



Office of Admission
PO Box 5051
Greeneville, TN 37743
(423) 636-7300
(800) 729-0256
(423) 636-5087 FAX
admission@tusculum.edu

GRADUATE & PROFESSIONAL STUDIES

Welcome!

Thank you for your interest in Tusculum College. We are excited to have the opportunity to help you as you pursue the next steps in achieving your career goals. This e-packet contains the information you will need to apply, as well as details regarding the program. Listed below are the steps to complete the application process.

- ☐ Submit your online application on our website. Click [HERE](#) to apply.
- ☐ Submit Official Transcripts from ALL accredited institutions attended. Attached you will find a Transcript Request Form to use in requesting transcripts from previously attended institutions.
- ☐ Complete the required Free Application for Federal Student Aid (FAFSA). You can complete and submit your FAFSA by visiting <https://fafsa.ed.gov/>.

Attached you will find a Financial Aid Step-by-Step Guide to use as you complete your FAFSA.

STUDENT RIGHT TO KNOW

The Offices of Enrollment Management and Campus Safety facilitate the sharing of this information with students and invite you to learn these facts and more about Tusculum. [Student Right to Know](#)





M.A. IN EDUCATION CURRICULUM & INSTRUCTION

Tusculum College offers this unique 17-month, 33-hour graduate education curriculum for K-12 classroom teachers.

This program has been designed with a strong focus on the effects of human physical, emotional and cognitive growth on planning and implementing developmentally sensitive educational pedagogy. Students completing this program will also have advanced analytical, critical thinking, and ethical decision making skills for improving curriculum and service delivery in learning environments.

Our Master of Arts in Education Curriculum and Instruction major offers:

Emphasis in 6-12 Mathematics

Emphasis in Special Education

Emphasis in Teaching English to Speakers of Other Languages (TESOL)

Curriculum Sequence:

Courses are offered and completed in this sequence:

EDUC 503 Designing Developmentally Appropriate Practices

EDUC 533 Developmental Behavior Analysis for Practicing Educators

EDUC 549 Differentiating Instruction and STEM for All Students

EDUC 535 Comparative International Pedagogy

EDUC 505 Planning Instruction for Present and Future

EDUC 536 Advanced Language Arts Concepts

EDUC 532 Strategies for Special Needs Learners

EDUC 513 Strategies for Assessing and Communicating Learning Progress

EDUC 534 Applied Research for the Classroom Teacher

EDUC 523 Leadership Development and Renewal

EDUC 540 The Law and Public Education

EDUC 546 International Education practicum (may substitute or one of the following: EDUC 505, EDUC 523 or EDUC 535).

For more program information please contact your Tusculum College Admission Representative

admission@tusculum.edu

888.488.7285

Locations: Greeneville, Knoxville, Morristown, Online

Admission Requirements Graduate and Professional Studies

Common Admission Requirements

All applicants to graduate programs shall satisfy these common admission requirements:

1. Hold a minimum of a bachelor's degree from a regionally accredited college or university.
2. Possess a minimum G.P.A. as defined by each program and satisfy the admissions requirements that are specific to each program. See individual program descriptions for other admissions requirements.

Application Procedures

Each of the following items must be completed for review by the Enrollment staff for an admission decision.

1. Complete and submit a [Tusculum College application](#).
2. Request an official transcript from each institution attended be sent directly to Tusculum College Office of Enrollment Management, P.O. Box 5051, Greeneville, TN 37743. Form is attached.
3. Submit a resume that reflects professional experience in accordance with the requirements of each program.
4. Complete any program-specific application procedure.
5. Applicants for whom English is a second language must furnish a score of 540-543 (paper), 207 (computer-based), 76 (Internet based) or greater on the TOEFL examination taken within the last five years.
6. Phone or in-person interviews may be considered as part of the Admissions process.

To view our entire catalog please go to <http://www.tusculum.edu/catalog/>.

As a Military Friendly School, Tusculum is honored to have the opportunity to partner with students who have served in the United States Armed Forces as they work to achieve their dreams. Tusculum is a Yellow Ribbon program participant.



For more Admission Requirement information please contact your
Tusculum College Admission Representative
admission@tusculum.edu or
888.488.7285

MA in Education Curriculum & Instruction Admission Requirements

In addition to the common requirements for admission to all graduate programs established by the College, applicants for this concentration shall also meet these additional requirements:

1. Possess a minimum 3.0 grade point average attained in the last 60 hours of college level work including graduate coursework.
2. Possess either a valid teaching license or a passing score on the general test of the National Teacher's Exam (NTE)/PRAXIS II or provide evidence of three years of teaching experience. If no experience can be documented, the student can request an exemption from the faculty, through the Director of the School of Education.
Note: Tusculum College accepts the National Teacher's Examination (NTE) or Praxis II (or a valid teaching license), Graduate Record Examination (GRE), and the Miller Analogies Test (MAT) as acceptable tests for admission for the MAED Curriculum and Instruction concentration.

If none of the above is available, one of the following is acceptable:

- a. the candidate's official copy of the test scores.
- b. an official transcript bearing the test scores.
- c. a photocopy of test scores with a supporting affidavit by the student that the official scores are no longer available (affidavit form provided by Tusculum College).

Application Procedures

Each of the following items must be completed for review by the Enrollment staff for an admission decision.

1. Complete and submit a Tusculum College application. A copy is available from the College website or may be obtained from an Enrollment representative.
2. Request an official transcript from each institution attended be sent directly to Tusculum College Graduate and Professional Studies Office of Admission, P.O. Box 5004, Greeneville, TN 37743.
3. Submit a resume that reflects professional experience in accordance with the requirements of each program.
4. Complete any program-specific application procedure.
5. Applicants for whom English is a second language must furnish a score of 540-543 (paper), 207 (computer-based), 76 (Internet based) or greater on the TOEFL examination taken within the last five years.
6. Phone or in-person interviews may be considered as part of the Admissions process.



Tuition & Fees

As one of the lowest-cost private colleges in the nation, Tusculum has been helping working adults Pioneer Their Path to Success for over thirty years.

Our Financial Aid team will work with you to secure the financial aid package that best fits your needs. Students who prefer to pay educational expenses in monthly installments may want to consider Tusculum College's Installment Plan. A description of that plan will be provided to each student with their billing statement. For more information or questions about the Installment Plan, please contact the Business Office.

Tuition and fee charges are due at the beginning of each semester as part of registration and as a condition for enrollment. A student who is awarded financial aid assistance of any kind may provide documentation of their award as a condition for registration. Additional information regarding Tusculum's tuition and fees and financial aid options can be found in the Tusculum College Catalog.

Gateway Courses	
Tuition	\$234.50 per semester hour
Audit Fee	\$100 per course
Associate Degree	
Tuition	\$234.50 per semester hour
Audit Fee	\$100 per course
Bachelor Degree Programs	
Tuition	\$341.50 per semester hour
Audit Fee	\$100 per course
Graduation Fee	\$100
Master Degree Programs	
Tuition	\$357.00 per semester hour
Intent to enroll deposit	\$100
Audit Fee	\$100 per course
Graduation Fee	\$100
Other Charges	
Late payment fee	\$25
Assessment Fee for Experiential Learning & Life Experiences Essay	\$200
Fee for Requested Portfolio Credit	\$50 per semester hour

(Fees subject to change without notice. Updated: 7/1/2014)

Revised 4/16

STEP ONE: Apply for admission as a regular degree-seeking student by completing an online application at www.tusculum.edu. We have campuses in Greeneville, Kingsport, Knoxville, and Morristown. Contact an enrollment representative at 1.800.729.0256 or 888.488.7285 to discuss the available programs and when classes start.

STEP TWO: Apply for your FAFSA FSA ID at www.fafsa.gov. Your FSA ID should be kept private and should not be shared with anyone. You can use this ID to electronically sign your FAFSA, which greatly reduces the time it takes to process your application for financial aid. (If you are a dependent student, your parent will also need to apply for a FSA ID.)

STEP THREE: Apply for financial aid by submitting a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The FAFSA is used to determine your eligibility for financial aid including: Federal Pell Grants, Federal Stafford Loans, the Tennessee Student Assistance Award, and the Tennessee Hope Scholarship for non-traditional students.

You will need to complete a FAFSA for each year in which you would like to apply for aid. For example, if you are starting in the spring 2016 semester, you will need to fill out a 2015-2016 FAFSA for the spring 2016 semester AND a 2016-2017 FAFSA for the fall and spring semesters of the following year. The FAFSA for upcoming academic years can be accessed beginning on January 1 of each year.

It is highly recommended that you complete your FAFSA as early in January as possible to increase the likelihood of receiving certain types of need-based financial aid, such as the Tennessee Student Assistance Award. You can use estimated income figures if you have not yet filed taxes for the previous year. However, if you do so you will be required to go back and update your FAFSA after you do file taxes, which may result in changes to your aid package.

To fill out a FAFSA you will need:

- Your Federal income tax return from the previous year (or an accurate estimate if you are filing your FAFSA prior to filing your income tax return)
- Your previous year's W-2 Form (or schedule C if self employed)
- Your most current bank statement
- Statements detailing non-taxable earnings/other income sources
- Driver's License (if applicable)
- Your FAFSA FSA ID
- Tusculum's Federal School Code: 003527

STEP FOUR: 35% of all FAFSAs are selected by the Department of Education for a process called verification. In order to complete the process, you will need to either link your FAFSA to the IRS after you file taxes or you may order an official IRS tax return transcript and have it sent directly to Tusculum. If your application is selected, please submit any and all requested documents to the Office of Financial Aid and Student Campus Employment, as soon as possible. A financial aid package will not be processed until all documentation has been turned in. *Note: Verification must be completed before federal and state financial aid can be applied to your student account.



OFFICE OF FINANCIAL AID STEP-BY-STEP GUIDE

(423)636-7377

800-729-0256 ext. 5377

financialaid@tusculum.edu

What is typically needed for verification is the school verification worksheet, which will be provided to you, along with tax transcript(s). Various other documents may be needed and will be requested on a case-by-case basis.

Please remember to include your name on any document that you submit to the Office of Financial Aid and Student Campus Employment. We accept documents via email, fax, in person, and through the postal service.

STEP FIVE: If you intend to use Federal Stafford Loans, you will need to complete entrance loan counseling at www.studentloans.gov. Entrance loan counseling explains the rights and obligations of a student loan borrower.

STEP SIX: After you have completed entrance loan counseling, you will then have to complete a Master Promissory Note (MPN), which is your promise to pay back the Department of Education at www.studentloans.gov.

Contact the Business Office
with refund questions at
business@tusculum.edu or
1.800.729.0256 ext. 5060

Helpful scholarship and
financial aid information

- Fastweb.com
- Scholarships.com
- Collegefortn.org
- TN.gov/collegepays
- Studentaid.ed.gov
- Finaid.org

What happens next?

When our office has received your FAFSA and you have been accepted to the college your estimated award package letter will be sent in the mail or to your email account. This letter details the financial aid that you are eligible for in the upcoming school year. After your award letter arrives, you have seven days from the date on the letter to let the Office of Financial Aid and Student Campus Employment know if there is any part of the award (such as loans) that you wish to decline or your award will be processed in full. (Remember that you must complete entrance loan counseling and a master promissory note before we can process your student loans. Verification must also be completed before federal and state financial aid can be applied to your student account.)

If your total financial aid award is more than what you need for the cost of tuition, the Business Office will apply the amount of aid that you need to cover the charges that you have incurred and the remainder of the funds will be sent to you according to the Business Office's refund policy. If you prefer not to use loans to help pay your bill, you may contact the Business Office for payment plan options.

**Students with disabilities should contact their state Vocational
Rehabilitation Counselor at:**
www.state.tn.us/humanserv/rehab/vrs.html

Veterans and Veterans' dependent benefit information is available at: www.vba.va.gov
Tusculum College VA Representative:
Bradley Allen
Enrollment Representative - Military Liaison
ballen@tusculum.edu

CONTACT

Office of Financial Aid

P.O. Box 5049, 60 Shiloh Road, Greeneville, TN 37743

Phone: (423)636-7377 or 800-729-0256 ext. 5377 Fax: (615)250-4968

Email: financialaid@tusculum.edu

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Transcript Request Form

Please request a transcript from each school attended. Photocopies may be made for this purpose.

Personal Information

Name _____
LAST FIRST MIDDLE SOCIAL SECURITY NUMBER

Permanent or home address _____
NUMBER, STREET, OR BOX CITY STATE/ZIPCODE

COUNTY/COUNTRY HOME PHONE BUSINESS PHONE

EMAIL _____

School Information

Name of institution attended _____

Address _____
STREET/ROUTE AND/OR BOX CITY STATE ZIP

Date of Attendance _____

Phone Number _____

I authorize release of my official transcript with
my signature below.

Please forward it to the following address.

Tusculum College
Office of Admissions
Post Office Box 5051
Greeneville, Tennessee 37743

If there is a charge, please contact me at this
address:

Signature _____

Date _____