



# **SCHOOL OF EDUCATION UNDERGRADUATE AND 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 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 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 acknowledge 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 SharePoint site. 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. If the applicant's most recent cumulative GPA is not at least 30 credits or does not meet the minimum GPA, we will evaluate the most recent 30 credits 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 the SOE application.*

## NEXT STEPS

Submitted applications will be processed within two (2) 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 two (2) weeks of the date the corrected application was submitted.*

# STUDENT INFORMATION

## MSU DENVER EMAIL

E-mail is the official mode of communication used by MSU Denver and the School of Education with students. When emailing staff, faculty or administrators at MSU Denver, always use your MSU Denver email account. 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 prerequisite, corequisites, class standing requirements, etc. Students should refer to the [School of Education Registration Toolbox SharePoint site](#) for assistance with SOE course registration.

## CHANGES IN STUDENT INFORMATION

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

- Name, phone number or mailing address
- Licensure program\*
- Major/minor/concentration\*
- Withdrawal from licensure program\*\*

*\* Changes to licensure program and/or major may impact licensure coding and program requirements. Students are encouraged to meet with an advisor in the SOE 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 SOE application to be considered for readmission.*

## TRANSCRIPTS

It is important to have all official transcripts from previous higher education institutions on file with MSU Denver so all relevant transfer coursework can be applied to your MSU Denver student record. Transfer credit impacts your class standing and may impact your program requirements, in turn impacting your ability to meet prerequisites for courses. **Previous transcript coursework may also contribute to the calculation of your SOE admission GPA, and incomplete or missing transcripts may delay your SOE formal admission.** Post-baccalaureate students must have official transcripts showing proof of a previous bachelor's degree to be eligible for the post-baccalaureate programs.

[MSU Denver – “Send It” Page – Options for Transcript Submission](#)

# ADVISING

## INITIAL ADVISING

All students should receive initial advising before applying to the School of Education. This requirement differs depending on the program area:

- 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 their content area](#). These students do not meet with an advisor in the School of Education.
- Students in other SOE programs (Minor-only students, IDP students, added endorsement only students, students seeking Director Qualification in Early Childhood and teachers taking coursework towards license renewal) should meet with a [School of Education professional advisor](#) or appropriate program area advisor (IDP, ECE, etc.). [Contact the School of Education](#) for additional guidance.

## SCHOOL OF EDUCATION FACULTY ADVISORS

Once students have completed initial advising and applied to the School of Education, all SOE major and 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/residency. 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 academic departments at MSU Denver, 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 Current Students heading.

# 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](#) and the [School of Education Student Site](#). 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.*

## 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 instructors 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. The schedule for the lab can be found on the [School of Education Technology Lab webpage](#). The School of Education Technology Lab also offers printing for all School of Education students at no additional cost to the student.

## ADDED ENDORSEMENTS

Once licensure candidates have obtained a Colorado teaching license, additional areas of endorsement can be added to the initial license. Doing so can 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 Colorado Department of Education approved credit or assessment. Connect with a faculty advisor in the School of Education to learn more.

# CLINICAL EXPERIENCES

## FIELD EXPERIENCE COURSES\*

Most School of Education students will complete multiple field experience courses throughout their program. Field experience for an individual class can range from 10 to 240 hours over the course of a semester. All field placements are determined by the instructors of each course in consultation with the [Office of Clinical Experiences and Partnerships \(OCEP\)](#). Students with questions before starting field courses should contact the instructor of the specific course.

*\*Field experience is different from student teaching and residency. Please refer to the student teaching section below for more information regarding student teaching and residency.*

## STUDENT TEACHING AND 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 roadmap and additional details for student teaching/residency.

# DISPOSITIONS PROFESSIONAL

Maintaining a professional disposition at all times is essential for success in our program and in the teaching profession. The School of Education's updated Professional Disposition process is designed to **support candidate growth, strengthen professional habits, and ensure the safety and integrity of our school and community partners**. Its purpose is both developmental and corrective: to help students reflect on their professional behaviors while also providing a formal system for documenting concerns when necessary.

In many education courses, instructors complete a Professional Disposition assessment for each student to offer constructive, growth-oriented feedback. In addition, any faculty member or administrator in the School of Education may co-create a Professional Disposition Growth Plan with the teacher candidate to support the development of professional dispositions.