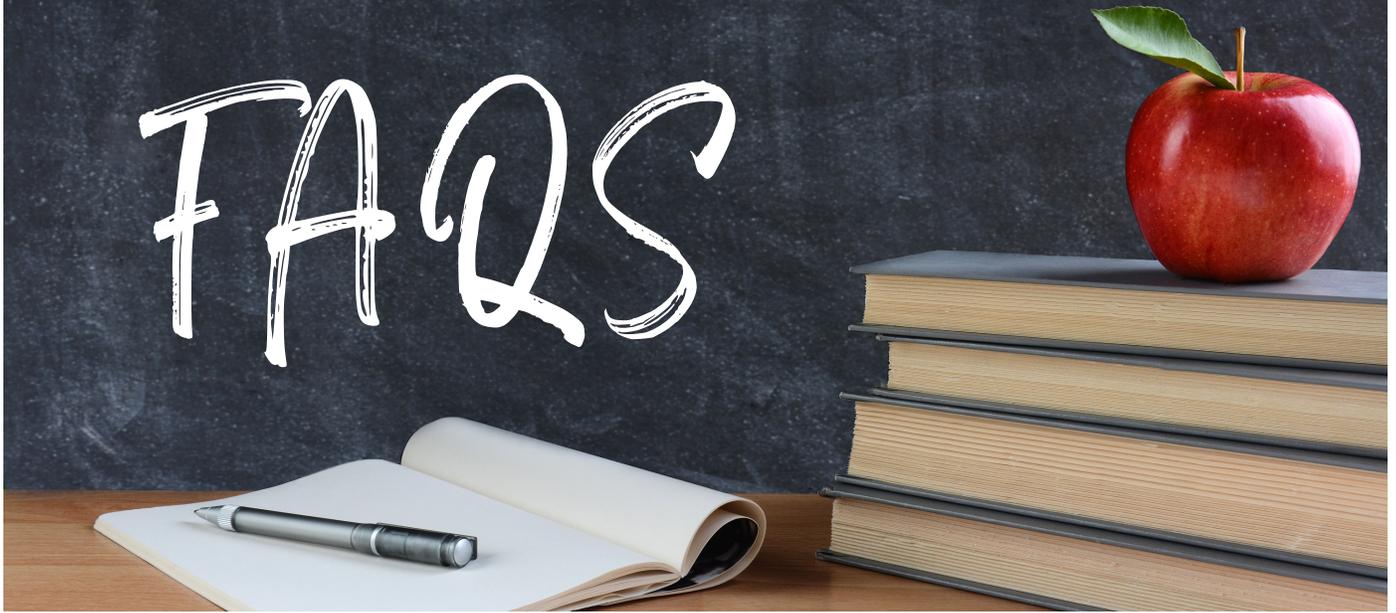
Signature: _____ Date: _____
 Printed Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Date of Birth: _____

TO BE COMPLETED BY QUALIFIED ENTITY:
 Entity Name: Middle Tennessee State University Office of Professional Laboratory Experiences
 Address: MTSU Box 14 1301 E. Main St.
 City: Murfreesboro State: TN Zip: 37128
 Telephone: (615) 898-2485 Fax Number: (615) 898-5188

ORIGINAL MUST BE RETAINED BY QUALIFIED ENTITY TO BE COMPLETED BY QUALIFIED ENTITY.

3. When getting your fingerprinting and background check, follow the specific instructions on the **Instructions for Obtaining Background Check** document. Complete this task as soon as possible and keep your receipt when you finish. The results will be sent directly to the Office of Teacher Licensure on campus.

Note: Federal law does not allow sharing of fingerprinting and background check results. You must complete this process for MTSU's Office of Professional Lab Experiences (Teacher Licensure) to continue with your major, even if you previously completed this process for another requirement such as employment, volunteer work, etc.



I am completing the Associate of Science (A.S.) or Associate of Arts (A.A.) Degree and my GPA is below a 2.750. Is there any way I can still be accepted into the Teacher Education Program with a lower GPA?

No. The state requires an Inclusive GPA of 2.750 or higher to be admitted into a state approved Educator Preparation Program. This is not a requirement we can make an exception for.

I earned an Associate of Science (A.S.) or Associate of Arts (A.A.) Degree. Does this count as the Associate of Science in Teaching (A.S.T.) Tennessee Transfer Pathway?

No. Students that have earned an Associate of Science in Teaching (A.S.T.) Degree have already completed some of the required Content Major courses while attending their respective community college based on the specific A.S.T. Degree Plan. Not all A.S. and A.A. Degree plans require these specific courses.

When should I submit my application to the Teacher Education Program?

As soon as possible. Once you are admitted to the university, register for Transfer CUSTOMS, MTSU's new student orientation. After you attend CUSTOMS, submit your application. If you have all the items you need to submit your application prior to attending CUSTOMS, you can go ahead and submit your application.

I attended graduation for my A.S.T. Degree, but I haven't completed the test score requirement yet. Do I still need to do this?

Yes. Satisfactory Test Scores (ACT, SAT, or Praxis Core Academic Skills for Educators tests) is a requirement for the A.S.T. Degree and it is a requirement for admission to the Teacher Education Program. If you have not completed the test score requirement prior to the start of the semester, you will be required to meet with your academic advisor to adjust your academic plan.

I earned my A.S.T. Degree but will not receive my actual A.S.T. diploma from the community college for a few weeks/months. How can I prove that I was awarded the degree without having my diploma yet?

If you have not received your diploma yet, you can use one of the following documents to provide proof that you have officially been awarded an A.S.T. Degree: official transcript, GPA/GPS/DegreeWorks Audit, or a formal letter of certification from the institution or advisor.

I recently completed a background check for my job. Will that be accepted for Admission to the Teacher Education Program?

No. Not all background checks screen for the same information. In order for us to ensure the school systems that the correct information is being checked, we require ALL background checks to be completed through the Office of Professional Laboratory Experiences (Office of Teacher Licensure). No exceptions. The Tennessee Bureau of Investigations (TBI) also does not consider secondary dissemination of background checks to be current or valid, so they should not be reused. Plus, federal law prohibits sharing background check results.

I was recently hired for a new job. Can I have my background check results sent to my new employer?

No. We are only permitted to use background check results for clinical placements. We do not share copies of background check information because TBI/FBI does not consider secondary dissemination of background check reports to be current or valid. A new background check should be completed when required.

Elementary Education

Major changes take place once you have been admitted to the Teacher Education Program and your A.S.T. Degree has been applied to your MTSU Degree Plan.

The Upper Division Form and Academic Map for Elementary Education list all of the classes required for a Bachelor of Science Degree in Elementary Education.

Once your A.S.T. Degree is applied, course requirements change.

Elementary Education Major

Students NOT on the Tennessee Transfer Pathway

Must take BIOL 3000
AND PSCI 4030

PSY 2300 is a required course



Students that have earned their A.S.T. Degree

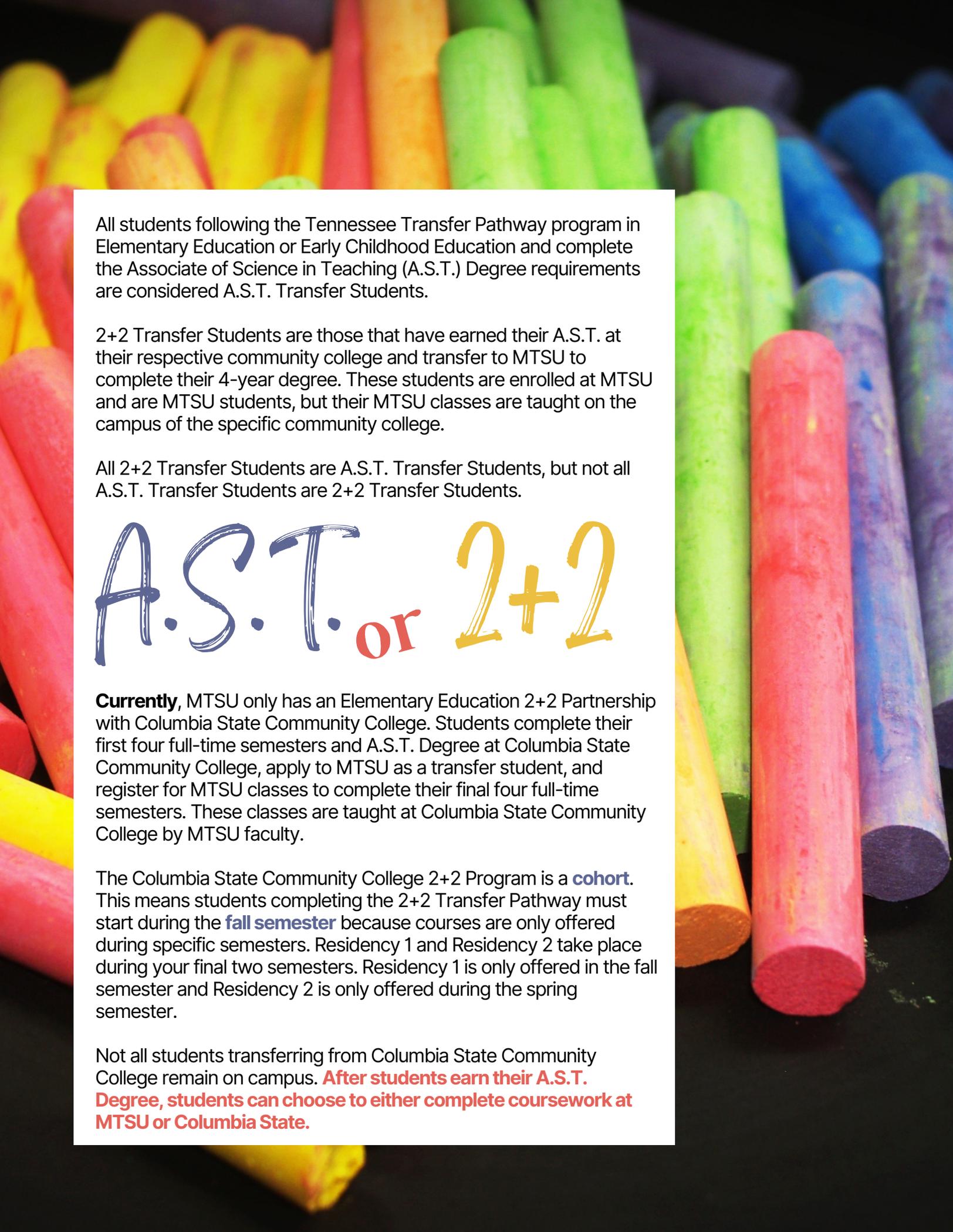
Choose **ONE***: BIOL 3000 **or** PSCI 4030

PSY 2300 is waived

*Must take ELED 4260 to make up for 1 missing credit hour.

These changes will appear on DegreeWorks once the awarded A.S.T. Degree is applied within MTSU programming.





All students following the Tennessee Transfer Pathway program in Elementary Education or Early Childhood Education and complete the Associate of Science in Teaching (A.S.T.) Degree requirements are considered A.S.T. Transfer Students.

2+2 Transfer Students are those that have earned their A.S.T. at their respective community college and transfer to MTSU to complete their 4-year degree. These students are enrolled at MTSU and are MTSU students, but their MTSU classes are taught on the campus of the specific community college.

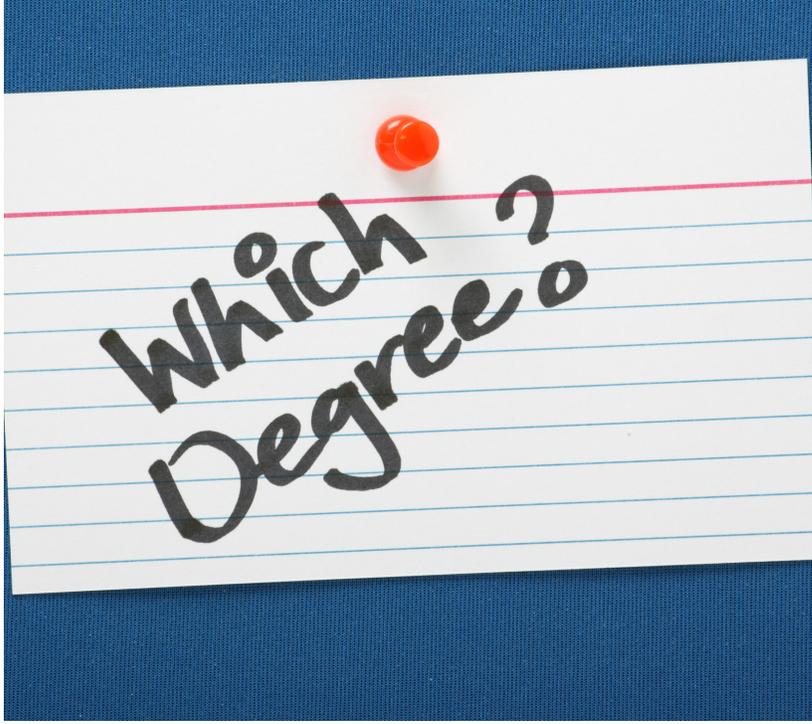
All 2+2 Transfer Students are A.S.T. Transfer Students, but not all A.S.T. Transfer Students are 2+2 Transfer Students.

A.S.T. or 2+2

Currently, MTSU only has an Elementary Education 2+2 Partnership with Columbia State Community College. Students complete their first four full-time semesters and A.S.T. Degree at Columbia State Community College, apply to MTSU as a transfer student, and register for MTSU classes to complete their final four full-time semesters. These classes are taught at Columbia State Community College by MTSU faculty.

The Columbia State Community College 2+2 Program is a **cohort**. This means students completing the 2+2 Transfer Pathway must start during the **fall semester** because courses are only offered during specific semesters. Residency 1 and Residency 2 take place during your final two semesters. Residency 1 is only offered in the fall semester and Residency 2 is only offered during the spring semester.

Not all students transferring from Columbia State Community College remain on campus. **After students earn their A.S.T. Degree, students can choose to either complete coursework at MTSU or Columbia State.**



What do I need to do to if I complete an **Associate of Science (A.S.) Degree** or **Associate of Arts (A.A.) Degree** instead of the **Associate of Science in Teaching (A.S.T.) Degree**?

First, don't panic. This happens often. We do have an alternative plan for you, but you **must** let your assigned academic advisor know that you had planned to follow the A.S.T. Degree Transfer Pathway, but you are no longer.

Alternative Plans

What happens if I don't earn my Associate of Science in Teaching (A.S.T.) Degree?

If you do not earn your Associate of Science in Teaching (A.S.T.) Degree, your Transfer Pathway changes. Your course requirements will be different.

To ensure you remain full-time and eligible for funding, it is imperative you work with your academic advisor, adjust your academic plan, and register for the correct courses for your first semester.

Ms. June Adams

Academic Advisor for Transfer Students
June.Adams@mtsu.edu

