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

TUSCULUM COLLEGE ESTABLISHED 1794

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

National Council for State Authorization Reciprocity Agreements Approved Institution NC-SARA

Adult Learning Focused Institution of Higher Education 2015-2018

MILITARY FRIENDLY SCHOOL MF'16

Revised 3/16

TUSCULUM COLLEGE 1794
GRADUATE & PROFESSIONAL STUDIES

MASTER OF ARTS TEACHING

The Tusculum College teacher education unit will provide rigorous, relevant and engaging learning opportunities for teacher candidates so that they may become ethical educators, civic-minded citizens, school and community leaders and life-long learners.

The Master of Arts in Teaching, a 36-45 semester-hour program, offers individuals holding a bachelor's degree in specified areas the opportunity to pursue teacher certification. The K-5, 6-12, and K-12 (content specific) licensure programs are designed for working adults who currently hold a bachelor's degree and wish to pursue the licensure sequence and obtain a master's degree at the same time. Courses are delivered in an accelerated format at times convenient for working adults. Applicants must be admitted into the Teacher Education program prior to beginning any coursework in the curriculum.

Master of Arts in Teaching licensure areas are as follows:

- K-5
- 6-12 Biology, Business, English, Government, History and Mathematics
- K-12 Physical Education and Visual Arts

Curriculum for ALL Candidates

EDUC 500 Foundations of Schooling and Human Development
EDUC 506 Planning Instruction in Today's Classroom
EDUC 514 Assessing Learning Progress
EDUC 515 Innovative Instructional Technology
EDUC 542 Strategies for Diverse Learners
EDUC 570 Classroom Discipline and Management
EDUC 571 Learning Environments

Additional courses for K-12/6-12 Licensure:

EDUC 544 Content Area Reading
EDUC 552 Seminar & Research
EDUC 554 Student Teaching K-2 (K-12)
EDUC 556 Student Teaching 7-8 (6-12)
EDUC 557 Student Teaching (K-12/6-12)

Additional courses for K-6 Licensure:

EDUC 516 Teaching Reading K-5
EDUC 537 Methods for Teaching Mathematics in the Elementary Classroom
EDUC 545 Methods for Teaching Science K-5
EDUC 572 Teaching Language Arts K-5
EDUC 573 School Physical Education, Health & Wellness
EDUC 552 Seminar & Research
EDUC 554 Student Teaching K-2
EDUC 555 Student Teaching 4-6

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

Locations: Greeneville, Knoxville, Morristown, Online

Revised 3/16

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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 procedures.

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

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TUSCULUM COLLEGE 1794
GRADUATE & PROFESSIONAL STUDIES

MASTER OF ARTS TEACHING

MA in Teaching
Admission Requirements

Tusculum College seeks mature and highly motivated candidates for the Master of Arts in Teaching (MAT) program. To be considered for admission to the MAT program, the following requirements must be met.

1. Undergraduate Grade Point Average: Possess a minimum 2.75 grade point average (G.P.A.) or a 3.00 G.P.A. for the last 60 credit hours of college course work on a 4.00 scale for full admission.

2. Content Knowledge: Pass Praxis Content Knowledge exam in the subject pursuing.

(Candidates seeking transfer of coursework from postsecondary institutions with national or specialized accreditation may request that the Registrar's Office review such credit with the pertinent academic departments, provided the transcript and course syllabi are official and remitted directly from the applicant's previous institution. Candidates lacking content hours may take a maximum of one undergraduate course per semester while enrolled in the program. All courses must be completed prior to student teaching. No courses either at Tusculum College or another institution may be taken concurrently while student teaching.)

3. Background Check: Complete and pass the FBI/TBI background check and fingerprinting.

4. Submit two (2) professional recommendations.

5. Interview: Pass an interview with the Teacher Education Review Board (The interview only occurs if the previous four requirements have been met)

Admission Procedures

Phase 1: General Requirements

Complete the stated Application Procedures:

- Complete application
- Request an official transcript from each institution attended be sent to Tusculum College Graduate and Professional Studies
- Submit a resume
- Submit scores for TOEFL, if English is a second language
- Submit Praxis Content Knowledge exam results

The registrar's office will evaluate the transcript to determine if the applicant meets the program grade point average requirement (Admission Requirement 1).

MA in Teaching
Admission Requirements Continued

Phase 2: Admission to the Teacher Licensure Program

Submit the following to meet Admission Requirements 3-4:
• Submit professional recommendations
• Background Check (Candidates must receive a fingerprint and background check to participate in practicum and student teaching components required for degree completion. Tennessee state law dictates all persons who have contact with children in grades PreK-12 through the public school system must have an appropriate background check conducted by TBI.)

Phase 3: Teacher Screening Interview

Successfully complete an interview with the Teacher Education Review Board to meet Admission Requirement 5 (After meeting Admission Requirements 1-4, applicants will be invited to interview with the Teacher Education Review Board. Applicants must demonstrate proficiency in oral communication during the departmental screening interview.)

TUSCULUM COLLEGE 1794
GRADUATE & PROFESSIONAL STUDIES

2016-2017 TUITION FREEZE

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(800) 729-0256
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admission@tusculum.edu

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)

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TUSCULUM COLLEGE 1794
GRADUATE & PROFESSIONAL STUDIES

OFFICE OF FINANCIAL AID
STEP-BY-STEP GUIDE

(423)636-7377
800-729-0256 ext. 5377
financialaid@tusculum.edu

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 FASFA 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.

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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.

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

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.

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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GRADUATE & PROFESSIONAL STUDIES

Office of Admission
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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

Signature _____

Date _____

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

_____

_____

_____

_____

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