



# **SCHOOL OF EDUCATION UNDERGRADUATE & POST-BACCALAUREATE ADMISSION HANDBOOK**

303-615-1555

[msudenver.edu/education](https://msudenver.edu/education)

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# PROGRAM ADMISSION

## ADMISSION REQUIREMENTS

All incoming students who intend to take School of Education coursework for any purpose\* must complete the School of Education (SOE) application in its entirety in order to obtain admission status with the School of Education. Admission status is granted as **Provisional Admission** if the applicant does not meet the **GPA requirement** (see below), and admission status is granted as **Formal Admission** if the applicant meets the **GPA requirement** (see below). All students must obtain the appropriate admission status to be eligible to register for specific courses throughout the School of Education programs. Please refer to the individual program advising guides for further information on coursework that requires specific SOE admission status.

**SCHOOL OF EDUCATION APPLICATION FOR ADMISSION** which includes:

- **Criminal History Agreement** – The School of Education does not conduct background checks on students. Therefore, the Criminal History Agreement is used to inform students that they must complete any background check process for field placements and student teaching as required by schools and districts. Students must also complete the required background check via CBI and FBI when applying for a license through the Colorado Department of Education.
- **Admission Handbook Information Checklist** – This checklist list includes questions pertaining to the different sections of this admission handbook. Students sign off on their understanding of the different sections of the handbook and agree to follow all guidelines and requirements referenced in the handbook.
- **Workers' Compensation Procedures** – [Workers' Compensation Procedures](#) are found on the Human Resources website. All students must review these procedures and follow them for injuries or illnesses that may occur at a field placement completed through the School of Education. While these procedures include a final signature page, students should not complete this form directly through the Office of Human Resources. Instead, students will complete and sign the final page of the School of Education Application indicating their knowledge of and agreement to adhere to MSU Denver Work-Related Injury or Illness procedures.

**GPA** – Minimum 2.5 GPA (or higher) with 30 semester hours of credit completed.

*\* Many SOE courses require Provisional or Formal Admission for registration. There are no exceptions to Provisional Admission, so students interested in taking these courses for any purpose must submit an application to the School of Education.*

## NEXT STEPS

Submitted applications will be processed within four (4) weeks of the date they are received.\*\* Please plan accordingly if you need admission status to register for classes. Once processed, students will receive an email at their MSU Denver email address notifying them of their admission status and next steps.

*\*\* Resubmission of applications that were improperly completed will be processed within four (4) weeks of the date that the corrected application was submitted.*

# STUDENT INFORMATION

## MSU DENVER EMAIL

E-mail is the official mode of communication used by MS Denver and the School of Education with students. When emailing staff, faculty or administrators at MSU Denver, always use your MSU Denver email address. We are not permitted to provide specific details about students to private email addresses.

## COURSE REGISTRATION

Many School of Education courses require specific procedures for registration, as they may have pre-requisite requirements, co-requisite requirements, class standing requirements, etc. Students should refer to the [School of Education Registration Guide](#) for assistance with SOE course registration.

## CHANGES IN STUDENT INFORMATION

Once students have applied to the licensure program, it is important to keep information up to date and accurate with the School of Education. Please complete the School of Education [Change of Student Information](#) form if you need to change or update any of the following information:

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

*\* Changes to licensure program and/or major may impact licensure coding, assigned advisor and program requirements. Students are encouraged to meet with an education advisor before making any changes to licensure and/or major to discuss the impacts of the change.*

*\*\* Once withdrawn from a licensure program, candidates must submit a new application to the School of Education to regain admission.*

## TRANSCRIPTS

It is important to have all official transcripts from previous higher education institutions on file with MSU Denver as this impacts a student's ability to have those courses transfer to MSU Denver as well as impacting class standing and priority registration. Post-baccalaureate students must have official transcripts showing proof of a previous bachelor's degree to be eligible for the post-baccalaureate programs.

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Official transcripts should be sent to:

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

Electronic transcripts must be sent directly from the institution to [transcripteval@msudenver.edu](mailto:transcripteval@msudenver.edu).

## ADVISING

### INITIAL ADVISING

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

- Elementary Education, Early Childhood Education, K-12 Physical Education and Special Education licensure students should meet with a [School of Education professional advisor](#).
- Secondary and K-12 students (with the exception of Art and Music) should first meet with an approved advisor in their content area. Once this advising has taken place, these students should then meet with a School of Education professional advisor.
- K-12 Art Education and Music Education students should meet with the approved advisor in that content area. These students do not meet with an advisor in the School of Education.
- Non-licensure students and added endorsement only students (Minor only students, IDP students, added endorsement only students, non-licensure ECE majors, students seeking Director Qualification in Early Childhood and teachers taking coursework towards license renewal) should meet with a School of Education professional advisor.

### SCHOOL OF EDUCATION FACULTY ADVISORS

Once students have completed initial advising and applied to the School of Education, all licensure students should begin meeting with School of Education faculty advisors (with the exception of Art and Music Education students). Students are strongly encouraged to schedule appointments to meet with a School of Education faculty advisor at least once every spring and fall semester. Advising is very important in our programs as it assists with careful planning and progress to ensure a smooth transition to student teaching. Students should visit the [School of Education Advising webpage](#) for information on scheduling advising appointments.

### CONTENT/MAJOR ADVISORS

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

## RESOURCES

### **LICENSURE EXAMS\***

All teacher licensure candidates at MSU Denver must pass an approved state licensure exam (or exams) before they can earn recommendation for licensure from the MSU Denver School of Education.\* Some licensure areas will require more than one exam. Detailed information concerning when exams are offered, required exam codes and study materials can be found on the [ETS Praxis website](#). Students should meet with an appropriate education faculty advisor to discuss any questions or concerns regarding required licensure exams.

*Note: After passing a licensure exam, it is the student's responsibility to keep extra copies of the score for student teaching and for applying for licensure. MSU Denver does not receive individual score reports and cannot provide students with official score reports.*

*\* K-12 Music Education students are required to pass their required Praxis exam prior to student teaching.*

### **EDUCATION SCHOLARSHIPS**

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

### **SCHOOL OF EDUCATION TECHNOLOGY LAB**

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

## **ADDED ENDORSEMENTS**

Once licensure candidates have obtained a Colorado teacher's license, additional areas of endorsement can be added to the initial license. Doing so will greatly increase marketability as a potential teacher and assist with finding a job. In Colorado, teachers can obtain an added endorsement by completing an approved added endorsement program through the MSU Denver School of Education or by completing CDE approved credit or assessment. Connect with a faculty advisor in the School of Education to learn more.

## **CLINICAL EXPERIENCES**

### **FIELD COURSES\***

School of Education students will complete multiple field courses throughout their program. Fieldwork for an individual class can range from 10-240 hours over the course of a semester. All field placements are determined by the instructors of each course. Students that have additional questions before starting field courses should contact their instructor for the specific course.

*\*Fieldwork is different from student teaching and residency. Please refer to the student teaching section below for more information concerning student teaching and residency.*

### **STUDENT TEACHING & RESIDENCY**

As students progress through the licensure coursework, it is important to consider preparation for the student teaching/residency application process. Students should understand in advance the various steps and requirements to apply for student teaching/residency. Please visit the [Student section of the School of Education Clinical Experiences and Partnerships website](#) and review the process overview and eligibility requirements for student teaching/residency.

## **PROFESSIONAL DISPOSITIONS**

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