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# *2023-2024 Academic Advising Student Handbook*

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The College of Education Academic Advising Student Handbook will help you stay organized, informed, and balanced with your academic requirements while completing your major requirements.

Make sure that you bring your student handbook with you to all of your academic advising appointments. While you progress through your major, add any additional resources that will aid in your academic progress.

Feel free to contact academic advisors in the College of Education if you have any questions. We look forward to working with you at Middle Tennessee State University!

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## *College of Education Mission Statement*

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The College of Education's mission is to provide comprehensive student-centered learning environments through excellence in teaching, basic and applied research, creative endeavors, quality advisement, and diverse partnerships. In addition to being a premier teacher preparation program, the College of Education is characterized by nationally accredited intensive programs that provide knowledge and skills necessary for success in other professional roles in education.

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## *Letter from the Dean*

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Welcome!

The MTSU College of Education has a proud tradition of preparing more top performing teachers than any other College of Education in Tennessee. This is the result of our students' dedication and our deep commitment to support our students on their journey toward excelling in their academic program and licensure requirements. Every faculty and staff member in the College of Education is dedicated to helping you achieve your aspiration of becoming a GREAT educator across our broad range of more than 35 different licensure endorsement areas. We are here to support you as you develop the knowledge, skills, and attributes to serve the children and families in communities across Tennessee, throughout the United States, and around the world. Because your success is our top priority, when you are faced with difficulties and challenges, we count on you to contact your academic advisor, faculty, or departmental staff so we can make sure you receive the best assistance possible. We are here to support you as you work toward your goal of becoming one of the best teachers in Tennessee.

Dr. Rick Vanosdall

Interim Dean

College of Education

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## *Letter from the Academic Advising Manager*

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Your assigned academic advisor will be an invaluable source of information to help you navigate degree requirements, empower you to learn about the College of Education and university policies, refer you to other important campus resources, and generally serve as a coach supporting you along the way. Your advisor will be one of the best resources available to you, so take the time to get to know that person well.

You can expect your advisor to be accessible, knowledgeable, and genuinely interested in your academic success. In return, your advisor will expect that YOU take responsibility for your educational journey. You can do this by meeting with your advisor regularly, learning about your major and its requirements, and charting your own academic progress.

Teachers make all other professions possible. The greatest doctor and the most brilliant scientist would not exist without the hard work of teachers. We are excited that you are here and wish you the best of luck as you begin your educational career!

Dr. Alicia Abney

Academic Advising Manager

College of Education

# IMPORTANT CONTACTS

## Academic Advisors

**Dr. Alicia Abney** (Advising Manager for the College of Education) – advises for Early Childhood Education (A.S.T. Degree Transfer Pathway), Elementary Education (A.S.T. Degree Transfer Pathway), Academic Coaching, Exploratory, Secondary Education Minor

[Alicia.Abney@mtsu.edu](mailto:Alicia.Abney@mtsu.edu) 615-898-2344 COE 315

**Gerard McQueen** – advises all Elementary and Early Childhood Education major students that have NOT transferred and all Special Education major students.

[Gerard.McQueen@mtsu.edu](mailto:Gerard.McQueen@mtsu.edu) 615-898-2466 COE 311

**June Adams** – advises all Elementary and Early Childhood Education major students that have transferred and all Middle Level Education major students.

[June.Adams@mtsu.edu](mailto:June.Adams@mtsu.edu) 615-898-5153 COE 307

## Elementary & Special Education Department

**Dr. Eric Oslund** – Dr. Oslund is the Elementary & Special Education Department Chair. He signs all of your course substitution forms, approves prerequisite overrides, approves credit overloads, and is the one to contact if you have any issues with a teacher.

[Eric.Oslund@mtsu.edu](mailto:Eric.Oslund@mtsu.edu) 615-904-8006 COE 314

### Program Coordinators by Major

Dr. Katherine Mangione	Elementary Education	<a href="mailto:Katherine.Mangione@mtsu.edu">Katherine.Mangione@mtsu.edu</a>	COE 395
Dr. Pamela Ertel	Early Childhood Education	<a href="mailto:Pamela.Ertel@mtsu.edu">Pamela.Ertel@mtsu.edu</a>	COE 339
Dr. Tom Black	Special Education	<a href="mailto:Tom.Black@mtsu.edu">Tom.Black@mtsu.edu</a>	COE 394
Dr. Stacy Fields	Middle Level Education	<a href="mailto:Stacy.Fields@mtsu.edu">Stacy.Fields@mtsu.edu</a>	COE 397

## Other Notable College of Education Contacts

**Rick Vanosdall** – Dr. Vanosdall is the Dean of the College of Education. When following the chain of command, he is the final person within the college to contact.

[Rick.Vanosdall@mtsu.edu](mailto:Rick.Vanosdall@mtsu.edu) 615-898-2874 COE 202

**Dr. Tiffany Dellard** – Dr. Dellard is the Director of the Office of Professional Laboratory Experiences (Teacher Licensure). The Office of Professional Laboratory Experiences supports students as they work towards earning teacher licensure. Specifically, they provide support with admission to the Teacher Education Program, during Residency 2, and when acquiring their teacher license.

[Tiffany.Dellard@mtsu.edu](mailto:Tiffany.Dellard@mtsu.edu) 615-898-2485

**Quinton Goodman** – Mr. Goodman receives and processes all of the Admission to Teacher Education Program applications. He is the one to contact if you have any questions regarding your application and the one that will contact you when you have been admitted to the program. He also coordinates Residency Placements.

[Quinton.Goodman@mtsu.edu](mailto:Quinton.Goodman@mtsu.edu) 615-898-2794

**Dr. Michelle Stevens** – Dr. Stevens serves as Director of the Center for Fairness, Justice, and Equity for the College of Education. The FJE Center's goal is to assist the University by supporting all existing diversity, equity and inclusion programming, supporting the professional and personal development needs of the faculty, staff, and students of the College of education, and offering educational opportunities, support, and advocacy for community partners.

[Michelle.Stevens@mtsu.edu](mailto:Michelle.Stevens@mtsu.edu) 615-898-2297 COE 322

# ACADEMIC ADVISING

## Mission of College of Education Academic Advising

Academic Advisors for the College of Education at MTSU strive to educate, empower, and serve students in their quest for academic success.

- Academic Advisors **EDUCATE** students on degree requirements, academic standards, and policies and procedures.
- Academic Advisors **EMPOWER** students by providing them with the information and tools necessary to make sound academic decisions.
- Academic Advisors **SERVE** as a resource to the campus community and to the community at large.

*Advising is a COLLABORATIVE PROCESS. Advisors and students work together to successfully navigate college by developing strategies for achieving students' academic, career, and personal goals.*

## Expectations of the Academic Advisor

Your academic advisor serves as a primary source of support to you as a student. They can provide guidance in course and major selection, course registration, hold removal, University policies, and many other academic related matters. In addition, advisors have a wealth of knowledge on many aspects of student life, and are concerned not only with your academic success but also your well-being at Middle Tennessee State University. Your advisor will support you, advocate for you, encourage you, and be a constant resource for you.

## Expectations of the Student

- Schedule regular appointments with your advisor and be on time to your appointment. Remember that your advisor is often in high demand. If you are not going to be able to make it to your scheduled appointment, please be courteous and let your advisor know in advance so that time is made available for someone who may need to see your advisor as well.
- Before the appointment, review major/program policies and requirements using DegreeWorks via PipelineMT or the [MTSU Undergraduate Catalog](#) and make a list of questions and/or concerns. This will prevent you from forgetting to ask or discuss issues that are important to you.
- Clarify personal values and goals; follow through and accept responsibility for academic decisions and performance.
- Keep a record or file of your academic progress and goals, and bring it to scheduled appointments.
- Communicate professionally and

**CHECK YOUR EMAIL OFTEN FOR EMAILS FROM YOUR ADVISOR!**

*There is no "advising period." Advising takes place year round, whether or not registration is in process.*

## Advising Timeline

Plan to meet with your advisor at least once a semester, but more if needed to discuss your academic success and goals.

**The ideal time to schedule an appointment is in October and March before [Priority Registration](#).** Seeing your advisor during this time period guarantees that you are prepared to register when your priority registration day and time arrives.

Find your assigned academic advisor by visiting PipelineMT, clicking on Registration & Student Records, and then clicking on Assigned Advisor. Also check PipelineMT for any holds you may have prior to registration. **BRING YOUR ADVISING FOLDER TO ALL ADVISING APPOINTMENTS.**

# ADVISING APPOINTMENTS

## How Do I Prepare for My Advising Appointment?

College of Education students are held to a certain standard when it comes to academic advising. We view the process as a collaboration between students and advisors – this means that students are expected to actively participate by coming to their appointment prepared, as described below. It is imperative for students to **BE PROACTIVE IN THEIR OWN EDUCATION!** It is important to have a good working relationship with your advisor and stay in communication with them at all times. Priority registration, the time when all currently enrolled students are first eligible to register for the next term(s), will take place twice a year. Before the two weeks of Priority Registration, students will need to meet with their advisor(s) to review plans for future semesters. Follow these tips to ensure successful meetings!

- 🍎 Be on time to your appointment! Being late could result in a rescheduled appointment.
- 🍎 Check your Academic Progress Report around midterms.
  - Visit PipelineMT, click Registration & Student Records, and then click on Academic Progress Report under the Academic Records section.
- 🍎 Bring your updated academic advising documents (Upper Division form, Academic Map, Academic Plan, General Education Checklist, etc.), having indicated all completed and currently enrolled coursework.
- 🍎 Browse course offerings on PipelineMT and come prepared with a tentative schedule for the upcoming term(s).

*Arriving to your advising appointment unprepared could result in a rescheduled appointment!*

## How Do I Find My Assigned Academic Advisor?

- 🍎 Visit PipelineMT
- 🍎 Click on Registration & Student Records
- 🍎 Click on Assigned Advisor(s) under Priority Registration Tools

# DEGREEWORKS

DegreeWorks is a tool available for use in PipelineMT. It is a comprehensive academic advising and degree audit tool designed to facilitate real-time monitoring of your academic progress toward degree completion.

## How Do I Run a Degree Evaluation Using DegreeWorks?

- 🍎 Visit PipelineMT
- 🍎 Click on Registration & Student Records
- 🍎 Click on the DegreeWorks icon *or* click on DegreeWorks [Recommended Firefox] under Academic Records

Degree evaluations are ran by using DegreeWorks. DegreeWorks is a tool for students and advisors to use together to enhance advising, degree planning, and graduating on time.

# ACADEMIC ADVISING CAN HELP YOU ... BUT ....

Take advantage of the opportunity to talk with an expert even though you've talked to friends.

Avoid academic advising as long as possible.

Make appointment when your advisor has more time for you.

Wait until registration period begins to see your advisor (or worse, when it ends!).

Share information about goals; report any learning problems; tell about important successes or failure experiences. Your advisor needs this information to help guide you.

Mislead or withhold information from your advisor.

Keep your own personal records and bring them with you when you see your advisor: audits, grades, special actions, etc. Review your online records regularly on DegreeWorks and on PipelineMT.

Assume your advisor has all of your records.

BE PROACTIVE! Be assertive. Be prepared for your advising appointment. Ask questions.

Assume your advisor will tell you everything you need to know.

Keep your own notes. Review your online advising notes. Be proactive and impress your advisor by reminding them over what you talked about last meeting.

Assume your advisor will remember what you talked about from one appointment to the next.

Take responsibility for reading about the rules, regulations, policies, and requirements that impact you and your academic progress.

Assume that it is only your advisor who should be familiar with the university rules, regulations, and policies.

DO...

DON'T...

**Check your email regularly for updates from your advisor.**

**Hint: Create a folder in your MTMail titled Advisor Emails.**

Even if you do not have the chance to read an email at the moment in which it arrives, you can always refer back to it when you have a question or before you reach out to your advisor with a question. Your advisor is always willing to help you, but know that you may already have the answer to your question!

# PRE-ADVISING WORKSHEET

Please complete the [Pre-Advising Checklist](#) and have this form completed prior to your advising appointment.

**DATE and TIME of Advising Appointment:** \_\_\_\_\_

**Academic Advisor Name:** \_\_\_\_\_

Advisor Email: \_\_\_\_\_ Advisor Office Location: \_\_\_\_\_

List current courses, your current grades, and your expected final grades		
COURSE	MIDTERM GRADE	EXPECTED FINAL GRADE

Prepare a list of potential courses for next term		
COURSE	CREDIT HOURS	DEGREE REQUIREMENT MET

**Are you planning to enroll in any summer/winter term courses?**     YES     NO

If so, what course(s)?

\_\_\_\_\_

\_\_\_\_\_

## Admission to Teacher Education Checklist

Mark the items that you have completed:

- |   |  |
|---|--|
| <input type="checkbox"/> 2.750 Inclusive GPA    | <input type="checkbox"/> Grade of B or higher in EESE 2010/11        |
| <input type="checkbox"/> 45 Earned Credit Hours | <input type="checkbox"/> Satisfactory Test Scores (Praxis, ACT, SAT) |

I plan to submit my application to the Teacher Education Program by: \_\_\_\_\_

## What are some questions you have or items you wish to discuss?


## Any major changes/concerns since your last advising appointment?

- |  |  |
|--|--|
| <input type="checkbox"/> Time Management | <input type="checkbox"/> Non-School Related Issues |
| <input type="checkbox"/> Study Habits    | <input type="checkbox"/> Test Anxiety              |
| <input type="checkbox"/> Stress          | <input type="checkbox"/> Financial Aid             |

Other. Explain: \_\_\_\_\_

**Please Note: This form is NOT a replacement for information provided to you and discussed with you during your advising appointment.**



# THE COLLEGE OF EDUCATION

## Majors

- **Early Childhood Education**  
PreK - 3<sup>rd</sup> Grade
- **Elementary Education**  
Grades K - 5
- **Middle Level Education**  
Grades 6 - 12  
Choose one area of concentration: English/Language Arts, Math, Science, Social Studies)
- **Special Education**  
Comprehensive, Grades K - 12  
Interventionist, Grades K - 8 *or* Grades 6 - 12

## Teacher Education Program

In order to become a state licensed teacher, students must be admitted to a **Tennessee State Board of Education** approved **Educator Preparation Program** and complete a number of state license requirements.

Every student in the College of Education begins as a pre-candidacy student. In order to become a teacher candidate, students must be admitted to the **Teacher Education Program**.

Students that fail to apply to the Teacher Education Program or are not admitted to the program will not be permitted to enroll in Upper Division Courses that require admission to the Teacher Education Program (Content Major Courses and Professional Education Courses).

## Admission to Teacher Education (ATE)

- 2.750 Inclusive GPA
  - The Inclusive Grade Point Average refers to the combination of the student's grade point average on all MTSU and college level transfer coursework.
- Complete 45 hours of coursework.
- Complete EESE 2010 and EESE 2011 (or approved substitutions) with a grade of B or better.
  - Applications may be submitted while the student is enrolled in the required course, but admission procedures will not be final until the final grades are posted.
- Three favorable, completed [recommendation forms](#)
- [Fingerprinting and Background check](#) with Tennessee Bureau of Investigations (TBI)
- Completed [Noncriminal Justice Applicant Privacy Rights form](#) and [VECHS Waiver Agreement and Statement form](#)
- Disciplinary clearance form the College of Education and Middle Tennessee State University

# ADMISSION TO TEACHER EDUCATION SATISFACTORY TEST SCORES

## Tennessee State Department of Education Policy

According to the Tennessee State Board of Education, Professional Assessments for Tennessee Educators (5.105), “Individuals applying for an initial educator license in Tennessee shall submit passing scores on an assessment that measures professional knowledge and is correlated to Tennessee’s professional education standards.” The policy states, “Educator preparation programs may admit candidates who present qualifying scores on the following assessments, in addition to other required admissions criteria.”

What are the state approved qualifying scores for admission to Teacher Education?

Praxis Core Academic Skills for Educators (CORE) Exams	ACT	SAT
Math – 150 Reading – 156 Writing – 162	Composite – 21	Evidence-Based Reading/Writing and Math - 1080

How do I know what test(s) to take?

Test	Cost	Difficulty	Test Availability	Retake Options
ACT	\$50.50	“Praxis Core Math and Reading are not as challenging as Math and Reading on the ACT”; Core Writing Essay component is harder than the ACT, but MTSU does not require ACT Writing test	Offered 7x/year - Sept., Oct., Dec., Feb., April, June, & July	Up to 12 times
Praxis Core	\$150 combined / \$90 per test		Offered once a month or more between MTSU and Nashville	Unlimited; must wait 21 days

How do I register for the test(s)?

Praxis Core Academic Skills for Educators (CORE) Exams	<a href="http://www.ets.org/praxis">www.ets.org/praxis</a>
ACT	<a href="http://www.act.org">www.act.org</a>

What if I need accommodations?

Praxis Core Academic Skills for Educators (CORE) Exams	<a href="http://www.ets.org/praxis/site/test-takers/register/disability-accommodations.html">www.ets.org/praxis/site/test-takers/register/disability-accommodations.html</a>
ACT	<a href="https://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations.html">https://www.act.org/content/act/en/products-and-services/the-act/registration/accommodations.html</a>

Because of required documentation from physicians and other medically certified individuals, start the accommodation process *QUICKLY*. At times, the process has taken an entire calendar year for approval.

# PRAXIS CORE ACADEMIC SKILLS FOR EDUCATORS (CORE) EXAMS

## What should I know about these tests?

These tests measure academic skills in reading, writing, and mathematics. They were designed to provide comprehensive assessments that measure the skills and content knowledge of candidates entering teacher preparation programs. All skills assessed have been identified as needed for college and career readiness. The tests are delivered on a computer and may be taken either as three separate tests on separate days or together on a single day. **The combined test code is 5752.**

## READING: Core Academic Skills for Educators (Test Code: 5713, Qualifying Score: 156)

The Core Reading test measures skills that include the ability to understand, analyze, and evaluate texts of different kinds. Varying in difficulty, the reading material on the test is drawn from a variety of subject areas and real-life situations that educated adults are likely to encounter. Each passage is followed by questions that are based on its content and that relate to reading skills. All questions can be answered by using information contained within the passage; no question requires outside knowledge of the content.

<b>Time</b>	85 minutes
<b>Number &amp; Type of Questions</b>	56 selected-response questions based on reading passages and statements

Content Categories	Approximate Number of Questions	Approximate Percentage of Examination
Key Ideas and Details	17 - 22	35%
Craft, Structure, & Language Skills	14 - 19	30%
Integration of Knowledge & Ideas	17 - 22	35%

## WRITING: Core Academic Skills for Educators (Test Code: 5723, Qualifying Score: 162)

The Core Reading test measures examinee's ability to use standard written English correctly and effectively and how written passages can be strengthened through proper editing and revision. In the research skills questions, examinees are asked to recognize effective research strategies appropriate to a particular research task, recognize the different elements of a citation, recognize information relevant to a particular research task, and assess the credibility of sources. The two essays (argumentative and informative/expository) assess examinee's ability to write effectively in a limited period of time.

<b>Time</b>	10 minutes total: 40-minute selected response section and two 30-minute essay sections
<b>Number &amp; Type of Questions</b>	40 selected-response questions involving usage, sentence correction, revision in context, and research skills; 2 essay questions with topics as the basis for writing samples

Content Categories	Approximate Number of Questions	Approximate Percentage of Examination
Text Types, Purposes, & Production	6 - 12 selected response, 2 essays	60%
Language & Research Skills for Writing	28 - 34 selected response	40%

## MATH: Core Academic Skills for Educators (Test Code: 5733, Qualifying Score: 150)

The Core Math test is focused on key concepts of mathematics and the ability to solve problems and to reason in a quantitative context. Many of the problems require the integration of multiple skills to achieve a solution. The test offers an on-screen calculator.

<b>Time</b>	90 minutes
<b>Number &amp; Type of Questions</b>	56 selected-response and numeric-entry questions

Content Categories	Approximate Number of Questions	Approximate Percentage of Examination
Number and Quantity	20	36%
Data Interpretation and Representation, Statistics & Probability	18	32%
Algebra and Geometry	18	32%

# TEST PREPARATION

## PRAXIS Core Academic Skills for Educators Tests

The *Praxis* tests are demanding enough to require serious review of likely content, and the longer you have been away from the content the more preparation you will most likely need. If it has been longer than a few months since you've studied your content area, you will want to make a concerted effort to prepare for the *Praxis* tests.

- **Collect study materials.**  
Obtaining and organizing your materials for review are critical steps in preparing for the *Praxis* tests. Consider the following reference sources as you plan your study:
  - Did you take a course in which the content area was covered? If yes, do you still have your notes or your book(s)?
    - **CORE MATH:** MATH 1010, MATH 1710
    - **CORE WRITING:** ENGL 1010, ENGL 1020
    - **CORE READING:** ENGL 2020 or ENGL 2030
  - Have you checked to see if Walker Library has a good introductory college-level textbook in this area? Perhaps the Curriculum Collection?
  - Does your local library have a high school level textbook?
- **Plan and organize your time.**  
You can begin to plan and organize your time while you are still collecting materials. Allow yourself plenty of time to review so you can avoid “cramming” new material at the end.
  - Choose a test date far enough in advance to leave you plenty of time to prepare.
  - Work backward from that date to figure out how much time you will need for review.
  - Set a **REALISTIC** schedule and **stick to it**.

## PRAXIS Core Academic Skills for Educators Test Preparation Material

SUBJECT/RESOURCE	WEBSITE	CONTENTS
Math – ETS Study Companion	<a href="http://www.ets.org/pdfs/praxis/5733.pdf">www.ets.org/pdfs/praxis/5733.pdf</a>	Personalized study plan, study topics, sample test questions, test tips, understanding scoring, what to expect on test day
Writing – ETS Study Companion	<a href="http://www.ets.org/pdfs/praxis/5723.pdf">www.ets.org/pdfs/praxis/5723.pdf</a>	
Reading – ETS Study Companion	<a href="http://www.ets.org/pdfs/praxis/5713.pdf">www.ets.org/pdfs/praxis/5713.pdf</a>	
All subjects – Khan Academy <b>OFFICIAL Praxis Core Prep</b>	<a href="http://www.ets.org/praxis/tn/test-takers/resources/khan.html">www.ets.org/praxis/tn/test-takers/resources/khan.html</a>  <a href="http://www.khanacademy.org/prep/praxis-core">www.khanacademy.org/prep/praxis-core</a>	Videos and exercises to support test preparation. Each topic included in the test is mapped to a video and an exercises that may help students prepare to answer questions related to that topic.
Writing – MTSU Writing Center	<a href="http://www.mtsu.edu/writing-center/appointments.php">www.mtsu.edu/writing-center/appointments.php</a>	When you schedule an appointment with a writing tutor, let them know in advance you want help with the Praxis Core essay writing so they can match you up with the appropriate tutor.
240 Tutoring	<a href="https://study.240tutoring.com/subscribe/MIDTN">https://study.240tutoring.com/subscribe/MIDTN</a>	240 Tutoring has provided a link for MTSU students to receive a discounted access rate for their online Praxis support resources. With a subscription, students can access a diagnostic test, instructional content, quizzes, flash cards, and practice tests for Praxis Core and content licensure exams. The cost is \$20/month. It is recurring until you cancel the subscription.
Praxis Core Tips By & For Our Students	<a href="https://docs.google.com/document/d/1nuL-vrnEF5fpKvkr-KEQmVL5q5AWq_YE4DSJjQnz0c/edit">https://docs.google.com/document/d/1nuL-vrnEF5fpKvkr-KEQmVL5q5AWq_YE4DSJjQnz0c/edit</a>	This information was (and continues to be) collected by MTSU students and is a living Google doc
Praxis Core Prep Resources	<a href="https://docs.google.com/document/d/1FyFrIjAhTddgveILkKubF8VJz19SW87N8u2ecJHr2u8/edit">https://docs.google.com/document/d/1FyFrIjAhTddgveILkKubF8VJz19SW87N8u2ecJHr2u8/edit</a>	This information was (and continues to be) collected by COE advisors and is view only

**NOTE:** If you choose to take the Praxis Core test(s) at home, please be advised that Chromebooks are not an approved devices for ETS.

# ADMISSION TO TEACHER EDUCATION GPA & TEST SCORE APPEAL CRITERIA

Visit [www.mtsu.edu/education/AppealProcess.php](http://www.mtsu.edu/education/AppealProcess.php) to access and submit an appeal.

**What is the state approved grade point average (GPA) for admission to Teacher Education?**

<b>INCLUSIVE GPA</b>	2.750
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## Approved Appeals Criteria

In lieu of the minimum postsecondary inclusive grade point average of 2.75 at the time of application, students can be *conditionally* admitted to the Teacher Education Program. One of the following criteria must be met in subsequent semesters leading to full admission to the Teacher Education Program.

**If you have an Inclusive GPA of at least 2.5 and a maximum of 48 earned hours, you must:**

acquire the GPA of 2.750 after completing no more than 30 additional credit hours or two full time semesters.

**If you have an Inclusive GPA of at least 2.5 and a maximum of 60 earned hours, you must:**

acquire the GPA of 2.750 after completing no more than 15 additional credit hours or one full time semester of coursework.

**What are the state approved qualifying scores for Admission to Teacher Education?**

Praxis Core	ACT	SAT
Math – 150	Composite – 21	Composite – 1080
Reading – 156		
Writing – 162		

## Approved Appeals Criteria

In lieu of earning qualifying scores on one of the exam sets above, one of the following criteria must be met:

### ACT Appeals Criteria

**If you have earned an ACT Composite of 20, you must:**

have a score of 21 or better on two of three ACT subtests (English, Reading, and/or Math)

*and*

have earned a B minus (B-) or better in the general education course aligned with the subtest without the qualifying scores (i.e., Writing subtest – ENGL 1010 or ENGL 1020; Reading subtest – ENGL 2020 or ENGL 2030; Math subtest – Math General Education Course).

**If you have earned an ACT Composite of less than 20, you must:**

- have taken all 3 subtests of the Praxis Core at least one time, *and*
- have a qualifying score on 2 of the 3 Praxis Core subtests, *and*
- have earned a B minus (B-) or better in the general education course(s) aligned with the subtest without the qualifying score (i.e., writing subtest – ENGL 1010 or ENGL 1020; Reading subtest – ENGL 2020 or ENGL 2030; Math subtest – Math General Education Course).

### SAT Appeals Criteria

**If you have earned at least 1030 (out of a possible of 1600 total score) on the SAT, candidates must:**

have a score of 530 or better on either the SAT Math section or SAT Reading/Writing/Language section,

*and*

have earned a B minus (B-) or better in the general education course(s) aligned with the subtest without the qualifying scores (i.e., Reading/Writing/Language section – ENGL 1010 or ENGL 1020 AND ENGL 2020 or ENGL 2030; Math section – Math general education course).

**If you have earned less than 1030 (out of a possible of 1600 total score) on the SAT, candidates must:**

- have taken all 3 subtests of the Praxis Core at least one time, *and*
- have a qualifying score on 2 of the 3 Praxis Core subtests, *and*
- have earned a B minus (B-) or better in the general education course(s) aligned with the subtest without the qualifying score (i.e., writing subtest – ENGL 1010 or ENGL 1020; Reading subtest – ENGL 2020 or ENGL 2030; Math subtest – Math General Education Course).

# ACADEMIC POLICIES

## Student Status

Your classification is determined by the number of credit hours you have completed.



## Grades

The following is a description of the criteria used in assigning course grades:

<b>A</b>	Work of distinctly superior quality and quantity accompanied by unusual evidence of achievement
<b>B</b>	Work of good quality and quantity accompanied by evidence of achievement beyond the essentials of the course
<b>C</b>	Work demonstrating fulfillment of the essentials of the course
<b>D</b>	Passing work, but below the standards of graduation quality
<b>F</b>	Failure

## Calculating Your GPA

Each letter grade that you earn has a numerical equivalent called Quality Points.

Letter Grade	A	B+	B	B-	C+	C	C-	D+	D	D-	F, FA
Quality Points	4	3.5	3.0	2.7	2.5	2.0	1.7	1.5	1.0	0.7	0

*Grades of W, S, U, and I carry no quality points and do not have any impact on your GPA.*

To determine GPA quality points for a course, multiply the course credit hours by the numeric value assigned to the grade. For example, if a student earned an A (4.0) in a 3 credit hour course (4x3), the GPA quality points for that class would be 12.

COURSE	CREDIT HOURS	ANTICIPATED GRADE	QUALITY POINTS
ENGL 1010	3	C+	7.5
ART 1030	3	A	12
GEOG 2000	3	A	12
MATH 1010	3	C	6
UNIV 1010	3	B	9
SPED 3010	3	B+	10.5
<b>TOTAL CREDIT HOURS:</b>	<b>18</b>	<b>TOTAL QUALITY POINTS:</b>	<b>57</b>

To determine your GPA, divide your total quality points by your total credit hours.

<b>57</b> Total quality points	÷	<b>18</b> Total credit hours	=	<b>3.16</b> GPA
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*Note: The credits for a course in which you earned an F or FA must be included in your credit totals, even though they result in zero quality points.*

## Repeating Low Grades

You may repeat any course in which you have received a grade of C or lower. The last grade earned will stand, even if that grade is lower than the first attempt. The first attempt is always removed from the calculation of the GPA, but it still appears on your transcripts. Each subsequent attempt is calculated into the GPA.

*NOTE: You are not required to repeat a D except when another course requires a C or better as a prerequisite.*

## Academic Standing

Students may view grades and academic standing online each semester by selecting the appropriate option on [PipelineMT](#). No student may view grades on PipelineMT until all debts or obligations owed to MTSU have been satisfied. Students with holds may come to the MT One Stop in the Student Services and Admission Center with a photo ID to be informed of their grades.

It is the student's responsibility to be aware of his/her grades and academic standing. Academic standing could be good standing, probation, or suspension, and it is calculated at the end of each term after grades are received, repeats are marked, and GPA is calculated. Academic standing is listed on the student transcript after end-of-term processing each term. A grade change could potentially change a student's current academic standing. Grade changes are processed daily and email notifications of the grade changes are sent to the student's and faculty's MTSU email addresses. Once the next semester begins, academic standing is not recalculated even if grade changes are received unless a university error was made.

An email is sent to the student's MTSU email address if he or she is placed on probation or suspension, but it is the student's responsibility to check his/her academic standing on [PipelineMT](#) after each semester concludes.

## Academic Probation & Suspension

A student who fails to meet one of the following standards will be placed on academic probation:

A 2.00 GPA for the current term
<b>OR</b>
Meet one of the following retention standards:
00-29.99 GPA hours – 1.5 overall combined GPA
30-49.99 GPA hours – 1.8 overall combined GPA
50 or more GPA hours – 2.00 overall combined GPA

A student on academic probation who does not meet either the current term GPA or overall combined GPA in the above standards during the next term in which enrolled **will be suspended**. First-time suspension is for one semester (not including summer) and any subsequent suspension will be for two (2) semesters (not including summer). Students with a prior suspension from MTSU or previous institution(s) are not eligible for probationary status and will be suspended for two (2) semesters (not including summer) if the retention standards is not met.

## Withdrawals

Students who withdraw from a course at any time during the first two weeks of the semester will not receive a grade on their transcripts (this does not apply to accelerated terms).

Students who withdraw from a course before 60% of the term has been completed will receive a grade of W (Withdraw) on their transcript.

After 60% of the term has been completed, students may not withdraw from a course unless there are extreme circumstances that necessitate withdrawal from the University. Permission from the instructor and the department chair will be required.

Students who are granted withdrawal from a course after 60% of the term has been completed will receive a W (Withdraw) if they are passing the course at the time of withdrawal and an F or FA if they are failing the course at the time of the withdrawal.

# GENERAL GRADUATION REQUIREMENTS

To graduate from Middle Tennessee State University with a bachelor's degree, a student must meet at minimum the following requirements:

1. At least 120 semester hours with a GPA of 2.00 (C average) or higher.
2. Minimum of 25% of credit for the degree earned at MTSU.
3. 36 upper-division hours (3000-4000 level courses)
4. Maximum of 60 semester hours of non-course credit (ex: credit by examination, prior learning experience, service experience, etc.)
5. 50 semester hours must be from senior college credit (four-year university)
6. At least 12 upper division semester hours for the major must be from MTSU.
7. 41 credit hours of General Education requirements.

**NOTE:** In all instances, meeting the requirements for graduation is the responsibility OF THE STUDENT. In addition to the general requirements above, **CANDIDATES FOR VARIOUS DEGREES MUST MEET CERTAIN ADDITIONAL REQUIREMENTS.** Students may review progress toward degree using DegreeWorks.

## GENERAL EDUCATION REQUIREMENTS

General education courses are important because they **reshape your outlook on learning, teach you important soft skills to be successful in all walks of life**, and **introduce you to a variety of disciplines**. General education coursework provides a **well-rounded learning experience to help develop a well-rounded student**. Math classes will teach you to think critically that help you **solve problems**. English classes will help you learn to **structure and organize your thoughts**. All students should have a foundation in composition and communication in order to **communicate effectively** with peers, employers, and others that you will encounter in life. These entry level courses in humanities, fine arts, and natural and social sciences will provide the foundation for a **greater understanding of and appreciation for the global community**.

One of the main purposes of general education requirements is to **teach** and **improve critical thinking**. Not only are most general education courses geared toward **analyzing, evaluating, and synthesizing** information, but the wide breadth of knowledge you can gain in your general education courses will expand your overall understanding of the world and give you more knowledge to work with when applying critical thinking skills later.

Many College of Education majors require specific courses from the list of General Education courses. **CONSULT WITH YOUR ACADEMIC ADVISOR!!**

### How do you decide which general education courses to take?

Ask yourself the following:

Is one of the courses available related to my chosen discipline in content or philosophy?

Will a specific course broaden your knowledge and add a different perspective to your chosen major? (is there a course out of your comfort zone but you know the content will be helpful for your future?)

Will an available course develop skills in research, organization, and critical thinking?

Will an available course teach you how to solve problems? (ex: mathematics, philosophy, chemistry)

Will an available course improve communication skills? (ex: foreign language, English, communication)

Is there a course (or courses) available that will teach you about your home country and other culture? (ex: history, political science, art, music, anthropology, geography, theatre, religious studies, literature)

Is there a course that will introduce you to important social issues? (ex: economics, African American studies, social work, sociology, health and wellness)

Is there a course available that will examine technology, discuss how it works, and relate to your chosen discipline? (ex: computer science, computer information systems, physics, agriculture, chemistry)

Is there a course that will provide you with a stronger foundation to understand the physical world? (ex: astronomy, geology, biomedical sciences, geography, chemistry, physics)

Will an available course help you to understand and possibly even improve yourself? (ex: sociology, psychology, biology, biometrical sciences, health and wellness, religious studies, philosophy)

Will an available course help you to lead a healthier life? (ex: sciences, health and wellness, kinesiology, psychology)



## GENERAL EDUCATION COURSE CHECK SHEET

At MTSU, students must complete 41 hours of General Education courses in the categories outlined below. The purpose of the General Education core is to ensure that college students have the broad knowledge and skills to become lifelong learners in a global community that will continue to change. **Many College of Education majors require and/or recommend specific courses from this list. CONSULT WITH YOUR COLLEGE ADVISOR!**

COMMUNICATION (9 CREDIT HOURS REQUIRED)			(indicate if required)
ENGL 1010	Expository Writing	<i>must earn C- or better</i>	ENGL 1010 K
ENGL 1020	Research & Argumentative Writing	<i>must earn a C- or better</i>	
COMM 2200	Fundamentals of Communication		

HISTORY (6 CREDIT HOURS REQUIRED, CHOOSE TWO)		
HIST 2010	Survey of US History I	
HIST 2020	Survey of US History II	
HIST 2030	Tennessee History	
HIST 2040	Survey of African American History I*	
HIST 2050	Survey of African American History II*	

LITERATURE/HUMANITIES (3 CREDIT HOURS REQUIRED, CHOOSE ONE)		
<i>ENGL 1010 &amp; ENGL 1020 are prerequisites</i>		
ENGL 2020	Themes in Literature & Culture	
ENGL 2030	The Experience of Literature	
HUM 2610	Foreign Literature in Translation	

HUMANITIES/FINE ARTS (6 CREDIT HOURS REQUIRED, CHOOSE TWO)		
<i>*courses must have two different prefixes</i>		
ANTH 2210	Introduction to World Prehistory	
ART 1030	Art Appreciation	
ART 1920	Survey of Western Art I	
DANC 1000	Dance Appreciation	
HIST 1010 or HIST 1020	Survey of Western Civilization	
HIST 1110 or HIST 1120	Survey of World Civilization	
MUHL 1610	The World of Music	
MUS 1030	Introduction to Music	
PHIL 1030	Introduction to Philosophy	
THEA 1030	Introduction to Theatre	

MATHEMATICS (3 CREDIT HOURS REQUIRED, CHOOSE ONE)			(indicate if required)
MATH 1010	Mathematics for General Studies		MATH 1010K
MATH 1530	Applied Statistics		MATH 1530K
MATH 1630	Math for Managerial, Social, and Life Sciences		
MATH 1710	College Algebra		MATH 1710K
MATH 1720	Plane Trigonometry		
MATH 1730	Pre-Calculus		
MATH 1810	Applied Calculus		
MATH 1910	Calculus I		

NATURAL SCIENCES (8 CREDIT HOURS REQUIRED, CHOOSE TWO)		
<i>*courses must have two different prefixes</i>		
<i>(some courses require completion of learning support K courses first)</i>		
ASTR 1030/31	Exploring the Universe	
BIOL 1030/31	Exploring Life	
BIOL 1110/11	General Biology	
BIOL 2010/11	Human Anatomy & Physiology I	
BIOL 2020/21	Human Anatomy & Physiology II	
CHEM 1030/31	Chemistry for Consumers	
CHEM 1010/11	Introduction to General Chemistry	
CHEM 1110/11	General Chemistry I	
GEOL 1030/31	Introduction to Earth Science	
GEOL 1040/41	Physical Geology	
PGEO 1030	Physical Geography	
PHYS 1110	Discovering Physics	
PHYS 2010/11	Non-Calculus Based Physics I	
PHYS 2110/11	Calculus Based Physics I	
PSCI 1030/31	Topics of Physical Science	
PSCI 1130/31	Contemporary Issues in Science	

SOCIAL BEHAVIOR SCIENCES (6 CREDIT HOURS REQUIRED, CHOOSE TWO)		
<i>*courses must have two different prefixes</i>		
<i>(some courses require completion of learning support K courses first)</i>		
AST 2100	Introduction to African American Studies	
ANTH 2010	Cultural Anthropology	
ECON 2410	Principles of Economics, Macroeconomics	
ECON 2420	Principles of Economics, Microeconomics	
GEOG 2000	Intro to Regional Geography	
GS 2010	Intro to Cross-Cultural Experiences	
HLTH 1530/31	Health and Wellness	
JOUR/IM/EMC 1020	American Media and Social Institutions	
PS 1005	Intro to American Politics	
PS 1010	Intro to Global Politics	
PSY 1410	General Psychology	
RS 2030	Religion and Society	
SOC 1010	Introductory Sociology	
SOC 2010	Social Problems	
WGST 2100	Intro to Women's Studies	

# REGISTERING FOR CLASSES

## Types of Courses

Following the pandemic, MTSU redefined course types to better align with current practices in the classroom. These updated definitions will help students better identify courses that meet in person versus online, as well as those with a mixture of the two. Visit MTSU's Registration Guide and MT One Stop for [specific examples](#) of how these courses are presented in PipelineMT. MTSU Online also has [additional helpful information](#).

- **On-Ground** – Classes that are “on-ground” are the conventional classes that meet in a classroom. All instruction takes place on-ground and in-person. When viewing courses in PipelineMT, these courses will have scheduled days and times along with assigned classrooms.
- **Blended** – Blended courses are those that are a combination of in-person and online instruction. Students should expect to meet on-ground for at least a portion of the course. All blended courses will be marked with a “B” or “DB” in the [section number](#) of the course. The meeting pattern of the course will tell you exactly what days and times you will meet in person and, if applicable, what days and times you will meet remotely. All other instruction not listed in the meeting pattern will take place online through D2L. A course with a “DB” section number will meet *less than 50%* of the time on-ground and usually will only have a few meetings on-ground during the semester. All scheduled meetings will be listed in the meeting pattern of the course when students register.
- **Synchronous (REMOTE)** – Synchronous/remote courses will be delivered online via Zoom or other university approved platform (Microsoft Teams, etc.). Course instruction will be synchronous, meaning students will participate in class sessions at the assigned times of the course just as they would with an on-ground class. When looking for available courses in PipelineMT, courses that are Synchronous/REMOTE will be listed as **REMOTE** to help you easily identify if the courses is delivered this way. These courses will also have a letter “D” in the section number and the meeting type is listed as “SYNC” on your schedule.
- **Online (asynchronous)** – Courses that are offered online will be entirely online using D2L. When looking up available classes, those that are online will not have any scheduled days or time and will not have an assigned classroom location. These courses will also have a letter “D” in the section number and have a meeting type of “ONLN” on your schedule.

Some MTSU courses are available to take during [accelerated terms](#). These are commonly referred to as **A1** and **A2** and they meet for 7 weeks instead of the traditional 14 week semester. Courses that are accelerated will have the 7 weeks the course is offered within the Date (MM/DD) section and will indicate that the course is accelerated with A1 or A2 in the Attribute section when looking up classes in PipelineMT. Pay close attention to your schedule using the Grid Format view in PipelineMT.

## Waitlists

Students may have the option to Waitlist for select classes that are closed due to capacity. If waitlist seats are available on a closed course, students will receive a closed class error message with the option to join the waitlist after entering the CRN on the "Add/Drop Classes" page in Pipeline. After adding to the waitlist, students may be offered an open seat in that section based on the order in which they joined the waitlist. When a seat opens an email is generated and sent to the student's MTMail account along with a STRICT deadline to log on to Pipeline and add the class to their schedule. If the deadline passes and the student did not register for the offered section, the option is removed and the seat offered to the next person on the waitlist.

Visit MT One Stop and view the Registration Guide to learn more of the policies and procedures [regarding Waitlists](#).

# REGISTRATION ISSUES

For general issues with registration, please contact MT One Stop either by email ([mtonestop@mtsu.edu](mailto:mtonestop@mtsu.edu)), visiting their [virtual counter](#), or visiting the MT One Stop location on the 2<sup>nd</sup> floor of the Student Services and Admissions Center (SSAC).

## College of Education Course Registration Issues

Your assigned academic advisor in the College of Education is only able to assist students with necessary registration overrides for courses within the College of Education (EESE, ELED, SPED, MLED, ECE, READ).

**If you receive a registration error for one of the courses listed above, please send an email to your assigned academic advisor with the following information:**

Full Name  
M Number  
Major

Course Prefix and Number (ex: ECE 1234)  
CRN  
Error Received

If the class you need is **closed due to capacity**, please contact the instructor to request a closed class capacity override. If you do not receive a response from the instructor within 2-3 business days, contact the department chair of the class. To find an instructor's email, visit [www.mtsu.edu](http://www.mtsu.edu) and then click on the Directory link at the top of the website. Or, you can visit PipelineMT, click on Registration & Student Records, click on Look Up Classes, Select the Appropriate Term, Select Course Prefix, Select Course Number, click on the course CRN, and then click on the mail/letter icon next to the instructor's name. If an instructor's name is not listed, contact the department of the course.

## Registration Issues for Non-COE courses

Your assigned academic advisor in the College of Education is only able to assist students with necessary registration overrides for courses within the College of Education (EESE, ELED, SPED, MLED, ECE, READ). If you receive a registration error for a course that is not a COE course, you will need to contact the specific department for that course.

**When contacting a department for any registration issues, please make sure that you have your M#, the course CRN, and the registration type ready.**

UNIV course	University Studies Department	615-898-2568
BIOL course	Biology Department	615-898-2847
MATH course	Mathematics Department	615-898-2669
ENGL course	English Department	615-898-2573
CHEM or PSCI course	Geoscience Department	615-898-2956
ASTR course	Physics and Astronomy Department	615-898-2130

# CONTACTING OTHERS USING MT MAIL

## MTMail

### MTSU uses Office 365 to manage email accounts for all students.

It is an expectation that your MTMail account will be checked daily. All communications from the University will go to this email account. Financial aid, professors, and advisors – it all goes to your MTSU email address. You will always be held accountable for the information sent to it.

There is an email sorting tool available. This tool keeps track of what emails you read and which ones you ignore. It also moves emails you are likely to ignore to a folder called Clutter so that you can review them later. While Clutter can help to keep your inbox less crowded, sometimes important emails can go into the Clutter box instead of your inbox.

Information Technology Division (ITD) has implemented rules so that any email you receive from someone at mtsu.edu or mtmail.mtsu.edu will always go to your inbox. Please visit ITD's [MTMail FAQs for Students](#) to learn more about your options to manage your email.

*Email is forever.* Once you send it, you cannot get it back. Once a professor has the email, they take ownership of the email. Think twice before sending an email that you may regret later.

## Email Etiquette

### Your email correspondence while at MTSU should always be professional. Here are some etiquette tips to keep in mind:

#### EMAIL GOES WHERE IT IS TOLD

Check and double-check to see that the right address appears in the **TO:** line. Just because your mom and professor share the same first name does not mean the professor wants to hear all about your life drama.

#### PROFESSORS MIGHT NOT OPEN MAIL SENT FROM [PARTYHARD24@GMAIL.COM](mailto:PARTYHARD24@GMAIL.COM)

You must send all emails from your MTMail. This is for your protection and for theirs.

#### SALUTATIONS MATTER

The safest way to start an email is with "Dear Professor...."

#### CLEAR AND CONCISE IS BEST

Your professor might get 25-30 emails on a daily basis, so it is best if you ask your question in a focused manner. If your question is very elaborate, it may be best to visit their office or ask for an appointment.

#### THIS IS NOT A SHOUTING MATCH

Do not write in all uppercase letters, which is an email convention for anger or other strong emotions.

#### DO NOT OVERUSE EMOJIS AND SMILEYS

There is a time and place to use emoji and smileys in messages – and that place is typically not when corresponding professionally.

#### THIS IS NOT SOCIAL MEDIA

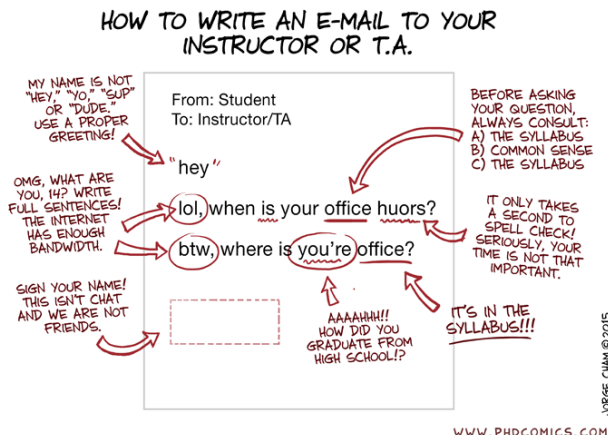
Do not write the professor in the way you would tweet or text, k fam?

#### YOUR PROFESSOR DOES NOT WANT TO HEAR YOUR PHILOSOPHY OF LIFE

Skip the cute quotes or statements of your religious or political views at the bottom of your professional email.

#### DO NOT SEND MULTIPLE EMAILS REPEATEDLY

Remember, emails are not texts, so send one email and allow the recipient 1-2 business days to respond.

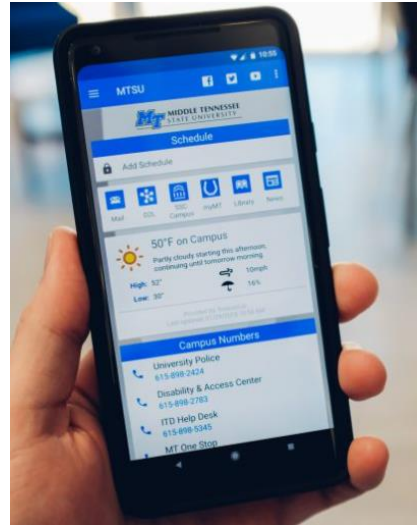


# MT MOBILE APP

MTSU Mobile is a smart phone application developed by students for students to provide easy access to a wide variety of university information.

Some resources available:

- Tracking of bus locations
- Parking lot information
- Class schedule information
- Classroom and Office locations
- Faculty Contact Information
- Academic Progress Reports submitted by instructors
- Campus office phone numbers
- Ability to confirm the next term's class schedule
- And so much more!



# MT SCHEDULE PLANNER

MT Schedule Planner is a tool that students can use to receive guidance in finding the schedule best suited for them. The planner lets users select upcoming terms, class times, days of the week, preferred break and/or lunch times, and many other options.

**STUDENTS CANNOT REGISTER FOR CLASSES USING THIS RESOURCE!**

To use this resource:

- Access PipelineMT
- Select Registration & Student Records
- Click on Schedule Planner found in the Priority Registration Tools box
- Choose the parameters that best suits the schedule you are trying to create
- Once your schedule is generated, write down each CRN and then return to PipelineMT to register for your classes.

*Note: MT Schedule Planner does not have all prescribed course options (MATH 1000KC, for example)*

# UNIVERSITY RESOURCES

<b>Career Development Center</b> <a href="http://www.mtsu.edu/career">www.mtsu.edu/career</a>	Career advising, professional document review, interview practice, job search databases, etc.	KUC 328 (615) 898-2500 <a href="mailto:career@mtsu.edu">career@mtsu.edu</a>
<b>Counseling Services</b> <a href="http://www.mtsu.edu/counseling">www.mtsu.edu/counseling</a>	Mindfulness group, L.I.F.E. workshops, short-term counseling, crisis services, referrals, short-term psychiatric, outreach & programming, consultation, etc.	KUC 326-S (615) 898-2670 <a href="http://www.mtsu.edu/tao">Therapy Assistance Online (TAO)</a>
<b>Center for Counseling &amp; Psychological Services</b> <a href="http://www.mtsu.edu/ccps">www.mtsu.edu/ccps</a>	Individual counseling, family/parent counseling, continuing education for professionals, distance counseling, etc.	Miller Education Center (MEC) 503 E. Bell Street (615) 898-2271 <a href="mailto:ccps@mtsu.edu">ccps@mtsu.edu</a>
<b>Disability &amp; Access Center</b> <a href="http://www.mtsu.edu/dac">www.mtsu.edu/dac</a>	Initial point of contact, conduit of information, and provisioner in matters related to disability accommodation, access, and awareness.	KUC 107 (615) 898-2783 <a href="mailto:dacemail@mtsu.edu">dacemail@mtsu.edu</a>
<b>Office of Institutional Equity &amp; Compliance</b> <a href="http://www.mtsu.edu/iec">www.mtsu.edu/iec</a>	Report harassment, discrimination, and/or sexual violence	COPE 116 (615) 898-2185 <a href="mailto:iec@mtsu.edu">iec@mtsu.edu</a>
<b>Health Services</b> <a href="http://www.mtsu.edu/healthservices">www.mtsu.edu/healthservices</a>	wide variety of services including health education, sick visits, physicals, healthy skin visits, x-rays and lab work, travel and allergy clinic, women's health and specialty referrals as needed	Health, Wellness, & Recreation Center (615) 898-2988 (main) <a href="mailto:mthealth@mtsu.edu">mthealth@mtsu.edu</a>
<b>Honors College</b> <a href="http://www.mtsu.edu/honors">www.mtsu.edu/honors</a>	Honors work is an educational adventure for high-ability students who are eager to grow intellectually, to think, to react, to interact, and to develop their potential abilities as fully as possible.	Paul W. Martin, Sr. Honors Building (615) 898-2152 <a href="mailto:uhc@mtsu.edu">uhc@mtsu.edu</a>
<b>June Anderson Center</b> <a href="http://www.mtsu.edu/jac">www.mtsu.edu/jac</a>	Housing/utility assistance, legal clinics, child care services, food vouchers, and scholarships	Student Union, 330 (615) 898-5812 <a href="mailto:jacwns@mtsu.edu">jacwns@mtsu.edu</a>
<b>Office of Student Conduct</b> <a href="http://www.mtsu.edu/student-conduct">www.mtsu.edu/student-conduct</a>	Report a conduct violation or concern, appeal a traffic citation, classroom misconduct	KUC 208 (615) 898-2750 <a href="mailto:studentconduct@mtsu.edu">studentconduct@mtsu.edu</a>
<b>Student Organizations &amp; Service</b>	Opportunities designed to increase personal growth, leadership skills, and community involvement; provides leadership development, service experiences, and exposure to and participation in social, cultural, intellectual, and recreational activities.	Student Union, 330 (615) 898-5812 <a href="http://www.mtsu.edu/involve">www.mtsu.edu/involve</a>
	Fraternity & Sorority Life <a href="http://www.mtsu.edu/fsl">www.mtsu.edu/fsl</a>	<a href="mailto:fsl@mtsu.edu">fsl@mtsu.edu</a>
	Intercultural & Diversity Affairs <a href="http://www.mtsu.edu/idac">www.mtsu.edu/idac</a>	<a href="http://www.mtsu.edu/idac">www.mtsu.edu/idac</a>
	Student Government Association <a href="http://www.mtsu.edu/sqa">www.mtsu.edu/sqa</a>	(615) 898-2464 <a href="mailto:sqa@mtsu.edu">sqa@mtsu.edu</a>
	LGBT+ Students and Allies MT Lambda Association <a href="http://www.mtsu.edu/lgbt">www.mtsu.edu/lgbt</a> <a href="http://www.mtsu.edu/mtlambda">www.mtsu.edu/mtlambda</a>	<a href="http://www.mtsu.edu/lgbt">www.mtsu.edu/lgbt</a> <a href="http://www.mtsu.edu/mtlambda">www.mtsu.edu/mtlambda</a>
<b>Study Abroad</b> <a href="http://mtsu.studyabroad.com">mtsu.studyabroad.com</a>	Experience another culture firsthand, expand their worldviews, and enhance future employment opportunities	Jones Hall, 151-155 (615) 898-5179 <a href="mailto:educationabroad@mtsu.edu">educationabroad@mtsu.edu</a>
<b>University Police Department</b> <a href="http://www.mtsu.edu/police">www.mtsu.edu/police</a>	Authorized police officers with full police powers including the authority to respond to criminal complaints and emergencies, investigate crimes, and effect arrests.	1412 E. Main Street (615) 898-2424 Text: (615) 636-3158 Text: (615) 636-3137
<b>Campus Recreation</b> <a href="http://www.mtsu.edu/camprec">www.mtsu.edu/camprec</a>	Aquatics, Fitness & Wellness, Intramural Sports, Sports Clubs, Outdoor Pursuits, and so much more	Health, Wellness, & Recreation Center (615) 898-5569 (main) <a href="mailto:camprec@mtsu.edu">camprec@mtsu.edu</a>
<b>TRIO Student Support Services</b> <a href="http://www.mtsu.edu/ssupport">www.mtsu.edu/ssupport</a>	Support for first-generation, income eligible students with tutoring, financial advising, academic/career counseling, support, grant/scholarship, cultural/campus events, success workshops, computer/resource lab	KUC 308 (615) 898-5443 <a href="mailto:ssupport@mtsu.edu">ssupport@mtsu.edu</a>
<b>Charlie &amp; Hazel Daniels Veterans and Military Family Center</b> <a href="http://www.mtsu.edu/military/">www.mtsu.edu/military/</a>	Provides transition services for Veterans and their families as they return to civilian life after military service	KUC 124 / KUC 316 (615) 904-8347 <a href="mailto:MTSUVeteransandMilitaryFamilyCenter@mtsu.edu">MTSUVeteransandMilitaryFamilyCenter@mtsu.edu</a>

# STUDENT RESOURCES

## Center for Fairness, Justice, & Equity in the College of Education

A collective of educators who are lifelong learners and champions of fair, just, and equitable practices in education. The Fairness Justice and Equity Center is an incubator where ideas flourish into transformative practices that enhance and enrich the educational experiences of all current and future COE faculty, students, and staff. Our mission is to assist the University by supporting all existing diversity, equity and inclusion programming, supporting the professional and personal development needs of the faculty, staff, and students of the College of education, and offering educational opportunities, support, and advocacy for community partners. The FJE engages in the recruitment and retention of diverse educator candidates, advanced degree seeking students, and COE faculty members.

(615) 898-2297 [www.mtsu.edu/fjecoe](http://www.mtsu.edu/fjecoe)

## Consortium for Overseas Student Teaching (C.O.S.T.)

The major objective of the COST program, as with all student teaching programs, is to provide an opportunity for the student teacher to put into practice the knowledge and skills they have acquired at their home university. The uniqueness of the COST program is the setting in a foreign country and culture in which the student teaching takes place. If you are interested in learning more, please contact Dr. Tiffany Dellard at [tiffany.dellard@mtsu.edu](mailto:tiffany.dellard@mtsu.edu)

## Margaret H. Ordoubadian University Writing Center

Students can receive valuable (and FREE!) one-on-one or, if requested group, assistance on writing projects for any course.

(615) 904-8237 [www.mtsu.edu/writing-center](http://www.mtsu.edu/writing-center) [uwcenter@mtsu.edu](mailto:uwcenter@mtsu.edu) Walker Library – 362

## Tutoring Center

Take advantage of our FREE tutoring service and learn how to study, get help with understanding difficult course material, receive better test grades, or simply improve your grade point average. Tutoring is available in study skills and learning strategies that include sessions on time management, notetaking, when and where to study, and memory principles. Tutoring is also available in over 200 courses including biology, history, computer information systems, physics, math, psychology, chemistry, economics, recording industry, and many more.

(615) 904-8014 [www.mtsu.edu/studentsuccess/tutoring.php](http://www.mtsu.edu/studentsuccess/tutoring.php)

## LinkedIn Learning with Lynda.com

MTSU students, faculty, and staff have access to the online training video library, Lynda.com. Tutorials are available for thousands of writing, publishing, graphic design, animation, and audio/video programs; career fields like marketing, filmmaking, game creation, IT security, and web design; and even job skills such as time management, and project coordination. So whether for classroom assignments or personal and professional development, you can learn with Lynda. Visit PipelineMT and click on Resources to learn how to access your free account.

## Tennessee Association for Childhood International (TACEI)

The vision of TACEI is to promote and support in the global community the optimal education and development of children, from infancy through early adolescence, and to influence the professional growth of educators who are committed to the needs of children in a changing society. We help sponsor an annual Play Symposium, host a professional journal, The International Journal of the Whole Child (IJWC) and engage in a variety of activities that help to support educators and children.

Dr. Pamela Kramer Ertel [pamela.ertel@mtsu.edu](mailto:pamela.ertel@mtsu.edu)



## MTSU College of Education Academic Advising Website

Check the MTSU College of Education Academic Advising Website frequently for various student resources to better help you to study, manage your time, prepare for tests, take notes from lectures and from reading textbooks, dealing with stress, and other random how to be a great student tools and tips. Advisors will update these resources as they learn about and find them, so the list is always changing.

# FINANCIAL AID BASICS

Financial aid can help cover the costs of tuition, housing, books, and other related expenses. The Free Application for Federal Student Aid (FAFSA ®) is your application for financial aid, such as federal and state grants (free money based on need), federal loans (money you will repay later), federal work-study, and other state funds, like the [HOPE Lottery Scholarship](#). Every October, you should complete a [new FAFSA application](#) for the upcoming fall, spring, and summer terms.

After completing the FAFSA and accepting some or all of the financial aid offered to you, there are many rules that you must follow to ensure that you keep your aid. You definitely do not want to have to pay back free money! The most common reasons that students lose financial aid eligibility and must pay back funds are:

-  Dropping classes during the semester and failing
-  Withdrawing from too many courses

[Dropping even one course during the academic term could drastically change your financial aid status. Always consult your academic advisor and MT One Stop before dropping any courses after the academic term has started. For instance, if a student with the Hope Lottery Scholarship drops below 12 credit hours during the semester, they most likely lost the scholarship, potentially forever.](#)

Failing grades not only lower your GPA and waste the tuition you paid, but they can also prevent you from receiving financial aid in the future semesters. Dropping courses with “W” grades can make you ineligible for financial aid, even though they do not impact your GPA. Students must pass at least 67% of all attempted credit hours to remain in Good Standing for financial aid. For example, if a new freshman student only passes 6 of 10 attempted courses by the end of their first year, they could be ineligible for financial aid in future semesters.

**Financial Aid Suspension:** Students should know the difference between a financial aid suspension due to unsatisfactory progress and an academic suspension based on grades and GPA. A financial aid suspension means the student can still attend MTSU but will not receive financial aid. An academic suspension means the student cannot attend MTSU for the length of the suspension even if eligible for financial aid. These are two different suspensions, with two different appeal processes that are independent of each other.

## COURSE PROGRAM OF STUDY (CPoS)

A **PROGRAM OF STUDY** is the courses used to complete an approved degree. The specific required courses for a student are noted in the student’s DegreeWorks audit. A course must count in the evaluation of the degree using the DegreeWorks platform to be counted as part of the student’s Program of Study. Federal aid may only be applied for eligible courses that count toward a student’s program of study. State and institutional aid (e.g., Hope Lottery Scholarship) are not subject to the same regulatory restrictions. However, the [cost of attendance](#) for students may be reduced for courses that are not counting toward the program of study, which can result in a lower amount of state and institutional aid that a student could receive.

DegreeWorks is used to determine if a course is part of a student’s program of study. Financial Aid will run the program to identify students who are impacted and notify them if there could be an issue with a course that could negatively impact their financial aid.

Students will be notified through MT Mail if there is a conflict that could negatively impact financial aid. In addition, students can view their “Coursework Toward Program of Study” to determine which courses are applying (and those that are not) by visiting PipelineMT, clicking on Registration & Student Records, and then clicking on Coursework Toward Program of Study found under Academic Records. Academic Advisors are the student’s point of contact to determine courses that are included (or are not included) in the student’s **program of study**.



# EMERGENCY AID FOR STUDENTS

Visit MTSU's [College of Education Scholarships and Emergency Funds](#) webpage to view more opportunities for student aid.

## MTSU Food Pantry

MTSU's [Food Pantry](#), stocked entirely by donations, is located in MT One Stop in the Student Services and Admissions Building. Any active, currently enrolled MTSU student is eligible for short-term assistance. Non-perishable, canned, boxed, and dried items are generally available. Additional assistance is also provided to students that may have more long-term needs through relationships with community partnerships.

## Career Closet

[The Career Closet](#), or Raiders Closet, helps students put their best “non-verbal” foot forward when seeking an internship or new job. Professional attire, donated by community members, is available to help students acquire needed professional clothing and accessories. Students in need of a suit, dress, or other gently used professional attire should visit the Raiders Closet on the third floor of the KUC 327, or visit the Career Development Center in KUC 328.

## Student Government Association (SGA) Emergency Loans

The SGA Emergency Loan Program may provide small loans of \$100 to both graduate, and undergraduate students with an emergency need. The loans are short-term and must be repaid in 30 to 90 days. Students do NOT need to have filed a FAFSA form to be eligible for an SGA loan. However, the student will not be eligible for an SGA loan if they currently owe an MTSU balance. Student must be enrolled in 6 credit hours during fall/spring semesters and/ or enrolled in 3 credit hours during the summer. Students may only receive one SGA loan per semester. International students are excluded from receiving an SGA loan. Students seeking help should be referred to [MT One Stop](#). Funds are limited.

## Emergency Short-Term Foundation Loans

The Emergency Short-Term Foundation Loan provides loans of up to \$500 to undergraduate, graduate, and international students. Students do NOT need to have filed a FAFSA form to be eligible for an Emergency Short Term Foundation Loan. Applicants must provide a paycheck stub or show proof of ability to repay the loan. Graduate assistants and student workers may receive the loan against their monthly stipend or amount of their regular paycheck. Students may only receive one Emergency Short-Term Foundation Loan per semester. Students seeking help should be referred to [MT One Stop](#). Funds are limited.

## MTSU Student Microgrants

These funds are awarded as grants and do not have to be repaid. Micro-grants are available up to an amount of \$250 and are available to undergraduate, graduate and international students. Students may be awarded the micro-grant only once during their tenure at MTSU.

Students seeking support should first check eligibility requirements and then contact their college advisor or the dean's office in the college of their major to obtain additional information regarding the micro-grant. The dean or his designee will review the student's situation and determine a final recommendation to the dean, contact the [MTSU Financial Aid](#) office to verify student eligibility, and begin the disbursement process

## Departmental Scholarships

Departmental scholarships are offered by the various academic departments across campus. These scholarships are usually academic performance-based, with specific major and GPA requirements. Most departmental scholarships have application deadlines during both the Fall and Spring semesters. Please contact your academic department to learn more about the requirements and application process.

## TEACH Grant

The Federal Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides grants up to \$4,000 per academic year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. Students interested in applying for the Federal TEACH Grant must complete the Free Application for Federal Student Aid (FAFSA) every year and submit a Federal TEACH Grant application to the MT One Stop. Visit MTSU's [College of Education Scholarships and Emergency Funds](#) webpage to learn more.

# Academic Maps & Upper Division Forms

Academic Maps and Upper Division Forms are tools students use with the help of their assigned academic advisor to stay on track for graduation. Students are expected to have an updated Academic Map and Upper Division form prepared every time that they meet with their advisor. Failure to do so may result in a rescheduled advising appointment.

## Upper Division Forms

Upper Division Forms list all of the requirements for each major/degree with course titles and details on how each course is categorized - general education, major, supporting, or minor courses.

## Academic Map

Academic Maps also list the courses required for each degree, but they outline a **SUGGESTED** sequence of courses. Following the suggested course sequence is often critical to graduate in four years. Academic Maps are designed with the consideration of courses that must be taken in order and those that are offered in Fall and Spring only.

## Academic Map

2020–2021 Early Childhood Education Academic Map  
 Department of Elementary and Special Education  
 Middle Tennessee State University • Murfreesboro

MIDDLE TENNESSEE STATE UNIVERSITY

An academic map is a suggested four-year schedule of courses based on degree requirements in the undergraduate catalog. This sample schedule serves as a general guideline to help build a full schedule each term. Milestones, courses, and special requirements necessary for timely progress to complete a major are designated to keep you on track to graduate in four years. *Missing milestones could delay your program.*

This map is not a substitute for academic advisement—contact your advisor if you have any questions about scheduling or about your degree requirements. Also see the current undergraduate catalog ([catalog.mtsu.edu](http://catalog.mtsu.edu)) for a complete list of requirements and electives. *Note: Requirements are continually under revision, and there is no guarantee they will not be changed or revoked; contact the department and/or program area for current information.*

You may choose to attend a summer term to reduce your load during fall or spring terms but still stay on track to graduate in four years (see back). **NOTE:** Learning Support courses will alter the sequences on this map.

### Suggested Fall/Spring Four-Year Schedule

FRESHMAN FALL			FRESHMAN SPRING		
Course	Hours	Milestones/Notes	Course	Hours	Milestones/Notes
ENGL 1010 (Comm)	3		ENGL 1020 (Comm)	3	
MATH 1010 (Math)	3		MATH 1410	3	
BIOL 1030/1031 (Nat Sci)	4		ECE 3310	3	
HIST 2010, HIST 2020, or HIST 2030	3		EESE 1010	2	
Humanities and/or Fine Arts	3		Humanities and/or Fine Arts	3	
			COMM 2200 (Comm)	3	
<b>SUBTOTAL</b>	<b>18</b>		<b>SUBTOTAL</b>	<b>17</b>	
SOPHOMORE FALL			SOPHOMORE SPRING		
SPED 3010	3		ECE 4370	3	Prereq: ECE 3310/before ATE
EESE 1011	2	Prereq: EESE 1010	CDIS 3250	3	
GEOG 2000 (Geo/Geo/Soc)	3		HIST 2010, HIST 2020, or HIST 2030	3	
CHEM, GEOL, PSCI, or ASTR 1030/1031 (Nat Sci)	4		ANTH 2010, PS 1010, PS 1005, or AAS 2100 (Geo/Geo/Soc)	3	
ENGL 2020, ENGL 2030, or HUM 2610 (Hum/FA)	3		MUED 4670/ ART 3200/ PHED 3500 NFS4251	3	
MATH 1420	3	Prereq: MATH 1410			
<b>SUBTOTAL</b>	<b>18</b>		<b>SUBTOTAL</b>	<b>16</b>	
2.75 overall GPA/Admission to Teacher Education					
JUNIOR FALL			JUNIOR SPRING		
ECE 4320	3	Prereq: ECE 3310	ECE 4380/4381 or ECE 4300/4301	3	Prereq: ECE 4370
ECE 4380/4381 or ECE 4300/4301	3	Prereq: ECE 4370	ELED 3150	3	Prereq: MATH 1410 and 1420
MUED 4670/ ART 3200/ PHED 3500 NFS4251	3		BIOL 3000	4	Prereq: BIOL 1030/1031
ECE 4375/4376	3	Prereq: SPED 3010, ECE 4370	MUED 4670/ ART 3200/ PHED 3500 NFS4251	3	
CDPS 3320	3		ECE 4377	3	Prereq: ECE 4375/4376
<b>SUBTOTAL</b>	<b>16</b>		<b>SUBTOTAL</b>	<b>18</b>	
SENIOR FALL			SENIOR SPRING		
ECE 4100	9	Prereq: ELED 3150, ECE 4375	ECE 4110	12	POD required
ELED 3390	3				
ECE 4360	3	Prereq: ECE 4380 or 4300			
<b>SUBTOTAL</b>	<b>16</b>		<b>SUBTOTAL</b>	<b>12</b>	
<b>TOTAL HOURS IN PROGRAM: 124</b>					

## Upper Division Form

COLLEGE OF EDUCATION  
 UPPER DIVISION FORM 2020-2021  
 ELEMENARY EDUCATION

Student name \_\_\_\_\_ Student # \_\_\_\_\_  
 Major Elementary Education E-mail \_\_\_\_\_  
 Degree Bachelor of Science Date of ATE: \_\_\_\_\_  
 Inclusive GPA: \_\_\_\_\_ Hours Earned: \_\_\_\_\_

An INTENT TO GRADUATE FORM must be filed with this Upper-Division Form **three (3) semesters before graduation**

General Education Requirements Use General Education Course Choice Sheet	COURSES REQUIRED (Prerequisites included)	COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS
	<b>COMMUNICATION</b>					
1	Expository Writing	ENGL 1010				3
2	Research & Argumentative Writing	ENGL 1020			Prerequisite: ENGL 1010	3
3	Fundamentals of Communication	COMM 2200				3
<b>HISTORY</b>						
1						3
2						3
<b>LITERATURE</b>						
1					Prerequisite: ENGL 1010 and 1020	3
<b>FINE ARTS</b>						
1						3
2						3
<b>MATHEMATICS</b> Recommended for Major: MATH 1010 or MATH 1750						
1						3
<b>NATURAL SCIENCES</b> Required for Major: BIOL 1030/31						
1	EXPLORING LIFE (REQUIRED)	BIOL 1030/31			*see major courses, required for prerequisite	4
2	TOPICS IN PHYSICAL SCIENCE (REQUIRED)	PSCI 1000/01			*see major courses, required for prerequisite	4
<b>SOCIAL BEHAVIOR SCIENCES</b> Recommended for Major: GEOG 2000, HLTH 1530/31						
1	Intro to Regional Geography	GEOG 2000				3
2	Health & Wellness	HLTH 1530/31				3

Content Major Courses (Grade of C or higher is required)	COURSES REQUIRED (Prerequisites included)	COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS
	<b>Teachers as Problem Solvers</b>					
		EESE 1010			Must earn a B or higher	2
	Creating Differentiated Instruction	EESE 1011			Must earn a B or higher Prerequisite: EESE 1010 may not be taken concurrently	2
	Learning with Exceptionalities	SPED 3010				3
	Concepts & Structure of Elem School Math	MATH 1410				3
	Informal Geometry	MATH 1420			Prerequisite: MATH 1410	3
	Life Science for Elementary Teachers	BIOL 3000			Prerequisite: BIOL 1030/31	4
	Experimental Physical Science	PSCI 4030			Prerequisite: PSCI 1030/31	4
	Developmental Psychology	PSY 2300				3
	English Grammar and Usage for Educators	ENGL 3910				3
<b>CHOOSE 3 HOURS (1 COURSE)</b>						
	ENGL 3740 LIBR 4150				Children's Literature Books, Media, Literacy for Children	3
<b>CHOOSE 3 HOURS (1 COURSE)</b>						
	ART 3200 MUED 3210 THEA 2000 HLTH 4300				Art Education for Teachers Speech and Language Development Elementary Grades (Autism/MS) Child Drama The School Health Program	3

**COLLEGE OF EDUCATION  
UPPER DIVISION FORM 2023-2024  
EARLY CHILDHOOD EDUCATION**

Student name		Student #	
Major	<b>Early Childhood Education</b>	E-mail	
Degree	<b>Bachelor of Science</b>	Date of ATE:	
Inclusive GPA:		Hours Earned:	ACT Score:

An INTENT TO GRADUATE FORM must be filed with this Upper-Division Form **three (3) semesters before graduation.**

	COURSES REQUIRED (Prerequisites included)	COURSE	GRADE	TRANSFER COURSE?	NOTES	Credit Hours
<b>General Education Requirements</b> <i>Use General Education Course Check Sheet</i>	<b>COMMUNICATION</b>					
	1	Expository Writing	ENGL 1010			3
	2	Research & Argumentative Writing	ENGL 1020		Prerequisite: ENGL 1010	3
	3	Fundamentals of Communication	COMM 2200			3
	<b>HISTORY</b>					
	1					3
	2					3
	<b>LITERATURE</b>					
	1				Prerequisites: ENGL 1010 and 1020	3
	<b>FINE ARTS</b>					
	1					3
	2					3
	<b>MATHEMATICS</b> <i>Recommended for Major: MATH 1010</i>					
	1					3
	<b>NATURAL SCIENCES</b> <i>Required for Major: BIOL 1030/31</i>					
	1	<b>EXPLORING LIFE (RECOMMENDED)</b>	BIOL 1030/31		*see major courses, required for prerequisite	4
	2					4
	<b>SOCIAL BEHAVIOR SCIENCES</b> <i>Recommended for Major: GEOG 2000</i>					
	1					3
	2					3

	COURSES REQUIRED (Prerequisites included)	COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS
<b>Content Major Courses</b> <i>(Grade of C or higher is required)</i>	Introduction to Education	EESE 2010			<b>Must earn a B or higher</b>	3
	Introduction to Education Practicum	EESE 2011			<b>Must earn a B or higher</b> Must be taken concurrently with EESE 2010	1
	Human Development (Birth-5)	ECE 3310				3
	Effective Instruction (Birth - 5)	ECE 4370			Prerequisite: ECE 3310	3
	Speech & Language Development for the Educator	CDIS 3250				3
	Concepts & Structure of Elem School Math	MATH 1410				3
	Informal Geometry	MATH 1420			Prerequisite: MATH 1410	3
	Life Science for Elementary Teachers	BIOL 3000			Prerequisite: BIOL 1030/31	4
	Individual Differences in Development of Young Children	ECE 3320				3
	Integrating the Creative Arts into Early Childhood Education	ECE 4210			Prerequisite: ECE 3310	3
	Supporting the Social Emotional Learning of Young Children	ECE 4220			Prerequisite: ECE 3310	3
	Supporting the Families of Young Children	ECE 3300			Prerequisite: ECE 3310, ECE 3320	3

PROFESSIONAL EDUCATION COURSES ADMISSION TO TEACHER EDUCATION IS REQUIRED MUST EARN A GRADE OF C OR HIGHER IN ALL COURSES		COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS
Assessing Young Children		ECE 4320			Prerequisites: ECE 3310, ECE 4370	3
Literacy in Early Childhood Education		ECE 4375/76			Prerequisite: ECE 3310, ECE 3320, ECE 4370	3
Mathematics Methodology		ELED 3150			Prerequisite: MATH 1410, MATH 1420	3
Digital Learning in the Elementary Classroom, K-8		ELED 3300				3
Culturally Relevant Teaching in Early Childhood		ECE 4230			Prerequisite: ECE 3301	3
Teaching Science and Social Studies through Literacy		ELED 3400			Prerequisites: BIOL 3000, ECE 4375/4376, ECE 4320	3
PRACTICUM COURSEWORK						
Preschool Practicum/LAB		ECE 4300/4301			Prerequisite: ECE 4370	3
RESIDENCY ONE						
Field Experiences in Early Childhood Education: Residency One		ECE 4050			Prerequisites: ECE 4300/01, ELED 3150 Corequisites: ECE 4240/4241, ECE 4377/4378, ECE 4000	6
Seminar in Early Childhood Education: Residency One		ECE 4000			Prerequisites: ECE 4300/01, ELED 3150 Corequisites: ECE 4240/4241, ECE 4377/4378, ECE 4050	3
Literacy in Early Childhood 2/LAB		ECE 4377/4378			Prerequisites: ECE 4375/4376 Corequisites: ECE 4050	3
Intervention Strategies for Supporting Young Children/LAB		ECE 4240/4241			Prerequisite: ECE 3320 Corequisite: ECE 4050	3
RESIDENCY TWO FINAL SEMESTER						
Residency II: PreK-Grade 3		ECE 4110			Prerequisite: ECE 4100	12

MINOR					
MINOR:				Students are <b>not required</b> to complete a minor for the Early Childhood Education major. However, if a student does choose to complete a minor, please indicate minor course requirements in the spaces below.	
COURSE PREFIX AND NAME	SEMESTER COMPLETED	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS

**NOTES:**

<b>Advisor Signature</b>		
		<b>Date</b>

Degrees require a minimum of (1) 120 semester hours with at least a 2.0 grade point average; 12 of the last 18 hours must be taken at MTSU, not transferred; (2) 42 upper-division hours (3000-4000 level courses) with at least a 2.0 grade point average; 30 upper-division hours must be taken at MTSU, not transferred; and (3) 60 senior college hours (taken at a four-year college).

Courses used to fulfill high school deficiencies can only be counted as general ELECTIVE credit, not specific course requirements.

\*Any course substitutions must be approved on an MTSU Course Substitution form with appropriate advisor, department chair, and college dean signatures. All courses in the following sections must have a grade of C- or higher: Required Courses, Highly Qualified Area, and Professional Education.

**An INTENT TO GRADUATE FORM must be filed with this Upper-Division Form three (3) semesters before graduation.**

To print an INTENT TO GRADUATE FORM go [to www.mtsu.edu/~records/sforms.htm](http://www.mtsu.edu/~records/sforms.htm) and choose INTENT TO GRADUATE FORM.

**COLLEGE OF EDUCATION  
UPPER DIVISION FORM 2023-2024  
ELEMENTARY EDUCATION**

Student name _____	Student # _____
Major <u>Elementary Education</u>	E-mail _____
Degree <u>Bachelor of Science</u>	Date of ATE: _____
Inclusive GPA: _____	Hours Earned: _____ ACT Score: _____

An INTENT TO GRADUATE FORM must be filed with this Upper-Division Form **three (3) semesters before graduation.**

General Education Requirements Use General Education Course Check Sheet	COURSES REQUIRED (Prerequisites included)		COURSE	GRADE	TRANSFER COURSE?	NOTES	Credit Hours	
	<b>COMMUNICATION</b>							
	1	Expository Writing	ENGL 1010					3
	2	Research & Argumentative Writing	ENGL 1020			Prerequisite: ENGL 1010		3
	3	Fundamentals of Communication	COMM 2200					3
	<b>HISTORY</b>							
	1							3
	2							3
	<b>LITERATURE</b>							
	1					Prerequisites: ENGL 1010 and 1020		3
	<b>FINE ARTS</b>							
	1							3
	2							3
	<b>MATHEMATICS</b>							
	1							3
<b>NATURAL SCIENCES</b> <i>Required for Major: BIOL 1030/31</i>								
1	<b>EXPLORING LIFE (REQUIRED)</b>	BIOL 1030/31			*see major courses, required for prerequisite		4	
2	<b>TOPICS IN PHYSICAL SCIENCE (REQUIRED)</b>	PSCI 1030/31			*see major courses, required for prerequisite		4	
<b>SOCIAL BEHAVIOR SCIENCES</b>								
1							3	
2							3	

Content Major Courses (Grade of C or higher is required)	COURSES REQUIRED (Prerequisites included)		COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS	
		Introduction to Education	EESE 2010			<b>Must earn a B or higher</b>	3	
		Intro to Education Practicum	EESE 2011			<b>Must earn a B or higher</b> Must be taken concurrently with EESE 2010	1	
		Learners with Exceptionalities	SPED 3010				3	
		Concepts & Structure of Elem School Math	MATH 1410				3	
		Informal Geometry	MATH 1420			Prerequisite: MATH 1410	3	
		Life Science for Elementary Teachers	BIOL 3000			Prerequisite: BIOL 1030/31	4	
		Experimental Physical Science	PSCI 4030			Prerequisite: PSCI 1030/31	4	
		Developmental Psychology	PSY 2300				3	
		English Grammar and Usage for Educators	ENGL 3510				3	
	<b>CHOOSE 3 HOURS (1 COURSE)</b>							
		ENGL 3740 LIBS 4150	Children's Literature Books, Media, Literacy for Children					3
	<b>CHOOSE 3 HOURS (1 COURSE)</b>							
		ART 3200 CDIS 3250 MUED 3210 THEA 3600 HLTH 4300 PHED 3500	Art Education for Teachers Speech and Language Development Elementary Grades Nonmusic Maj. Child Drama The School Health Program Phys. Ed. for Early Childhood					3

PROFESSIONAL EDUCATION COURSES <b>ADMISSION TO TEACHER EDUCATION IS REQUIRED</b>	COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS
The Contemporary Classroom through the Lens of Diversity	ELED 3000			Must be taken concurrently with ELED 3100 and READ 3010	3
Experiencing Elementary Education	ELED 3100			Must be taken concurrently with ELED 3000	1
Mathematics Methodology	ELED 3150			Prerequisite: MATH 1410, MATH 1420	3
Digital Learning in the Elementary Classroom, K-8	ELED 3300				3
Teaching Science and Social Studies through Literacy	ELED 3400			Prerequisites: BIOL 3000, PSCI 4030, ELED 3000, ELED 3100	3
Literacy I, K-5	READ 3010			Must be taken concurrently with ELED 3000	3
Literacy II, K-5	READ 4010			Prerequisite: ELED 3000, ELED 3100	3
<b>RESIDENCY ONE TO BE TAKEN IN A COHORT BLOCK All coursework <i>MUST</i> be completed</b>					
Theory into Practice	ELED 4350				6
Assessing the Elementary Level Learner	ELED 4200				3
Academic Interventions for the Elementary School Learner	ELED 4130				3
Managing Learning Environments	ELED 4340				3
<b>RESIDENCY TWO FINAL SEMESTER</b>					
Residency II	ELED 4110				12

<b>MINOR</b>					
<b>MINOR:</b>			Students are <b>not required</b> to complete a minor for the Elementary Education major. However, if a student does choose to complete a minor, please indicate minor course requirements in the spaces below.		
COURSE PREFIX AND NAME	SEMESTER COMPLETED	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS

**NOTES:**

<b>Advisor Signature</b>		
		<b>Date</b>

Degrees require a minimum of (1) 120 semester hours with at least a 2.0 grade point average; 12 of the last 18 hours must be taken at MTSU, not transferred; (2) 42 upper-division hours (3000-4000 level courses) with at least a 2.0 grade point average; 30 upper-division hours must be taken at MTSU, not transferred; and (3) 60 senior college hours (taken at a four-year college).

Courses used to fulfill high school deficiencies can only be counted as general ELECTIVE credit, not specific course requirements.

\*Any course substitutions must be approved on an MTSU Course Substitution form with appropriate advisor, department chair, and college dean signatures. All courses in the following sections must have a grade of C- or higher: Required Courses, Highly Qualified Area, and Professional Education.

**An INTENT TO GRADUATE FORM must be filed with this Upper-Division Form three (3) semesters before graduation.**

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**COLLEGE OF EDUCATION  
UPPER DIVISION FORM 2023-2024  
ENGLISH/LANGUAGE ARTS: MIDDLE LEVEL EDUCATION**

Student name _____	Student # _____
Major <b>Middle Level Education: English, 6-8</b>	E-mail _____
Degree <b>Bachelor of Science</b>	Date of ATE: _____
Inclusive GPA: _____	Hours Earned: _____

An INTENT TO GRADUATE FORM must be filed with this Upper-Division Form **three (3) semesters before graduation.**

General Education Requirements Use General Education Course Check Sheet	COURSES REQUIRED (Prerequisites included)		COURSE	GRADE	TRANSFER COURSE?	NOTES	Credit Hours	
	<b>COMMUNICATION</b>							
	1	Expository Writing	ENGL 1010				3	
	2	Research & Argumentative Writing	ENGL 1020			Prerequisite: C- or better in ENGL 1010	3	
	3	Fundamentals of Communication	COMM 2200				3	
	<b>HISTORY</b>							
	1						3	
	2						3	
	<b>LITERATURE</b>							
	1					Prerequisites: C- or better in ENGL 1010 and 1020	3	
	<b>FINE ARTS</b>							
	1						3	
	2						3	
	<b>MATHEMATICS</b>							
	1						3	
<b>NATURAL SCIENCES</b>								
1						4		
2						4		
<b>SOCIAL BEHAVIOR SCIENCES</b>								
1						3		
2						3		

COURSES REQUIRED (Prerequisites included)		COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS	
Content Major & Professional Education Courses (Must earn a C or better in all coursework)	Introduction to Education	EESE 2010*			<b>Must earn a B or higher;</b> Corequisite: EESE 2011	3	
	Introduction to Education Practicum	EESE 2011*			<b>Must earn a B or higher;</b> Corequisite: EESE 2010	1	
	Characteristics of Middle Level Learners	MLED 2000			Spring only	3	
	Learners with Exceptionalities	SPED 3010				3	
	<b>Advanced Composition</b>	ENGL 4605			Prerequisite: Completion of 1000- and 2000-level English requirements with a grade of C- or better	3	
	<b>Writing and the Literary Imagination</b>	ENGL 3007			Prerequisite: Completion of 1000- and 2000-level English requirements with a grade of C- or better	3	
	English Grammar and Usage for Educators	ENGL 3510			Prerequisite: Completion of 1000- and 2000-level English requirements with a grade of C- or better	3	
	<b>Children's Literature</b>	ENGL 3740			Prerequisite: Completion of 1000- and 2000-level English requirements with a grade of C- or better	3	
	Literature for Adolescents	ENGL 3745			Prerequisite: Completion of 1000- and 2000-level English requirements with a grade of C- or better	3	
	<b>Folk and Fairy Tales, Legends, Myths, Ancient Stories</b>	ENGL 3755			Prerequisite: Completion of 1000- and 2000-level English requirements with a grade of C- or better	3	
	<b>CHOOSE 3 HOURS FROM THE LIST (ONE COURSE)</b>						
	<b>ENGL 3605</b> ENGL 3505 ENGL 3570 <b>ENGL 4510</b> ENGL 4570	Applied Writing Writing Workshop Methodologies Intro to Linguistics Modern English Grammar and Usage Special Topics in Linguistics				Prerequisite: Completion of 1000- and 2000-level English requirements with a grade of C- or better	3

CHOOSE 6 HOURS FROM THE LIST (2 COURSES)						
ENGL 3030	American Literature				Prerequisite: Completion of 1000- and 2000-level English requirements with a grade of C- or better	3
ENGL 3330	Southern Literature					
ENGL 3340	African American Literature					3
ENGL 3360	Multicultural Literature of the US					
ENGL 3725	Nineteenth-Century Women Writers					
ENGL 3730	Twentieth-Century Women Writers					
ENGL 3735	Black Women as Writers					
ENGL 3760	Introduction to Folklore					
ENGL 4540	Approaches to Teaching ESL Grammar and Writing					

PROFESSIONAL EDUCATION COURSES		COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS
<b>ADMISSION TO TEACHER EDUCATION IS REQUIRED MUST EARN A C OR BETTER IN ALL COURSEWORK</b>						
Experiencing Middle Level Education 1		MLED 3100			Fall only	1
Experiencing Middle Level Education 2		MLED 3110			Spring only	2
Methods of Teaching Middle Level Learners		MLED 4000			Spring only	3
Language and Literacy, Middle School		READ 4035			Spring only	6
<b>CHOOSE 3 HOURS FROM THE LIST (ONE COURSE)</b>						
READ 3340	Teaching Reading in Secondary School				ENGL 4500: Fall only	3
ENGL 4500	Methods of Teaching Secondary English					
<b>RESIDENCY ONE TO BE TAKEN IN A COHORT BLOCK All pre-residency coursework <i>MUST</i> be completed</b>						
Instructional Technology in Middle Level Education		MLED 3300			Fall only	3
Theory into Practice in Middle Level Education		MLED 4350			Fall only	6
Assessing the Middle Level Learner		MLED 4200			Fall only	3
Managing Learning Environments in Middle Level Education		MLED 4340			Fall only	3
<b>RESIDENCY TWO FINAL SEMESTER</b>						
Residency II: Directed Teaching in Middle Level Education		MLED 4995			Spring only	12

MINOR						
<b>MINOR:</b>				Students are <b>not required</b> to complete a minor for the Middle Level Education major. However, if a student does choose to complete a minor, please indicate minor course requirements in the spaces below.		
COURSE PREFIX AND NAME	SEMESTER COMPLETED	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS	

**NOTES:**

<b>Advisor Signature</b>		
		<b>Date</b>

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**COLLEGE OF EDUCATION  
UPPER DIVISION FORM 2023-2024  
MATH: MIDDLE LEVEL EDUCATION**

Student name _____	Student # _____
Major _____ <b>Middle Level Education: Math, 6-8</b>	E-mail _____
Degree _____ <b>Bachelor of Science</b>	Date of ATE: _____
Inclusive GPA: _____	Hours Earned: _____ ACT Score: _____

An INTENT TO GRADUATE FORM must be filed with this Upper-Division Form **three (3) semesters before graduation.**

General Education Requirements Use General Education Course Check Sheet	COURSES REQUIRED (Prerequisites included)	COURSE	GRADE	TRANSFER COURSE?	NOTES	Credit Hours	
	<b>COMMUNICATION</b>						
	1	Expository Writing	ENGL 1010				3
	2	Research & Argumentative Writing	ENGL 1020			Prerequisite: C- or better in ENGL 1010	3
	3	Fundamentals of Communication	COMM 2200				3
	<b>HISTORY</b>						
	1						3
	2						3
	<b>LITERATURE</b>						
	1					Prerequisites: C- or better in ENGL 1010 and 1020	3
	<b>FINE ARTS</b>						
	1						3
	2						3
	<b>MATHEMATICS</b> <i>Recommended for Major: MATH 1710</i>						
	1	College Algebra	MATH 1710				3
<b>NATURAL SCIENCES</b>							
1						4	
2						4	
<b>SOCIAL BEHAVIOR SCIENCES</b> <i>Required for major: ECON 2410 or ECON 2420</i>							
1	Princ of Economics, MACRO or MICRO	ECON 2410 or ECON 2420				3	
2						3	

	COURSES REQUIRED (Prerequisites included)	COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS
Content Major & Professional Education Courses (Must earn a C or better in all coursework)	Introduction to Education	EESE 2010*			<b>Must earn a B or higher;</b> Corequisite: EESE 2011	3
	Introduction to Education Practicum	EESE 2011*			<b>Must earn a B or higher;</b> Corequisite: EESE 2010	1
	Characteristics of Middle Level Learners	MLED 2000			Spring only	3
	Learners with Exceptionalities	SPED 3010				3
	Service Learning Practicum	EXL 3010			Must ask instructor for permission to register.	1
	Pre-Calculus	MATH 1730			Prerequisite: MATH 1710	4
	Calculus 1	MATH 1910			Prerequisite: MATH 1730 with a grade of C or better or Math ACT of 26 or better	4
	Elementary School Mathematics	MATH 1410				3
	Informal Geometry	MATH 1420			Prerequisite: MATH 1410	3
	Applied Statistics	MATH 1530				3
	Statistics and Probability for Teaching	MATH 3340			Prerequisite: MATH 1530 or MATH 2050 with a C or better	3
	Selected Topics in Elementary Mathematics	MATH 4010			Prerequisite: MATH 1410, MATH 1420, MATH 1730	3

PROFESSIONAL EDUCATION COURSES ADMISSION TO TEACHER EDUCATION IS REQUIRED MUST EARN A C OR BETTER IN ALL COURSEWORK		COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS
Experiencing Middle Level Education 1		MLED 3100			Fall only	1
Experiencing Middle Level Education 2		MLED 3110			Spring only	2
Methods of Teaching Middle Level Learners		MLED 4000			Spring only	3
Language and Literacy, Middle School		READ 4035			Spring only	6
Teaching Mathematics in Grades 5-9		MATH 3320			Spring only	3
<b>CHOOSE ONE OF THE FOLLOWING (3 hours)</b>						
MATH 3330 ELED 3150	Teaching Math in the Secondary Grades Mathematics Methodology				MATH 3330: Fall only	3
<b>RESIDENCY ONE TO BE TAKEN IN A COHORT BLOCK All coursework MUST be completed</b>						
Instructional Technology in Middle Level Education		MLED 3300			Fall only	3
Theory into Practice in Middle Level Education		MLED 4350			Fall only	6
Assessing the Middle Level Learner		MLED 4200			Fall only	3
Managing Learning Environments in Middle Level Educ		MLED 4340			Fall only	3
<b>RESIDENCY TWO FINAL SEMESTER</b>						
Residency II: Directed Teaching in Middle Level Educ		MLED 4995			Spring only	12

<b>MINOR</b>						
<b>MINOR:</b>				Students are <b>not required</b> to complete a minor for the Middle Level Education major. However, if a student does choose to complete a minor, please indicate minor course requirements in the spaces below.		
COURSE PREFIX AND NAME	SEMESTER COMPLETED	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS	

**NOTES:**

<b>Advisor Signature</b>		
		<b>Date</b>

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**COLLEGE OF EDUCATION  
UPPER DIVISION FORM 2023-2024  
SCIENCE: MIDDLE LEVEL EDUCATION**

Student name _____	Student # _____
Major _____ <b>Middle Level Education: Science, 6-8</b>	E-mail _____
Degree _____ <b>Bachelor of Science</b>	Date of ATE: _____
Inclusive GPA: _____	Hours Earned: _____ ACT Score: _____

An INTENT TO GRADUATE FORM must be filed with this Upper-Division Form **three (3) semesters before graduation.**

	COURSES REQUIRED (Prerequisites included)	COURSE	GRADE	TRANSFER COURSE?	NOTES	Credit Hours	
<b>General Education Requirements</b> <i>Use General Education Course Check Sheet</i>	<b>COMMUNICATION</b>						
	1	Expository Writing	ENGL 1010			3	
	2	Research & Argumentative Writing	ENGL 1020			Prerequisite: C- or better in ENGL 1010	3
	3	Fundamentals of Communication	COMM 2200				3
	<b>HISTORY</b>						
	1						3
	2						3
	<b>LITERATURE</b>						
	1					Prerequisites: C- or better in ENGL 1010 and 1020	3
	<b>FINE ARTS</b>						
	1						3
	2						3
	<b>MATHEMATICS</b>						
	1						3
	<b>NATURAL SCIENCES</b> <i>Required for Major: BIOL 1030/31, PSCI 1030/31</i>						
	1	EXPLORING LIFE (REQUIRED)	BIOL 1030/31			*see major courses, required for prerequisite	4
	2	TOPICS IN PHYSICAL SCIENCE	PSCI 1030/31			*see major courses, required for prerequisite	4
	<b>SOCIAL BEHAVIOR SCIENCES</b> <i>Required for major: HLTH 1530-31</i>						
	1	Health & Wellness	HLTH 1530/31				3
	2						3

	COURSES REQUIRED (Prerequisites included)	COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS	
<b>Content Major &amp; Professional Education Courses</b> <i>(Must earn a C or better in all coursework)</i>	Introduction to Education		EESE 2010*		<b>Must earn a B or higher;</b> Corequisite: EESE 2011	3	
	Introduction to Education Practicum		EESE 2011*		<b>Must earn a B or higher;</b> Corequisite: EESE 2010	1	
	Characteristics of Middle Level Learners		MLED 2000		Spring only	3	
	Learners with Exceptionalities		SPED 3010			3	
	Introductory General Chemistry 1		CHEM 1010/11			4	
	Introductory General Chemistry 2		CHEM 1020/21		Prerequisite: CHEM 1010/1011	4	
	Life Science for Elementary Teachers		BIOL 3000		Prerequisite: BIOL 1030/31	4	
	Experimental Physical Science		PSCI 4030		Prerequisite: PSCI 1030/31	4	
	Developmental Psychology		PSY 2300			3	
	Exploring the Universe		ASTR 1030/31			4	
	Introduction to Earth Science		GEOL 1030/31			4	
	Leadership Studies Practicum		EXL 3020		Must request permission from instructor. This course is only required if you take MATH 4010, waived if PHYS is taken. See next section.	1	
	<b>CHOOSE ONE OF THE FOLLOWING</b>						
	PHSY 1110	Discovery Physics				See catalog for course prerequisite(s)	3 or 4
	PHSY 2010/11	Non-Calculus Based Physics					
MATH 4010	Selected Topics in Elem School Math						

PROFESSIONAL EDUCATION COURSES ADMISSION TO TEACHER EDUCATION IS REQUIRED MUST EARN A C OR BETTER IN ALL COURSEWORK	COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS
Experiencing Middle Level Education 1	MLED 3100			Fall only	1
Experiencing Middle Level Education 2	MLED 3110			Spring only	2
Methods of Teaching Middle Level Learners	MLED 4000			Spring only	3
Language and Literacy, Middle School	READ 4035			Spring only	6
<b>RESIDENCY ONE TO BE TAKEN IN A COHORT BLOCK All coursework <i>MUST</i> be completed</b>					
Instructional Technology in Middle Level Education	MLED 3300			Fall only	3
Theory into Practice in Middle Level Education	MLED 4350			Fall only	6
Assessing the Middle Level Learner	MLED 4200			Fall only	3
Managing Learning Environments in Middle Level Educ	MLED 4340			Fall only	3
<b>RESIDENCY TWO FINAL SEMESTER</b>					
Residency II: Directed Teaching in Middle Level Educ	MLED 4995			Spring only	12

MINOR					
MINOR:				Students are <b>not required</b> to complete a minor for the Middle Level Education major. However, if a student does choose to complete a minor, please indicate minor course requirements in the spaces below.	
COURSE PREFIX AND NAME	SEMESTER COMPLETED	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS

**NOTES:**

<b>Advisor Signature</b>		
		<b>Date</b>

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**COLLEGE OF EDUCATION  
UPPER DIVISION FORM 2023-2024  
SOCIAL STUDIES: MIDDLE LEVEL EDUCATION**

Student name _____	Student # _____
Major <u><b>Middle Level Education: Social Studies, 6-8</b></u>	E-mail _____
Degree <u><b>Bachelor of Science</b></u>	Date of ATE: _____
Inclusive GPA: _____	Hours Earned: _____ ACT Score: _____

An INTENT TO GRADUATE FORM must be filed with this Upper-Division Form **three (3) semesters before graduation.**

General Education Requirements Use General Education Course Check Sheet	COURSES REQUIRED (Prerequisites included)		COURSE	GRADE	TRANSFER COURSE?	NOTES	Credit Hours	
	<b>COMMUNICATION</b>							
	1	Expository Writing	ENGL 1010					3
	2	Research & Argumentative Writing	ENGL 1020			Prerequisite: C- or better in ENGL 1010		3
	3	Fundamentals of Communication	COMM 2200					3
	<b>HISTORY</b>							
	1	Survey of US History 1	HIST 2010					3
	2	Survey of US History 2	HIST 2020					3
	<b>LITERATURE</b>							
	1					Prerequisites: C- or better in ENGL 1010 and 1020		3
	<b>FINE ARTS</b>							
	1							3
	2							3
	<b>MATHEMATICS</b>							
	1							3
<b>NATURAL SCIENCES</b>								
1							4	
2							4	
<b>SOCIAL BEHAVIOR SCIENCES</b> <i>Required for major: GEOG 2000, PS 1010</i>								
1	Intro to Regional Geography	GEOG 2000					3	
2	Intro to Global Politics	PS 1010					3	

COURSES REQUIRED (Prerequisites included)		COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS	
Content Major & Professional Education Courses (Must earn a C or better in all coursework)	Introduction to Education	EESE 2010 *			<b>Must earn a B or higher;</b> Corequisite: EESE 2011	3	
	Introduction to Education Practicum	EESE 2011*			<b>Must earn a B or higher;</b> Corequisite: EESE 2010	1	
	Characteristics of Middle Level Learners	MLED 2000			Spring only	3	
	Learners with Exceptionalities	SPED 3010				3	
	Survey of World Civilization 2	HIST 1120				3	
	Principles of Economics, MACRO	ECON 2410				3	
	Teaching Historical Thinking	HIST 3011			Permission required to register	3	
	Upper Division United States History (3000 level or higher)					3	
	Upper Division Global History (3000 level or higher)					3	
	Upper Division European History (3000 level or higher)					3	
	Tennessee History	HIST 2030				3	
	<b>CHOOSE 9 HOURS FROM THE LIST (3 COURSES)</b>						
	AAS 2100	Intro to African American Studies					3
	AAS 2040	Survey African American History 1					
	ANTH 2010	Cultural Anthropology					
ANTH 3210	Archaeology						
ANTH/HIST 4860	Historical Archaeology					3	
GEOG 4340	Historical Geography						
GEOG 4360	Cultural Geography						
PS 3370	American Constitutional Law: Gov't Powers					3	
PS 3380	Am. Constitutional Law: Civil Lib & Rights						
PS 4240	American Foreign Policy						

PROFESSIONAL EDUCATION COURSES ADMISSION TO TEACHER EDUCATION IS REQUIRED MUST EARN A C OR BETTER IN ALL COURSEWORK	COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS
Experiencing Middle Level Education 2	MLED 3110			Fall only	2
Experiencing Middle Level Education 1	MLED 3100			Spring only	1
Methods of Teaching Middle Level Learners	MLED 4000			Spring only	3
Language and Literacy, Middle School	READ 4035			Spring only	6
<b>RESIDENCY ONE</b> <b>TO BE TAKEN IN A COHORT BLOCK</b> <b>All coursework <i>MUST</i> be completed</b>					
Instructional Technology in Middle Level Education	MLED 3300			Fall only	3
Theory into Practice in Middle Level Education	MLED 4350			Fall only	6
Assessing the Middle Level Learner	MLED 4200			Fall only	3
Managing Learning Environments in Middle Level Education	MLED 4340			Fall only	3
<b>RESIDENCY TWO</b> <b>FINAL SEMESTER</b>					
Residency II: Directed Teaching in Middle Level Education	MLED 4995			Spring only	12

<b>MINOR</b>					
<b>MINOR:</b>			Students are <b>not required</b> to complete a minor for the Middle Level Education major. However, if a student does choose to complete a minor, please indicate minor course requirements in the spaces below.		
COURSE PREFIX AND NAME	SEMESTER COMPLETED	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS

**NOTES:**

<b>Advisor Signature</b>		
		<b>Date</b>

Degrees require a minimum of (1) 120 semester hours with at least a 2.0 grade point average; 12 of the last 18 hours must be taken at MTSU, not transferred; (2) 42 upper-division hours (3000-4000 level courses) with at least a 2.0 grade point average; 30 upper-division hours must be taken at MTSU, not transferred; and (3) 60 senior college hours (taken at a four-year college).

Courses used to fulfill high school deficiencies can only be counted as general ELECTIVE credit, not specific course requirements.

\*Any course substitutions must be approved on an MTSU Course Substitution form with appropriate advisor, department chair, and college dean signatures. All courses in the following sections must have a grade of C- or higher: Required Courses, Highly Qualified Area, and Professional Education.

**An INTENT TO GRADUATE FORM must be filed with this Upper-Division Form three (3) semesters before graduation.**

To print an INTENT TO GRADUATE FORM go to [www.mtsu.edu/~records/sforms.htm](http://www.mtsu.edu/~records/sforms.htm) and choose INTE

**COLLEGE OF EDUCATION  
UPPER DIVISION FORM 2023-2024  
SPECIAL EDUCATION - COMPREHENSIVE**

Student name _____	Student # _____
Major <u>Special Education: Comprehensive</u>	E-mail _____
Degree <u>Bachelor of Science</u>	Date of ATE: _____
Inclusive GPA: _____	Hours Earned: _____ ACT Score: _____

An INTENT TO GRADUATE FORM must be filed with this Upper-Division Form **three (3) semesters before graduation.**

General Education Requirements Use General Education Course Check Sheet	COURSES REQUIRED (Prerequisites included)	COURSE	GRADE	TRANSFER COURSE?	NOTES	Credit Hours	
	<b>COMMUNICATION</b>						
	1	Expository Writing	ENGL 1010				3
	2	Research & Argumentative Writing	ENGL 1020			Prerequisite: ENGL 1010	3
	3	Fundamentals of Communication	COMM 2200				3
	<b>HISTORY</b>						
	1						3
	2						3
	<b>LITERATURE</b>						
	1					Prerequisites: ENGL 1010 and 1020	3
	<b>FINE ARTS</b>						
	1						3
	2						3
	<b>MATHEMATICS</b> <i>Recommended for Major: MATH 1530</i>						
	1						3
<b>NATURAL SCIENCES</b> <i>Required for Major: BIOL 1030/31</i>							
1	EXPLORING LIFE (REQUIRED)	BIOL 1030/31			*see major courses, required for prerequisite	4	
2						4	
<b>SOCIAL BEHAVIOR SCIENCES</b>							
1						3	
2						3	

	COURSES REQUIRED (Prerequisites included)	COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS
<b>Content Major Courses</b> (Grade of C or higher is required)	Introduction to Education	EESE 2010			<b>Must earn a B or higher</b> Must be taken concurrently with EESE 2011	3
	Introduction to Education Practicum	EESE 2011			<b>Must earn a B or higher</b> Must be taken concurrently with EESE 2010	1
	Learners with Exceptionalities	SPED 3010				3
	Concepts & Structure of Elem School Math	MATH 1410				3
	Informal Geometry	MATH 1420			Prerequisite: MATH 1410	3
	Life Science for Elementary Teachers	BIOL 3000			Prerequisite: BIOL 1030/31	4
	Speech & Language Development	CDIS 3250				3
	Characteristics of Low Incidence Populations (Comp)	SPED 3440			Prerequisite: SPED 3010 Spring Semester Only	3
	First Aid & Safety Education	HLTH 3300				3

**NOTES:**

PROFESSIONAL EDUCATION COURSES ADMISSION TO TEACHER EDUCATION IS REQUIRED GRADE OF C OR HIGHER IS REQUIRED		COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS
Explicit Reading Strategies for Learners with Exceptionalities		SPED 4010			Prerequisite: SPED 3010 Fall Semester Only	4
Advanced Reading Strategies for Learners with Exceptionalities		SPED 4100			Prerequisite: SPED 4010 Spring Semester Only	3
Transition Services & Education of Adolescents with Disabilities		SPED 4370			Fall Semester Only	3
Teaching Diverse Learners in K-8 Classrooms (COMP)		SPED 4000			Prerequisite: SPED 3010, SPED 3440 Fall Semester Only	3
Promoting Culture & Diversity in Family-Professional Partnerships		SPED 4720			Prerequisite: SPED 3010 Spring Semester Only	3
Functional Skills Instruction		SPED 4120			Prerequisites: SPED 3010, SPED 3440 Spring Semester Only	3
Assistive Technology in Special Education		SPED 4280			Prerequisite: SPED 3010, SPED 3440 Fall Semester Only	3
Pre-Residency Comprehensive Clinical Experience		SPED 4180			Prerequisite: SPED 3010 Spring Semester Only	2
Mathematics Methodology		ELED 3150			Prerequisite: MATH 1410, MATH 1420	3
<b>RESIDENCY ONE</b> <b>All coursework <i>MUST</i> be completed, FALL SEMESTER ONLY</b>						
Residency 1 – Special Education, Comprehensive		SPED 4220			Prerequisite: SPED 4180	5
Methods and Techniques of Behavior Management		SPED 4240				3
Curriculum-based Measurement and Progress Monitoring		SPED 4165				3
Techniques & Strategies for Instruction in SPED-COMP		SPED 4140			Must be taken concurrently with SPED 4220	3
<b>RESIDENCY TWO</b> <b>FINAL SEMESTER</b> <b>SPRING SEMESTER ONLY</b>						
Residency II, Special Education – Comprehensive		SPED 4320			Prerequisite: SPED 4220, Permission of Department Required	12

<b>MINOR</b>						
<b>MINOR:</b>				Students are <b>not required</b> to complete a minor for the Special Education major. However, if a student does choose to complete a minor, please indicate minor course requirements in the spaces below.		
COURSE PREFIX AND NAME	SEMESTER COMPLETED	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS	

**NOTES:**

<b>Advisor Signature</b>		
		<b>Date</b>

Degrees require a minimum of (1) 120 semester hours with at least a 2.0 grade point average; 12 of the last 18 hours must be taken at MTSU, not transferred; (2) 42 upper-division hours (3000-4000 level courses) with at least a 2.0 grade point average; 30 upper-division hours must be taken at MTSU, not transferred; and (3) 60 senior college hours (taken at a four-year college).

Courses used to fulfill high school deficiencies can only be counted as general ELECTIVE credit, not specific course requirements.

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**COLLEGE OF EDUCATION  
UPPER DIVISION FORM 2023-2024  
SPECIAL EDUCATION – Interventionist, Grades K-8 & Grades 6-12**

Student name _____	Student # _____
Major _____ <b>Special Education: Interventionist, K-8 / 6-12</b>	E-mail _____
Degree _____ <b>Bachelor of Science</b>	Date of ATE: _____
Inclusive GPA: _____	Hours Earned: _____ ACT Score: _____

An INTENT TO GRADUATE FORM must be filed with this Upper-Division Form **three (3) semesters before graduation.**

General Education Requirements Use General Education Course Check Sheet	COURSES REQUIRED (Prerequisites included)	COURSE	GRADE	TRANSFER COURSE?	NOTES	Credit Hours	
	<b>COMMUNICATION</b>						
	1	Expository Writing	ENGL 1010				3
	2	Research & Argumentative Writing	ENGL 1020			Prerequisite: ENGL 1010	3
	3	Fundamentals of Communication	COMM 2200				3
	<b>HISTORY</b>						
	1						3
	2						3
	<b>LITERATURE</b>						
	1					Prerequisites: ENGL 1010 and 1020	3
	<b>FINE ARTS</b>						
	1						3
	2						3
	<b>MATHEMATICS</b> <i>Recommended for Major: MATH 1530</i>						
	1						3
<b>NATURAL SCIENCES</b> <i>Required for Major: BIOL 1030/31</i>							
1	<b>EXPLORING LIFE (REQUIRED)</b>	BIOL 1030/31			*see major courses, required for prerequisite	4	
2						4	
<b>SOCIAL BEHAVIOR SCIENCES</b> <i>Recommended for Major: GEOG 2000, HLTH 1530/31</i>							
1	Intro to Regional Geography	GEOG 2000				3	
2						3	

	COURSES REQUIRED (Prerequisites included)	COURSE	GRADE	TRANSFER COURSE?	NOTES	CREDIT HOURS
<b>Content Major Courses</b> (Grade of C or higher is required)	Teachers as Problem Solvers	EESE 2010			<b>Must earn a B or higher</b> Must be taken concurrently with EESE 2011	3
	Creating Differentiated Instruction	EESE 2011			<b>Must earn a B or higher</b> Must be taken concurrently with EESE 2010	1
	Learners with Exceptionalities	SPED 3010				3
	Concepts & Structure of Elem School Math	MATH 1410				3
	Informal Geometry	MATH 1420			Prerequisite: MATH 1410	3
	Life Science for Elementary Teachers	BIOL 3000			Prerequisite: BIOL 1030/31	4
	Speech & Language Development	CDIS 3250				3
	Responsive Teaching of Individuals with High Incidence Disabilities	SPED 3020			Prerequisite: SPED 3010 Fall Semester Only	3

**NOTES:**

<b>PROFESSIONAL EDUCATION COURSES</b> <b>ADMISSION TO TEACHER EDUCATION IS REQUIRED</b> <b>GRADE OF C OR HIGHER IS REQUIRED</b>	<b>COURSE</b>	<b>GRADE</b>	<b>TRANSFER COURSE?</b>	<b>NOTES</b>	<b>CREDIT HOURS</b>
Explicit Reading Strategies for Learners with Exceptionalities	SPED 4010			Prerequisite: SPED 3010 Fall Semester Only	4
Advanced Reading Strategies for Learners with Exceptionalities	SPED 4100			Prerequisite: SPED 4010 Spring Semester Only	3
Transition Services & Education of Adolescents with Disabilities	SPED 4370			Fall Semester Only	3
Co-Teaching in Inclusive Classrooms	SPED 4380			Prerequisite: SPED 3010 Fall Semester Only	3
Promoting Culture & Diversity in Family-Professional Partnerships	SPED 4720			Prerequisite: SPED 3010 Spring Semester Only	3
Assistive Technology in Special Education	SPED 4280			Prerequisite: SPED 3010, SPED 3440 Fall Semester Only	3
Math Interventions for Learners with Exceptionalities	SPED 4600			Prerequisite: MATH 1410, MATH 1420, ELED 3150 Spring Semester Only	3
Pre-Residency, Interventionist Integrated Clinical Experience	SPED 4180			Prerequisite: SPED 3010 Spring Semester Only	2
Mathematics Methodology	ELED 3150			Prerequisite: MATH 1410, MATH 1420	3
Digital Learning in the Elementary Classroom, K-8	ELED 3300				3
<b>RESIDENCY ONE</b>					
<b>All coursework <i>MUST</i> be completed, FALL SEMESTER ONLY</b>					
Residency 1 – Interventionist Integrated Clinical Experience	SPED 4220			Prerequisite: SPED 4180	5
Curriculum-Based Measurement and Progress Monitoring	SPED 4165				3
Methods and Techniques of Behavior Management	SPED 4240				3
Techniques & Strategies for Instruction in Special Education	SPED 4140			Must be taken concurrently with SPED 4220	3
<b>RESIDENCY TWO</b>					
<b>FINAL SEMESTER</b>					
Residency II, Interventionist Integrated Clinical Experience	SPED 4320			Prerequisite: SPED 4220, Permission of Department Required	12

<b>MINOR</b>					
<b>MINOR:</b>			Students are <b>not required</b> to complete a minor for the Special Education major. However, if a student does choose to complete a minor, please indicate minor course requirements in the spaces below.		
<b>COURSE PREFIX AND NAME</b>	<b>SEMESTER COMPLETED</b>	<b>GRADE</b>	<b>TRANSFER COURSE?</b>	<b>NOTES</b>	<b>CREDIT HOURS</b>

**NOTES:**

<b>Advisor Signature</b>		
		<b>Date</b>

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# MTSU & COLLEGE OF EDUCATION: NEED TO KNOW TERMS

## PEOPLE

**Academic advisor:** Academic advisors are available to answer questions from any faculty member or student, but they specialize in helping students with the selection of majors, minors, and courses. They also play pivotal roles in CUSTOMS and registration.

**Dean:** The head of a division of a college.

**Faculty:** Professors of different ranks who are employed by a university to teach students

**Faculty Advisor/Mentor:** College of Education students that are admitted to the Teacher Education Program are assigned a Faculty mentor. This mentor is a professor in your major and is a great resource for career- and internship-related questions.

**First-Generation Student:** A student who is the first student in their immediately family to attend college.

**Full-Time Student:** A student who is enrolled in at least 12 credit hours.

**Honors Advisor:** Assists students with Honors College requirements, including the thesis process and applications to national scholarships such as the Fulbright and Goldwater

**Minor Advisor:** If you have a minor, you will need a minor advisor

**Part-Time Student:** A student who is enrolled in 11 or fewer credit hours

**Provost:** Provides leadership and management to support instruction, research, public service, institutional effectiveness, international affairs, and student success.

**RA (Resident Assistant):** Trained peer leaders who supervise those living in a residence hall or group housing facility.

**Registrar:** Provides grade reporting, transcripts, graduation status, and veteran's enrollment information to the MTSU community.

**Student-Athlete Advisor:** Aids students with course selection and NCAA eligibility requirements.

**TRIO/SSS Advisor:** Serves students within the TRIO/SSS program.

**Undergraduate Student:** A student enrolled in the University who will be obtaining a bachelor's degree.

## PLACES & THINGS

**Candidacy:** Set of academic requirements a student must meet in order to progress in the major/program of study. Student typically will apply for candidacy through a specified application process. Not all programs require candidacy.

**College of Education:** The College of Education houses a premier teacher preparation program and is characterized by nationally accredited intensive programs that provide knowledge and skills necessary for success in other professional roles in education. The College of Education houses two departments, Elementary & Special Education and Womack Educational Leadership.

**Department:** Areas of study have a department chair who is responsible for the functions of that department. There are two departments that make up the College of Education: Elementary & Special Education Department and Womack Educational Leadership.

**M Number:** This is the number students are issued when accepted to MTSU. It is found on your student ID. Students should always provide this number when communicating with an advisor. Students are given one M number to be used throughout while attending MTSU.

## COURSE INFORMATION

**Co-Requisite:** A course that must be taken at the same time as another related course (e.g. BIOL 1030 AND BIOL 1031).

**Course Number:** A number assigned to a course that you will use when registering for your classes.

**Course Registration Number (CRN):** A five digit number that identifies each individual course offered during a semester.

**Credits:** The semester hour is one unit of credit at MTSU. One credit hour represents the satisfactory completion of one 50-minute class period per week (or the equivalent) for a semester and all required preparation. Most traditional lecture courses at MTSU carry 3 hours of credit. Other courses such as labs, shop, and studio classes carry one hour of credit for each two hours per week of attendance.

**Distance Learning:** Online course taught at MTSU by an MTSU instructor.

**Electives:** Courses that are not required for a student's major.

**Experiential Learning Course (EXL):** A learning experience where students develop knowledge and skills from direct experiences and is not held in the traditional academic setting.

**General Education Classes (Gen Eds):** Required classes that give students basic knowledge of common core classes (math,

English, science and history).

**Honors Courses:** Courses in general studies as well as in major studies. These classes are designed to give students the feel of a small college setting while attending a large university; as a result, class enrollment is kept smaller.

**Lower-Division Courses:** Courses in the 1000 and 2000 range. Typically freshman and sophomore level.

**Pass-Fail:** Certain courses at MTSU (as noted in the catalog) are graded on the pass/fail basis. The grades of P or F are given in such courses. In the calculation of GPAs, a P grade earns hours toward graduation but the GPA is not affected one way or the other.

**Prerequisite:** This is a course that must be completed prior to attempting a more advanced course.

**Prescribed Courses (K Course):** Prescribed courses are denoted with the letter K. Students enrolled in prescribed courses are provided additional academic support and awarded college credit for those courses pending successful completion of the course(s).

**Supplemental Instruction (SI):** Supplemental instruction is a peer-assisted study and learning method provided free of charge to students in historically challenging courses at MTSU. SI is a non-remedial approach to learning and understanding that significantly increases student performance and long-term success.

**Upper-Division Courses:** Courses in the 3000 and 4000 range. Typically Junior- and Senior-level courses.

## FORMS & DOCUMENTS

**Academic Map:** A suggested four-year schedule of courses based on degree requirements in the undergraduate catalog. It serves as a general guideline to help to build a full schedule each semester. This contains requirements necessary for timely progress to complete a major and is designated to keep you on track to graduate in four years. These maps are found in the MTSU catalog.

**Academic Fresh Start:** Allows students who have not been enrolled in a college or university for a period of at least four years to remove grades of F from transcripts. If they meet that criteria and are readmitted or admitted as a degree-seeking student, they may request an Academic Fresh Start after completing the: Academic Fresh Start Application, preparing a degree plan with an advisor, and also receiving approval from the appropriate college advising manager. The student's permanent record will remain a record of all work; however, courses taken and previously failed will be excluded from the GPA calculation. Courses with a D grade will also be excluded when a grade of C or better is required in the student's current major. This policy is independent of financial aid regulations.

**Catalog (Undergraduate):** A listing of undergraduate courses, regulations, policies, and procedures that can be found on the MTSU website. It is a description of all of the courses that are offered here on campus or online. You can view the catalog on the web by going to [catalog.mtsu.edu/index](http://catalog.mtsu.edu/index).

**Dean's List:** Full-time undergraduate students with a GPA for the current semester of 3.50 or greater

**Intent to Graduate:** Form showing that the student intends to graduate and is on track for graduation. The student turns this in to the graduation coordinator at least two semesters prior to the planned graduation date.

**PIE Form (Partners in Education):** A form that allows parents/guardians access to the student's information. Students can revoke or have the form revised or added to their student record.

**Syllabus:** A document which gives clear expectations and responsibilities for a course. It provides students with clear course objectives, requirements, and policies. It should also give the dates of exams, projects, and any assignments that the student will be expected to complete.

## REGISTRATION, POLICIES, & PROCEDURES

**Drop Class:** Utilize Pipeline or a drop/add form to withdraw from a course.

**Family Educational Rights and Privacy Act (FERPA):** The Family Educational Rights and Privacy Act gives students certain rights with respect to their education records. Students must be given notice of their rights under FERPA and the types of personally identifiable information considered as directory information. Students can request to view their education records through the Registrar's Office, SSAC.

**Override Permit:** Also known as a POD (Permission of Department). Is given by the department so a student can take a course even if they have not met the requirements such as prerequisite, co-requisite, class standing, grade point average, or major/minor

**Pipeline:** The official "Gateway to MTSU Campus." On here you can register for classes, pay fees, check your email, keep a calendar, and access your personal data

**Priority Registration:** Date and time that students are allowed to register. Honors students, military students and students with disabilities are given the earliest registration dates and times. Then, continuing students will be allowed to register based on their number of earned credit hours completed.

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✉ [Daphne.Brinkerhoff@cityschools.net](mailto:Daphne.Brinkerhoff@cityschools.net)