

Thank you for your interest in pursuing an off-campus graduate program through Carson-Newman University! We believe strongly in the call for educators to continuously pursue their own education, and are happy to help potential students navigate their options. If you are seeking a master's degree or advanced licensure, the Graduate Information Office can assist you in acquiring information regarding the formats, coursework, and financial aspects of our opportunities. Reserving your seat in a program will be accomplished by completing Steps 1, 2, and 3 below. From there, you will be guided through the admission process. We look forward to you joining the CNU family and achieving your educational goals!



NOTE: Carson-Newman University strictly limits class size to 25 students and accepts applications on a first-come, first-served basis.

Complete steps 1, 2, and 3 below to reserve your seat in a program.

Once you have reserved your seat, turn to Page 2 or visit the [online checklist](#) to complete the remaining admission steps. Congratulations on your pursuit of an advanced degree with Carson-Newman University!

1 Application (Pages 3 & 4)

Submit your initial application so we can start a preliminary file for you.



2 Registration Form (Page 5)

Submit a registration form for your particular cohort of interest.



3 Application Fee (Page 6)

Submit a nonrefundable \$50 application fee using our secure payment system in order to have your admission documents processed.



Chris Smith

Coordinator, Off-Campus Programs

Carson-Newman University

K-12 Teachers Alliance

Phone: 800-956-8903

Fax: 800-504-7618

csmith@graduateprogram.org



Once you have reserved your seat, please continue with the following steps to complete your admission file.
NOTE: One will not be eligible for financial aid until an admission file is complete and an acceptance is granted.

4

Financial Aid & Payment Options (Pages 7 & 8)

Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go. If using Financial Aid, Complete the [FAFSA](#). For more information, see page 7. It is in your best interest to complete the financial aid process as early as possible.

If using a Pay-As-You-Go plan, follow the instructions on Page 8.

5

Official Transcripts (Page 9)

Arrange for official, sealed transcripts from the university with your highest degree earned and from any university from which you completed licensure. If you need help, further instructions are listed on page 9.

6

Employment Verification Form (Page 10)

An employment verification form can be used to confirm employment in a PreK-12 school system. Completing this step will allow us to e-mail your supervisor on your behalf.

7

Standardized Test Scores

Please submit a copy of your scores from the PRAXIS II Principles of Learning and Teaching Tests, or PRAXIS II Subject Assessment Tests in the area of licensure. Carson-Newman will accept a score from any PRAXIS II test that is currently being offered for Tennessee state teachers for acceptance. If these scores are unavailable, a GRE score obtained within the last 10 years may be submitted.

8

Professional Educators License

If you have a valid Professional Educators License, please submit a copy of your certificate to the Graduate Information Office by fax (800-504-7618) or by email to csmith@graduateprogram.org.

Educational Leadership and Administrator's License Specialization applicants:

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Verification of Experience

Candidates seeking the Beginning Instructional Leadership License (TN ILL-B) must have at least 2 years of full time teaching experience in an educational setting. A member of the applicant's district administration team must verify s/he meets this standard and is eligible to apply for administrative licensure. Please note, all program requirements for this license must be completed in Tennessee.

Completing your application steps online at <http://graduateprogram.org/carson-newman/application-checklist> will allow for more immediate processing of your application. Please contact the Graduate Information Office for assistance. If you choose to submit paper forms, all documents should be e-mailed, faxed, or mailed to:



Graduate Off-Campus Education Programs

Adult and Graduate Studies Admissions
Carson-Newman University, C-N Box 72025
1646 Russell, Ave., Jefferson City, TN 37760



csmith@graduateprogram.org



(800) 504-7618

GENERAL INFORMATION

Name

Address

Phone Type **Area Code** **Phone** **Email**

Gender Male Female **Date of Birth** **SSN (XXX-XX-XXXX)**

Ethnicity: Non-Hispanic/Non-Latino Hispanic/Latino I prefer not to answer

Race: White/Caucasian/Middle-Eastern American Indian/Alaska Native Asian Black/African American
 Hawaiian/Pacific Islander Hispanic/Latino Multi-Racial I prefer not to answer

COHORT INFORMATION

Please choose the semester you plan to begin the program, your preferred class location and the program you wish to enroll in.

Semester: Fall 2020

Program: MEd in Educational Leadership
 With Administrative License Without Administrative License
 MEd in Curriculum & Instruction
 MEd in Curriculum & Instruction with Coaching Emphasis
 MEd in Curriculum & Instruction with Reading Specialist Emphasis
Are you seeking TN Reading Specialist License? Yes No
 MEd in Curriculum & Instruction with Special Education Emphasis
Are you seeking provisional endorsement? Yes No
 MEd in Curriculum & Instruction with ESL Emphasis
Are you seeking Tennessee ESL endorsement? Yes No
 Administrator's License Specialization (*non-degree-seeking administrative license program, only available online*)

Location: Chattanooga Clarksville Franklin Gallatin Jackson Knoxville Memphis
 Morristown Murfreesboro Nashville Online

EDUCATION HISTORY

Please list your highest degree granting institution.

Undergraduate Major

College/University Name	City	State or Country	Degree Earned	Start Date	End Date

CURRENT PLACE OF EMPLOYMENT

Employer **District**

County **City** **State**

PERSONAL INFORMATION

T-Shirt Size Small Medium Large XL XXL XXXL

Have you ever attended Carson-Newman University? Yes No

Do you have any family members who are alumni of C-N? Yes No

If yes, what is their relationship to you? Sibling Parent Spouse Aunt Uncle Cousin In-law Grandparent

Do you have a teaching license? Yes No **Certificate Number** **State(s)**

How many years have you been teaching?

Are you currently on probation, parole, or under court restriction or have you ever been convicted of a criminal offense of any nature? Yes No

If yes, please explain (attach additional sheet if needed):

CERTIFICATION AND SIGNATURE

I authorize the following individual(s) to check on the status of my application on my behalf (optional):

1st Authorization - First Name **Last Name**

2nd Authorization - First Name **Last Name**

I certify that the information provided in this application is true and correct. I understand that misrepresentation of any of the information supplied by me is sufficient cause for dismissal from Carson-Newman University.

Signature **Date**

The fastest and easiest way to submit this form is [online](#). If you choose to submit a paper form, please fax or mail to:



Graduate Off-Campus Education Programs

Adult and Graduate Studies Admissions
Carson-Newman University, C-N Box 72025
1646 Russell, Ave., Jefferson City, TN 37760



csmith@graduateprogram.org



(800) 504-7618

Graduate Cohort Registration Form

In order to reserve a seat in a cohort program, please submit this Graduate Cohort Registration Form along with your \$50 application fee (page 6) and your Graduate Application for Admission (Pages 3 & 4) by fax to **(800) 504-7618**, by mail to Graduate Off-Campus Education Programs, Adult and Graduate Studies Admissions, Carson-Newman University, C-N Box 72025, 1646 Russell, Ave., Jefferson City, TN 37760, or online at <http://graduateprogram.org/carson-newman/application-checklist>.

REGISTRATION AGREEMENT

As part of the cohort program, I understand that I will be registered by the university for the first semester only, and I will be responsible for self-registering after the first semester. I understand that if I need to withdraw, I must do so by submitting written notification to the University Registrar before the beginning of each course. I acknowledge that I am financially responsible for all charges in the event of withdrawal from classes, as outlined in Carson-Newman University's current tuition refund policy.

Signature **Date**

Email Address

The fastest and easiest way to submit this form is [online](#). If you choose to submit a paper form, please fax or mail to:



Graduate Off-Campus Education Programs

Adult and Graduate Studies Admissions
Carson-Newman University, C-N Box 72025
1646 Russell, Ave., Jefferson City, TN 37760



csmith@graduateprogram.org



(800) 504-7618

Application Fee Payment Form

In order to reserve a seat in a cohort program, please submit this Application Fee Payment Form along with your Graduate Cohort Registration Form (page 5) and your Graduate Application for Admission (Pages 3 & 4) by fax to **(800) 504-7618**, by mail to Graduate Off-Campus Education Programs, Adult and Graduate Studies Admissions, Carson-Newman University, C-N Box 72025, 1646 Russell, Ave., Jefferson City, TN 37760, or online at <http://graduateprogram.org/carson-newman/application-checklist>.

TO PAY BY CREDIT CARD ONLINE:

- Go online to <http://graduateprogram.org/carson-newman/application-checklist> and click the "Application Fee" button.
- **NOTE:** Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.

TO PAY BY CREDIT CARD USING THIS FORM OR BY PHONE:

- Complete this section only to pay your \$50 non-refundable application fee.
- If you prefer, contact the Graduate Information Office at **(800) 956-8903** to make your payment by credit card via phone.
- **NOTE:** Transaction will appear on your credit card statement as a charge from the K-12 Teachers Alliance.

Student Name Name on Card

Cardholder Address Street City State Zip Code

Card Type: Visa MasterCard Discover American Express **3 Digit Security Code**
(found on back of card)

Card Number Expiration Date

Cardholder Signature Today's Date

TO PAY BY PERSONAL CHECK:


- Complete this section only to pay your \$50 non-refundable application fee.
- Please make checks payable to CARSON-NEWMAN UNIVERSITY and mail your check to Graduate Admissions for Education Programs, Adult and Graduate Studies Admissions, Carson-Newman University, C-N Box 72025, 1646 Russell, Ave., Jefferson City, TN 37760

Student Name

I will be sending my application fee by check on (date)

Student Signature Today's Date

The fastest and easiest way to submit this form is [online](#). If you choose to submit a paper form, please fax or mail to:

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Adult and Graduate Studies Admissions
Carson-Newman University, C-N Box 72025
1646 Russell, Ave., Jefferson City, TN 37760

 csmith@graduateprogram.org

 **(800) 504-7618**

Complete all steps below to apply for financial aid. **NOTE: There are financial aid options that are not based on need.** Most students in the off-campus programs use financial aid to pay for the program. We recommend that you complete these steps as soon as possible to make sure that your payment arrangements are in order by the first night of class. For help, please contact the Financial Aid Office at (865) 471-3247.

How to Apply for Financial Aid

- 1 Complete the Free Application for Federal Student Aid at www.fafsa.gov.** Students should submit the 2020-2021 form. You will need your 2018 Federal Tax Return. You will need your FSA ID (<https://fsaid.ed.gov/npas/index.htm>) and Carson-Newman University's School Code (003481). Graduate students are considered independent for financial aid purposes.
- 2 Review your Student Aid Report (SAR) for accuracy.** You will receive this form 7-10 days after the FAFSA is submitted. If there are any errors on your SAR, log back into your FAFSA to make corrections.
- 3 You will receive your financial aid award letter from Carson-Newman once you have been academically accepted.** This lists the financial aid that you qualify for. If you wish to decline all or a portion of the award, notify the Financial Aid Office in writing. Be sure to contact the Financial Aid Office if you have any questions about your award.
- 4 Complete Loan Entrance Counseling and the Master Promissory Note.** Entrance Counseling is only required for first time Federal Direct Loan borrowers; all borrowers must complete a Master Promissory Note. Both can be completed at <https://studentloans.gov/myDirectLoan/index.action> (you will need your FSA ID from Step 1).

Questions? Call the Financial Aid Office at (865) 471-3247

FEDERAL LOAN REQUIREMENTS

To be eligible to borrow funds under the Federal Direct Loan Program, you must:

1. File the Free Application for Federal Student Aid (FAFSA)
2. Be a U.S. Citizen or permanent resident
3. Not be in default on prior educational loans
4. Maintain satisfactory academic progress

THE FEDERAL (TITLE I) TEACHER LOAN FORGIVENESS PROGRAM

If you and your school qualify, this program may provide loan forgiveness for eligible Federal Direct Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program; Carson-Newman University is not responsible to verify your eligibility for this program. Please do not base your enrollment on this program, as it can be difficult to ensure qualification for government programs which are subject to reform and funding changes.

You must call 1-800-4-FED-AID to verify your eligibility or visit

<https://studentaid.gov/manage-loans/forgiveness-cancellation/teacher> for an application

THE TEACH GRANT

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides up to \$4,000 a year in grant assistance to students who are completing coursework towards certain high-need fields. Students enrolling in 6 hours per semester can expect an award amount of \$1,000 per semester. In order to be eligible for a grant, a student must submit a FAFSA form, complete the TEACH questionnaire and sign an Agreement to Serve as a full-time teacher at certain low-income schools and within certain high-need fields for at least four academic years within eight years after completing (or ceasing enrollment in) the course of study for which the candidate received a grant. The U.S. Department of Education will determine your eligibility for this program.

For more information please contact the Financial Aid office at (865) 471-3247

Enrolling in a Pay-As-You-Go Payment Plan

Carson-Newman offers a Pay-As-You-Go payment plan administered by Official Payments. The payment plan allows you to make monthly payments, interest free, in order to spread your tuition payments over a period of several months.

How to Enroll in a Payment Plan

- 1 Visit the Official Payments website at <http://payplan.officialpayments.com/> to enroll in a payment plan.** Click “Enroll in a Plan.”
- 2 Select a Payment Plan.** To enroll, select “Tennessee” as your state, “Carson-Newman” as your Plan Entity, and “Graduate” as your Plan Group. Each semester your tuition will be broken into 4 equal payments, or 12 payments per year. There is an application fee of \$25 each semester. You have the option to enroll in a payment plan for 1 semester of coursework, 2 semesters of coursework, or 3 semesters for a full academic year.
- 3 Create an Account and Schedule Payments.** Enter your personal information and create an account. You have the option of scheduling your payments to be automatically debited on the same date each month, or making an electronic payment each month as you go along.
- 4 Accept Terms.** Review your personal information and accept the terms of your selected payment plan. When your online form is submitted, you will receive a confirmation e-mail confirming that your request has been sent to the Office of Student Accounts.
- 5 Complete Enrollment.** To complete your enrollment in the payment plan, you will make or schedule your first payment. Tuition payments will be debited from a checking or savings account or credit/debit card. If using a credit/debit card, a 2.7% fee will be added to each payment. Payments are due on the 10th of each month.

**Questions? Contact the Office of Student Accounts at
(865) 471-3209 or student_accounts@cn.edu.**

IMPORTANT NOTES

- We will work with students who receive tuition reimbursement from their employer.
- If you are using financial aid to pay for tuition, you must be enrolled and either provisionally or fully admitted to the program of your choice before your student loan funds can be released. You may be required to make payments until your financial aid funds are released.

How to Request Official Transcripts

Carson-Newman requires official transcripts from your highest degree earned, as well as from any institution where you achieved licensure. Transcripts should show a minimum cumulative GPA of 2.75, or a GPA of 3.0 in the last 60 credit hours. If you have copies of your transcripts available, they can be submitted as unofficial transcripts to expedite the admission process; however, official, sealed transcripts are required in order to be fully admitted to Carson-Newman University. Follow the steps below to request transcripts from every school that you have attended:

To Order Transcripts:

There are multiple ways to request transcripts, and each college or university will have their own process.

Typically, the easiest way to order official transcripts is:

- 1 Contact the Registrar's office at your previously attended school, either by phone, e-mail, or through your university's website.
- 2 Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.



Note: Many colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.

- 3 It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at **(800) 956-8903**.

Please have all official transcripts mailed to:

Graduate Off-Campus Education Programs
Adult and Graduate Studies Admissions
Carson-Newman University
C-N Box 72025
1646 Russell, Ave., Jefferson City, TN 37760

OR official transcripts may be sent electronically to:

adult@cn.edu

Remember: Full admission cannot be granted until all official transcripts are received.

Employment Verification Form, Verification of Experience Form

A. Employment Verification

I, Full Name,
 certify that I am currently employed at School Name in
 School County/District, City, State.

B. Employer Authorization Form

- I grant permission for my employer to verify that I have successfully completed two (2) years of education working experience, as required by the state, to be recommended for the Tennessee ILL-B (Beginning) Administrator License.
- I grant permission for my employer to verify that I am currently employed within the above named school system.
- I understand that all practicum hours completed throughout the course of my program must be completed within my school district.

Student Name
 Signature of Student Date
 Program that you are applying to:

To the Administrator: The student named above is a candidate for admission to a Carson-Newman University graduate program. Please complete the fields below. If you have questions, you may contact the Graduate Information Office at (800) 956-8903.

This is to certify that the candidate named above has served on a full-time basis in the school district of


, in ,
School District Name School District City School District State
 from to in the position of
Employment Start Date Employment End Date or "Present" Position or Title

Dates of Prior Teaching Experience (if applicable and/or if known):
 School or District where Prior Experience Took Place (if applicable and/or if known):

Does the above candidate meet the two year teaching requirement? Yes No

I certify that the named candidate is currently employed within the above named school system. Yes No

Your Printed Name Your Title
 Your Employer
 Employer City Employer State
 Your Signature Date

 **Graduate Off-Campus Education Programs**
 Adult and Graduate Studies Admissions
 Carson-Newman University, C-N Box 72025
 1646 Russell, Ave., Jefferson City, TN 37760

 csmith@graduateprogram.org
 **(800) 504-7618**

Degree Intentions

The MEd in Educational Leadership is designed for teachers seeking leadership roles in PreK-12 schools. To become eligible for administrative licensure, at least three years of licensed TN teaching experience in a PreK-12 classroom is required, along with present employment in a Tennessee school.

Program Highlights & Benefits

- Available in a blended format with face-to-face class meetings or an entirely online format
- Can be obtained in as little as five semesters
- One course completed every eight weeks

Candidates will

- Pass the School Leaders Licensure Assessment Praxis Exam
- Develop extensive knowledge of governance and change within educational and other societal institutions
- Foster and maintain relationships within the school, and with the district, parents, and community members to support student achievement
- Complete coursework regarding School Management, Financial Planning, and Leadership Foundations

Formatting to Accommodate the Busy Lifestyles of Educators

Students in our blended cohorts take the core courses for the degree in a face-to-face format. These courses meet one night per week, from 4:45 to 8:45 p.m. will take the remaining courses for the degree online. These courses do not require face-to-face class meetings; students log-in regularly to complete assignments, participate in online discussions, and engage in group activities. During the Fall and Spring terms, students finish one course every 8 weeks. During the summertime, students complete up to four courses. All courses taken in the Summer are online. Following this schedule, candidates complete the degree in approximately 18 months.

Students in our online cohorts take all courses for the degree in a completely online format. These courses do not include face-to-face class meetings; students log-in regularly to complete assignments, participate in online discussions, and engage in group activities. During the Fall and Spring terms, students finish one course every 8 weeks. During the summertime, students complete up to four courses. All courses taken in the Summer are online. Following this schedule, candidates complete the degree in approximately 18 months.

Career Outcomes

Graduates are eligible to market themselves for leadership roles in PreK-12 schools and districts.

Degree Requirements

Number	Title	Hours
EDUC 638	Foundations of Leadership	3
EDUC 561	Effective Home, School, and Community Relations	3
EDUC 672	Evaluation for Continuous Improvement	3
EDUC 673	Management of the School	3
EDUC 674	Professional Learning Community	3
EDUC 630	Educational Research	3
EDUC 670	Legal and Ethical Issues	3
SPED 524 or TESL 565	Techniques for Inclusion Language and Culture	3
EDUC 635	Integrating Research and Learning	3
EDUC 527	School Safety and Security	3
EDUC 671	Curriculum & Instructional Strategies	3
EDUC 575	Practicum/Internship	3
Total Hours		36

NOTE: The degree requirements are tentative and are subject to change. This is not an official class schedule.

Courses highlighted in gray are the 21 credits required towards Principal Licensure.

Post-master's administrative license program for

This license-only program is built for Tennessee teachers seeking leadership roles in PreK-12 schools, and already holding an advanced degree. At least three years of licensed TN teaching experience in a PreK-12 classroom is required, along with present employment in a Tennessee school. Students complete a subset of MEd in Educational Leadership coursework, and not a full Master of Education degree.

Program Highlights & Benefits

- Available in an entirely online format
- Can be obtained in as little as five semesters
- One course completed every eight weeks

Candidates will

- Pass the School Leaders Licensure Assessment Praxis Exam
- Develop extensive knowledge of governance and change within educational and other societal institutions
- Foster and maintain relationships within the school, and with the district, parents, and community members to support student achievement
- Complete coursework regarding School Management, Financial Planning, and Leadership Foundations

Formatting to Accommodate the Busy Lifestyles of Educators

Students in our online cohorts take all courses for the degree in a completely online format. These courses do not include face-to-face class meetings; students log-in regularly to complete assignments, participate in online discussions, and engage in group activities. During the Fall and Spring terms, students finish one course every 8 weeks. During the summertime, students complete up to four courses. All courses taken in the Summer are online. Following this schedule, candidates complete the degree in approximately 18 months.

Career Outcomes

Graduates are eligible to market themselves for leadership roles in PreK-12 schools and districts.

Program Requirements

Number	Title	Hours
EDUC 638	Foundations of Leadership	3
EDUC 561	Effective Home, School, and Community Relations	3
EDUC 672	Evaluation for Continuous Improvement	3
EDUC 673	Management of the School	3
EDUC 674	Professional Learning Community	3
EDUC 630	Educational Research	3
EDUC 670	Legal and Ethical Issues	3
SPED 524 or TESL 565	Techniques for Inclusion Language and Culture	3
EDUC 635	Integrating Research and Learning	3
EDUC 527	School Safety and Security	3
EDUC 671	Curriculum & Instructional Strategies	3
EDUC 575	Practicum/Internship	3
Total Hours		36

NOTE: The degree requirements listed above are tentative and subject to change. This is not an official class schedule. Courses highlighted in blue are the 21 credits required toward Principal Licensure.

Degree Intentions

The MEd in Curriculum and Instruction is designed for experienced educators with the desire to become pedagogical experts and leaders in PreK-12 teaching positions.

Program Highlights & Benefits

- Available in a blended format with face-to-face class meetings or an entirely online format
- Can be obtained in as little as five semesters
- One course completed every eight weeks

Candidates will

- Develop extensive knowledge of leadership and change within educational and other societal institutions
- Analyze and interpret school and primary research data and can conduct action research to effect change
- Foster and maintain relationships within the school, and with the district, parents, and community members to support student achievement

Formatting to Accommodate the Busy Lifestyles of Educators

Students in our blended cohorts take the core courses for the degree in a face-to-face format. These courses meet one night per week, from 4:45 to 8:45 p.m. will take the remaining courses for the degree online. These courses do not require face-to-face class meetings; students log-in regularly to complete assignments, participate in online discussions, and engage in group activities. During the Fall and Spring terms, students finish one course every 8 weeks. During the summertime, students complete up to four courses. All courses taken in the Summer are online. Following this schedule, candidates complete the degree in approximately 18 months.

Students in our online cohorts take all courses for the degree in a completely online format. These courses do not include face-to-face class meetings; students log-in regularly to complete assignments, participate in online discussions, and engage in group activities. During the Fall and Spring terms, students finish one course every 8 weeks. During the summertime, students complete up to four courses. All courses taken in the Summer are online. Following this schedule, candidates complete the degree in approximately 18 months.

Career Outcomes

Graduates of this program are equipped to serve as teacher-leaders, curriculum developers, and provide exemplary classroom instruction in PreK-12 schools.

Degree Requirements

Number	Title	Hours
EDUC 638	Foundations of Leadership	3
EDUC 561	Effective Home, School, and Community Relations	3
EDUC 672 or EDUC 531	Evaluation for Continuous Improvement Evaluation of Learning	3
ELECTIVE	Choose an online elective from M.Ed. course offerings	3
ELECTIVE	Choose an online elective from M.Ed. course offerings	3
EDUC 630	Educational Research	3
ELECTIVE	Choose an online elective from M.Ed. course offerings	3
SPED 524 or TESL 565	Techniques for Inclusion Language and Culture	3
EDUC 635	Integrating Research and Learning	3
ELECTIVE	Choose an online elective from M.Ed. course offerings	3
ELECTIVE	Choose an online elective from M.Ed. course offerings	3
ELECTIVE	Choose an online elective from M.Ed. course offerings	3
Total Hours		36

NOTE: The degree requirements listed above are tentative and are subject to change.

Degree Intentions

This degree is designed for licensed TN teachers looking to become Reading Specialists in PreK-12 schools.

Program Highlights & Benefits

- Available in a blended format with face-to-face class meetings or an entirely online format
- Can be obtained in as little as five semesters
- One course completed every eight weeks

Reading Specialist Emphasis candidates will

- Be prepared for the Praxis II Reading Specialist Licensure Exam
- Market themselves for roles in teacher leadership, classroom management, and reading
- Complete coursework regarding Reading Difficulties, Literacy, Reading Programs, and Writing

Formatting to Accommodate the Busy Lifestyles of Educators

Students in our blended cohorts take the core courses for the degree in a face-to-face format. These courses meet one night per week, from 4:45 to 8:45 p.m. will take the remaining courses for the degree online. These courses do not require face-to-face class meetings; students log-in regularly to complete assignments, participate in online discussions, and engage in group activities. During the Fall and Spring terms, students finish one course every 8 weeks. During the summertime, students complete up to four courses. All courses taken in the Summer are online. Following this schedule, candidates complete the degree in approximately 18 months.

Students in our online cohorts take all courses for the degree in a completely online format. These courses do not include face-to-face class meetings; students log-in regularly to complete assignments, participate in online discussions, and engage in group activities. During the Fall and Spring terms, students finish one course every 8 weeks. During the summertime, students complete up to four courses. All courses taken in the Summer are online. Following this schedule, candidates complete the degree in approximately 18 months.

Career Outcomes

Candidates are prepared to become Reading Specialists at schools varying from preschool to secondary.

Degree Requirements

Number	Title	Hours
EDUC 638	Foundations of Leadership	3
EDUC 561	Effective Home, School, and Community Relations	3
EDUC 672 or EDUC 531	Evaluation for Continuous Improvement Evaluation of Learning	3
EDUC 622	Diagnosis and Correction of Reading Problems	3
EDUC 624	Reading in the Content Area/Working with Adolescents	3
EDUC 630	Educational Research	3
EDUC 620	Emergent Literacy	3
SPED 524 or TESL 565	Techniques for Inclusion Language and Culture	3
EDUC 635	Integrating Research and Learning	3
EDUC 536	Using Books with Children and Adolescents	3
EDUC 621	Teaching Reading and Writing in the Elementary/Middle School	3
EDUC 625	Organization and Administration of Reading Programs	3
Total Hours		36

NOTE: The degree requirements listed above are tentative and are subject to change.

Degree Intentions

This degree is designed for teachers looking to acquire the skills needed for management of culturally and linguistically diverse classrooms.

Program Highlights & Benefits

- Available in a blended format with face-to-face class meetings or an entirely online format
- Can be obtained in as little as five semesters
- One course completed every eight weeks

TESL/International Emphasis students will

- Be prepared for TN PreK-12 English as a Second Language endorsement
- Market themselves for roles in teacher leadership, classroom management, and serving international students or those whose first language is not English
- Complete coursework regarding English Syntax, Phonology, and Language Acquisition

Formatting to Accommodate the Busy Lifestyles of Educators

Students in our blended cohorts take the core courses for the degree in a face-to-face format. These courses meet one night per week, from 4:45 to 8:45 p.m. will take the remaining courses for the degree online. These courses do not require face-to-face class meetings; students log-in regularly to complete assignments, participate in online discussions, and engage in group activities. During the Fall and Spring terms, students finish one course every 8 weeks. During the summertime, students complete up to four courses. All courses taken in the Summer are online. Following this schedule, candidates complete the degree in approximately 18 months.

Students in our online cohorts take all courses for the degree in a completely online format. These courses do not include face-to-face class meetings; students log-in regularly to complete assignments, participate in online discussions, and engage in group activities. During the Fall and Spring terms, students finish one course every 8 weeks. During the summertime, students complete up to four courses. All courses taken in the Summer are online. Following this schedule, candidates complete the degree in approximately 18 months.

Career Outcomes

Those who complete this program are eligible to teach English to students with various cultural and linguistic backgrounds, and succeed in managing diverse classrooms.

Degree Requirements

Number	Title	Hours
EDUC 638	Foundations of Leadership	3
EDUC 561	Effective Home, School, and Community Relations	3
EDUC 531 or EDUC 672	Evaluation of Learning Evaluation for Continuous Improvement	3
TESL 565	Language and Culture	3
TESL 581	Introduction to TESL	3
EDUC 630	Educational Research	3
TESL 566	English Phonology	3
TESL 583	Evaluation of Language Learning	3
EDUC 635	Integrating Research and Learning	3
TESL 582	Methods of TESL	3
TESL 568	Language Acquisition	3
TESL 567	English Syntax	3
Total Hours		36

NOTE: The degree requirements listed above are tentative and are subject to change.

Degree Intentions

This degree is designed for individuals seeking further athletic coaching knowledge and for currently licensed teachers looking to renew licensure.

Program Highlights & Benefits

- Available in a blended format with face-to-face class meetings or an entirely online format
- Can be obtained in as little as five semesters
- One course completed every eight weeks

Coaching Emphasis students will

- Pursue formal coaching education
- Market themselves for roles in teacher leadership, classroom management, and athletic coaching
- Complete coursework regarding Sport Ethics and Performance, Injury, and Athlete Conditioning

Formatting to Accommodate the Busy Lifestyles of Educators

Students in our blended cohorts take the core courses for the degree in a face-to-face format. These courses meet one night per week, from 4:45 to 8:45 p.m. will take the remaining courses for the degree online. These courses do not require face-to-face class meetings; students log-in regularly to complete assignments, participate in online discussions, and engage in group activities. During the Fall and Spring terms, students finish one course every 8 weeks. During the summertime, students complete up to four courses. All courses taken in the Summer are online. Following this schedule, candidates complete the degree in approximately 18 months.

Students in our online cohorts take all courses for the degree in a completely online format. These courses do not include face-to-face class meetings; students log-in regularly to complete assignments, participate in online discussions, and engage in group activities. During the Fall and Spring terms, students finish one course every 8 weeks. During the summertime, students complete up to four courses. All courses taken in the Summer are online. Following this schedule, candidates complete the degree in approximately 18 months.

Career Outcomes

Having completed coursework based on standards set by the National Committee for Accreditation of Coaching Education (NCACE), graduates of this program are prepared to excel in athletic coaching roles.

Degree Requirements

Number	Title	Hours
EDUC 638	Foundations of Leadership	3
EDUC 561	Effective Home, School, and Community Relations	3
EDUC 672 OR EDUC 531	Evaluation for Continuous Improvement OR Evaluation of Learning	3
PE 501	Philosophy and Ethics in Sport	3
PE 504	Sport as Ministry	3
EDUC 630	Educational Research	3
PE 502	Physical Conditioning of the Athlete	3
SPED 524 or TESL 565	Techniques for Inclusion Language and Culture	3
EDUC 635	Integrating Research and Learning	3
PE 505	Psychology of Sport Performance	3
PE 503	Injury Management	3
Elective	Choose an online elective from M.Ed. course offerings	3
Total Hours		36

NOTE: The degree requirements listed above are tentative and are subject to change.

Degree Intentions

This degree is designed for teachers seeking roles in special education.

Program Highlights & Benefits

- Available in a blended format with face-to-face class meetings or an entirely online format
- Can be obtained in as little as five semesters
- One course completed every eight weeks

Special Education Emphasis students will

- Be prepared for endorsement in Modified and Comprehensive Special Education
- Market themselves for roles in teacher leadership, classroom management, and special education
- Complete coursework regarding Exceptional Children, Behaviors, Disabilities and Needs

Formatting to Accommodate the Busy Lifestyles of Educators

Students in our blended cohorts take the core courses for the degree in a face-to-face format. These courses meet one night per week, from 4:45 to 8:45 p.m. will take the remaining courses for the degree online. These courses do not require face-to-face class meetings; students log-in regularly to complete assignments, participate in online discussions, and engage in group activities. During the Fall and Spring terms, students finish one course every 8 weeks. During the summertime, students complete up to four courses. All courses taken in the Summer are online. Following this schedule, candidates complete the degree in approximately 18 months.

Students in our online cohorts take all courses for the degree in a completely online format. These courses do not include face-to-face class meetings; students log-in regularly to complete assignments, participate in online discussions, and engage in group activities. During the Fall and Spring terms, students finish one course every 8 weeks. During the summertime, students complete up to four courses. All courses taken in the Summer are online. Following this schedule, candidates complete the degree in approximately 18 months.

Career Outcomes

Graduates of this program are equipped to become special educators in K-12 classroom settings.

Degree Requirements

Number	Title	Hours
EDUC 638	Foundations of Leadership	3
EDUC 561	Effective Home, School, and Community Relations	3
EDUC 672 or EDUC 531	Evaluation for Continuous Improvement Evaluation of Learning	3
SPED 625	Managing Challenging Behaviors	3
SPED 617	Characteristics/Needs of Low Incidence Disabilities	3
EDUC 630	Educational Research	3
SPED 616	Characteristics/Needs of Disabilities	3
EDUC 622	Diagnosis and Correction of Reading Problems	3
EDUC 635	Integrating Research and Learning	3
SPED 619	Assessment and Diagnosis of Exceptional Children	3
SPED 524	Techniques for Inclusion of Diverse Learners	3
ELECTIVE	Choose an online elective from M.Ed. course offerings	3
Total Hours		36

NOTE: The degree requirements listed above are tentative and are subject to change.

ABOUT CARSON-NEWMAN

Carson-Newman University, a Christian, private, liberal arts institution, is located in Jefferson City, some 25 miles east of Knoxville. Carson-Newman offers a campus of stately white-columned buildings on rolling, grassy hills close to Cherokee Lake and near the Great Smoky Mountains. Ranked by Forbes as being in the top three percent of America's Best Colleges, Carson-Newman has been named to the President's Higher Education Community Service Honor Roll, the highest federal recognition a college or university can receive for its commitment to volunteering, service-learning and civic engagement. The University's reputation is born from its commitment to Christian excellence and academic rigor as manifested through 48 undergraduate majors and a number of graduate programs in business, counseling, education, nursing, and religion.

ADMISSIONS REQUIREMENTS

Carson-Newman University grants admission to students who demonstrate adequate academic preparation and possess the characteristics necessary for success in graduate studies. The admission decision is based on academic credentials, recommendations, and other requirements established by each graduate program. Carson-Newman University does not discriminate on the basis of race, color, gender, national origin, disability, age, genetic information, or veteran status in provision of its education policies, programs, and activities. To be considered for admission, applicants must meet academic requirements and other admission criteria established by the University. The University reserves the right to deny admission to applicants who do not possess adequate academic preparation and/or those who fail to meet other admission criteria. Students who are admitted are required to abide by University policies and regulations. Each graduate program evaluates all applications, references, test scores, interview results, and transcripts before making an admission recommendation. When a decision is reached, the applicants will be notified of their admission status.

TRANSFER CREDITS

Nine (9) semester hours of graduate credit from a regionally accredited college or university may be transferred to Carson-Newman University to be used toward the M.Ed. degree. Transfer hours must have been earned within the last five years prior to enrollment in the M.Ed. degree, and must not be from a candidate's initial master's degree. Grades transferred must be an A or B. Transfer course(s) must be comparable to that offered at Carson-Newman and will be assessed on an individual basis by the student's academic advisor once a provisional acceptance decision is made.

COHORT INFORMATION

Although our off-campus programs are scheduled to meet one night per week at the same time and location, we reserve the right to change meeting times and/or locations due to any extenuating circumstances. These programs are dependent on a minimum of 12 and class size is limited to 25 students.

CARSON-NEWMAN UNIVERSITY TUITION

The tuition rate for students beginning in Fall 2020 is \$415 per credit hour. Carson-Newman University reserves the right to raise tuition costs for future cohorts or other programs. In addition, students will be charged a technology fee of \$25 per credit hour; \$75 per 3 credit course.

IMPORTANT CONTACT INFORMATION

Graduate Information Office	Chris Smith	(800) 956-8903	csmith@graduateprogram.org
Admissions Office - Main Line		(865) 471-3223	adult@cn.edu
Admissions & Services Advisor		(865) 471-4652	
Financial Aid Office		(800) 678-9061	financialaid@cn.edu
Billing Office	Diana Musall	(865) 471-3209	student_accounts@cn.edu
Education Department	Cindy Lang	(865) 471-3436	clang@cn.edu