



**CENTER FOR  
TEACHER EDUCATION**

# Graduate Handbook



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1100 North Avenue  
Grand Junction, CO 81501-3122

[coloradomesa.edu/teacher-education](http://coloradomesa.edu/teacher-education)

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## Colorado Mesa University

### Center for Teacher Education

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“ Who dares to teach must never cease to learn. ”  
—John Cotton Dana

## Our Mission

The objectives of the Colorado Mesa University graduate programs are to:

- ✓ Enhance the professional careers of our educators and ensure student achievement in their classrooms and schools
- ✓ Apply innovative approaches to curriculum design and differentiation to better meet the needs of our candidates working in diverse settings
- ✓ Offer theory-based learning from content research and literature translated into application-oriented and discussion-based instruction in every course

## Why Colorado Mesa for graduate work?

The Center for Teacher Education offers a unique setting for graduate coursework. We are centrally positioned in western Colorado with opportunities for outreach as a regional education provider to fourteen counties.

## The Center for Teacher Education

Our innovative curriculum course schedule is designed for working education professionals and experienced faculty who are acknowledged administrators and teachers in the field.

Our hybrid courses take place online and on campus and are conveniently scheduled around the working professional’s schedule.

At Colorado Mesa University, we pride ourselves on personal touch. Most of our graduate professors have doctorates in the field of education and are experienced, accessible and dedicated to the improvement of public education. Faculty have been classroom teachers themselves and understand the professional needs and pressures of teaching.



Advising faculty offer one-on-one guidance in programs of study, course selection and future educational goals. As reflective practitioners, professors are always striving for ways to improve the quality of learning in our programs and in the schools in which we work, offering innovative, hybrid course delivery.

## Degree Programs

### Master of Arts in Education

Colorado Mesa University began the delivery of the Master of Arts in Education degree programs in the Summer of 2006. The program is administered by the Center for Teacher Education (CTE). The CTE is guided on academic policy issued by the Graduate Council.

The Master of Arts in Education is designed as a dynamic program to meet the needs of people already holding a degree to earn teacher licensure or current teachers to gain expertise in additional state endorsement areas. The degree is awarded after successful completion of 30+ semester hours of rigorous study.

The program uses a cohort model with a group of participants completing all requirements in a four-semester cycle. There are four programs available for either a Master of Arts Degree or a Graduate Certificate, they are listed below.



#### PROGRAMS FOR MASTER OF ARTS DEGREE OR GRADUATE CERTIFICATE

Educational Leadership/Principal Licensure (**EDLD**)

Teaching and Leadership (**EDTL**)

Exceptional Learner/Special Education (**EDSE**)

Applied Studies MA

The Master of Arts degree requires four Core Classes, listed below. The additional semester hours allow the student to focus on a particular endorsement area. The number of content subject hours varies by degree.

#### CORE CLASSES (Required for Master of Arts degree; 12 credit hours)

EDUC 500	EDUC 501	EDUC 502	EDUC 503
Culture & Pedagogy	Educational Technology	Theory, Design & Assessment of Curriculum	Introduction to Educational Research & Design
3 Credit Hours	2 Credit Hours	3 Credit Hours	3 Credit Hours
Summer	Fall	Summer	Summer
Hybrid Class	Online	Hybrid Class	Hybrid Class

EDUC600: 1 credit hour Capstone Course is completed in the final spring or fall semester.

## Capstone

The Master of Arts in Education requires the successful completion of the Capstone competency. The Capstone offers candidates the opportunity to design a professional presentation to demonstrate their learning and growth through the program, as well as oral presentation skills. Topics are a synthesis of research and application as an emerging leader. Capstones are reviewed by a panel of faculty members with an audience of invited participants.

## Graduate Certificates in Education

The graduate certificate in Education program uses a cohort model with a group of participants completing all requirements in a four-semester cycle. The current cognate areas are Educational Leadership (EDLD) and Exceptional Learner/Special Education (EDSE).

- Students not wishing to complete a full master's degree program may pursue a Graduate Certificate in EDSE.
- To pursue a Graduate Certificate in EDLD, students must already have obtained a Master's Degree and have three years of teaching experience.

“  
A teacher is  
a compass  
that activates  
the magnets  
of curiosity,  
knowledge, and  
wisdom in  
the pupils.”

—Ever Garrison

## **Educational Leadership, Principal Licensure (EDLD)**

Colorado Mesa University offers a comprehensive Master of Arts in Education – Educational Leadership and a graduate certificate for Principal Licensure. The program is designed to prepare educators as dynamic K-12 school leaders with specialized knowledge in school improvement strategies, research, curriculum/instruction/assessment strategies, school law, budgeting, human resource management and leadership skills. A 300 hour internship in a school is required under the supervision of the building principal. The program is sequenced into four semesters, with a comprehensive exam at the end of the program.

Admission is open to certified educators with at least three years experience. Completed applications are preferred by March 15 for priority consideration to begin the program in the summer. For a fall start, applications are encouraged to be turned in by June 1. For a spring start, applications are encouraged to be turned in by November 1.

### **Capstone Presentation**

The Capstone offers candidates the opportunity to design a professional presentation to demonstrate their learning and growth through the program, as well as oral presentation skills. Topics are a synthesis of research and application as an emerging leader. Capstones are reviewed by school administrators, CMU program faculty and a select audience from the school community.

- All coursework toward the degree must be completed within three years of the beginning date of the program.
- A maximum of nine semester credits of graduate level coursework in the content classes may be recommended for transfer if approved by the graduate advisor. Core classes may NOT be transferred into the master's degree program. Credits earned from a previous degree will not be accepted.

## REQUIREMENTS - EDUCATIONAL LEADERSHIP

- Master of Arts in Education - Educational Leadership (36 credits)
- Graduate certificate for Principal Licensure (24 credits)

		Course Prefix	Description
■	-	EDLD 520A	Principalship I (2)
■	-	EDLD 515	Dynamic School Leadership in a Democratic Society (3)
■	-	EDLD 535	Internship in Educational Leadership I (1)
■	-	EDLD 540	School Improvement & Accountability (3)
■	-	EDLD 542	Instructional Supervision and Management/HR (3)
■	-	EDLD 532	School Finance & Legal Aspects of School Administration (3)
■	-	EDLD 545	Internship in Educational Leadership II (1)
■	-	EDTL 513	Information Based Educational Practice /Statistics (3)
■	-	EDLD 506	Leadership & Organization Change (3)
■	-	EDLD 520B	Principalship II (2)
■		<b>Core classes (11 credits)*</b>	
■		<b>Capstone Course &amp; Presentation (1 credit)</b>	
■	-	<b>Comprehensive exam**</b>	

\* All graduate courses must be completed with a grade of B or better.

\*\* A comprehensive exam is to be passed with proficiency or high proficiency in the EDLD program.

## Exceptional Learner/Special Education (EDSE)

The Exceptional Learner/Special Education Master of Arts in Education provides graduate students with a thorough grounding in the theory and practice of teaching students with special needs in the K-12 school environment. The program is designed to train educational generalists in inclusive non-categorical approaches for children with heterogeneous special needs. This degree program is primarily designed for teachers who seek both certification and a graduate level degree in special education, but applications from individuals who intend to work in administrative capacities are also encouraged. The program consists of 11 credit hours of core content knowledge, 24 credit hours of coursework on instructional strategies, behavioral interventions, teaching methods, high and low incidence disabilities, gifted and talented, and two school-based practicums which allows application of acquired knowledge. The program is sequenced into four semesters, with a 1 credit Capstone course at the end.

Completed applications are preferred by March 1 for priority consideration to begin the program in the summer. For a fall start, applications are encouraged to be turned in by June 1. For a spring start, applications are encouraged to be turned in by November 1.

### REQUIREMENTS - EXCEPTIONAL LEARNER

- Master of Arts in Education - Exceptional Learner/Special Education (36 credits)
- Graduate Certificate for Exceptional Learner/Special Education (24 credits)

		Course Prefix	Description
■	•	EDSE 500	Foundations of Special Education Including Implications of the Law (3)
■	•	EDSE 510	The Learner, Who is Twice Exceptional including Gifted and Talented (3)
■	•	EDSE 501	Instructional Strategies in Special Education (3)
■	•	EDSE 502	Behavioral Interventions for the Learner with Special Needs (3)
■	•	EDSE 506	Educating Students with Low Incidence Disabilities in Inclusive Environments (3)
■	•	EDSE 503	Methods of Teaching Students with Disabilities: Reading and Math (3)
■	•	EDSE 515	Internship K-6 Elementary Practicum in Special Education
■	•	EDSE 520	Internship 7-12 Secondary Practicum in Special Education
■		<b>Core classes (11 credits)*</b>	
■		<b>Capstone Course &amp; Presentation (1 credit)</b>	

\* As with all graduate work, all courses must be completed with a grade of B or better.

- All coursework toward the degree must be completed within three years of the beginning date of the program.
- A maximum of nine semester credits of graduate level coursework in the content classes may be recommended for transfer if approved by the graduate advisor. Core classes may NOT be transferred into the master's degree program. Credits earned from a previous degree will not be accepted.

## Teaching Leadership (EDTL)

Colorado Mesa University offers a comprehensive Master of Arts in Education degree in Teaching Leadership. The program is designed to prepare educators as dynamic K-12 school leaders with specialized knowledge in school improvement strategies, research, curriculum/instruction/assessment strategies, coaching and mentoring, facilitation, human resource management and leadership skills. The program is sequenced into four semesters, with a Capstone course at the end of the program. Graduates of the program can apply to the Educational Leadership, Principal Licensure program, take five additional courses and be eligible for a Principal Licensure.

Completed applications are preferred by March 15th for priority consideration to begin the program in the summer. For a fall start, applications are encouraged to be turned in by August 1. For a spring start, applications are encouraged to be turned in by November 1.

### REQUIREMENTS - TEACHER LEADER

- Master of Arts in Education – Teaching Leadership (30 credits)
  - Transferable to Graduate certificate for Principal Licensure

		Course Prefix	Description
■	•	EDLD 515	Dynamic School Leadership in a Democratic Society (3)
■	•	EDLD 540	School Improvement & Accountability in School Improvement (3)
■	•	EDLD 542	Instructional Supervision and Management/HR (3)
■	•	EDTL 513	Information Based Educational Practice and Statistics (3)
■	•	EDSE 506	Leadership & Organization Change (3)
■		EDTL 586	Accommodating Diverse and Exceptional Needs (3)
■		<b>Core classes (11 credits)*</b>	
■		<b>Capstone Course &amp; Presentation (1 credit)</b>	

\* As with all graduate work, all courses must be completed with a grade of B or better.

EDTL program.

- All coursework toward the degree must be completed within three years of the beginning date of the program.
- A maximum of nine semester credits of graduate level coursework in the content classes may be recommended for transfer if approved by the graduate advisor. Core classes may NOT be transferred into the master's degree program. Credits earned from a previous degree will not be accepted.

## Initial Teacher Licensure Graduate Program (ITL)

(One-year intensive program)

For students already holding a bachelor's degree (or higher) from an accredited college or university and desiring to pursue teaching, this program develops their expertise in educational best practices, state content standards, and student teaching to meet Colorado licensure requirements. This program is available for elementary and secondary licensure with secondary concentrations



in English, Math, Science, Social Studies, Spanish or K12 Physical Education. The ITL program may be delivered to students anywhere in the 14-county region served by Colorado Mesa University. Note: some students may have leveling courses or Praxis testing to complete prior to their admission into the Intensive ITL program.

The intensive cohort begins each year in May and runs for 12 months. Students begin with face-to-face and online courses during the summer. Fall and spring semesters are spent on site at an elementary or secondary school in Colorado; during this academic year, students also participate in coursework, seminars and colloquia online and at the university. An integral part of this program is a full year of mentored classroom experience. After attaining licensure and their ITL Graduate Certificate, these ITL students may then pursue the four additional graduate courses (12 graduate credits) needed to complete their Master of Arts in Education degree.

### Goals

- Prepare post-baccalaureate candidates for teacher licensure
- Design and deliver a program of instruction that is consistent, yet adaptive, across time, location and instructors
- Develop candidate planning, instructional and assessment competence and expertise from those of a teaching novice to those of an entry-level professional, in 12 months
- Develop professional competence, expertise and a passion for innovation

### Application Process:

1. Request a transcript evaluation to determine if leveling courses are required prior to applying to the ITL program.
2. Completed applications are preferred by March 15th for priority consideration.

## REQUIREMENTS - INITIAL TEACHER LICENSURE

■ Master's Degree, Education ITL Track (42 credits)

• Graduate Certificate ITL Track (30 credits)

**NOTE:** Choose elementary or secondary, not both

		Course Prefix	Description
		<b>Elementary ITL (30 credits)*</b>	
■	•	EDUC 586	Accommodating Diverse and Exceptional Needs (3)
■	•	EDUC 521	Educational Foundations, Student Development, & Ethics (3)
■	•	EDUC 562	Curriculum, Instruction and Assessment (6)
■	•	EDUC 585	Elementary Integrated Science, Social Studies, Art Theory and Methodology K-6 (3)
■	•	EDUC 578	Elementary Reading, Language Arts Theory and Methodology K-6 (3)
■	•	EDUC 588	Elementary Mathematics Theory and Methodology (3)
■	•	EDUC 599A	ITL Directed Teaching Elementary Education (9)
		<b>Secondary ITL (30 credits)*</b>	
■	•	EDUC 586	Accommodating Diverse and Exceptional Needs (3)
■	•	EDUC 521	Educational Foundations, Student Development, & Ethics (3)
■	•	EDUC 562	Curriculum, Instruction and Assessment (6)
■	•	EDUC 584	Secondary Literacy Across the Curriculum (3)
■	•	EDUC 580	Secondary Instructional Methods Across the Curriculum (3)
■	•	EDUC 580A-E	Methods of Teaching Secondary English, Social Studies, Science, Math or Spanish (2)
■	•	EDUC 570	Classroom Management (1)
■	•	EDUC 599B	ITL Directed Teaching: Secondary Education (9)
	•	<b>edTPA scored by Pearson &amp; Praxis Licensure Exam/s</b>	
■		<b>Core classes (11 credits)*</b>	
■		<b>Capstone Course &amp; Presentation (1 credit)</b>	

\*All courses must be passed with a grade B or better to be counted towards the MA degree or the Graduate Certificate.

- All coursework toward the degree must be completed within six years of the beginning date of the program.

# Applying to a Graduate Program

## Preferred Application Dates

March 1 – Initial Teacher Licensure, May Start

March 1 – Summer Start

June 1 – Fall Start

November 1 – Spring Start

All applications will be reviewed by the Graduate Admissions Committee. Applicants will be notified in writing as to their status.

## Admission Requirements

Colorado Mesa University encourages applications from all individuals meeting the following criteria, upon which competitive selection will be made by the committee:

- Bachelor's degree from an accredited college or university
- Current Colorado Teaching License (ITL applicants excluded)
- Evidence of strong academic background and ability to pursue advanced study
- Evidence of dedication and promise to the field of education as a professional leader
- Excellent English reading, writing, and critical thinking skills
- Competence in the use of education technology
- Minimum overall GPA of 3.0

### ADDITIONAL ADMISSION REQUIREMENTS BY PROGRAM

<b>Education Leadership</b>	Prior to being admitted, the applicant must establish a contract with a building supervisor to oversee a 300 hour internship. In addition, applicants must be employed in a school, district, or educational setting.
<b>Teaching Leadership</b>	Applicants must be employed in a school, district, or educational setting.
<b>Exceptional Learner/ Special Education</b>	Applicants must be employed in a school, district, or educational setting and/or have regular access to students.
<b>Initial Teacher Licensure</b>	Applicants DO NOT select their internship placement. The CMU Center for Teacher Education will place candidates in appropriate school placements for the pre-internship and internship semesters.
<b>Initial Teacher Licensure MA</b>	Only ITL Certificate Graduates are eligible for the ITL Master's of Arts in Education degree.

## Course Transfers

A maximum of nine semester credits of graduate level work from accredited institutions may be transferred in for content (not core) classes if approved by the graduate advisor. The credits cannot come from a previously earned degree. Copies of syllabi including course descriptions and sequence and an additional transcript must be included in order to be considered for transfer credit. All requests must be in writing with documented evidence. Any courses submitted for transfer credit will only be considered upon

application to the program. The Center for Teacher Education is under no obligation to accept any specific course transfer. Please note that workshop or in-service credits do not fulfill graduate degree requirements. Courses may not be transferred into the ITL master's or graduate certificate programs.

### Plan of Study

Upon acceptance into the program, graduate candidates will be assigned a graduate advisor. This advisor provides candidates with program information, assistance in developing the degree plan and evaluates course approval for that degree plan. The Director of Teacher Education will approve all degree plans. It is the responsibility of the candidate to meet regularly with the advisor.

It is the responsibility of the student to track their own progress and to communicate with their advisor if they foresee any changes in the plan. Students are responsible for meeting all CMU published deadlines for registration and application for graduation. Please refer to the CMU catalog and website for details.

## Application Information

Application materials for all of our programs can be found online at:  
[coloradomesa.edu/teacher-education/graduate/apply](http://coloradomesa.edu/teacher-education/graduate/apply)

Please provide copies of all required documents and submit your completed application and fee to:

CTE Graduate Coordinator  
Colorado Mesa University, Center for Teacher Education  
1100 North Avenue, Grand Junction, CO 81501  
[gradprograms@coloradomesa.edu](mailto:gradprograms@coloradomesa.edu)  
Fax: 970.248.1112

## Program Continuation and Sequence

### Grades and Program Standing

Candidates must maintain an overall grade point average of 3.0 and receive a letter grade of B or higher in all graduate classes. Candidates receiving a D or F in any course will have their program standing reviewed by the Center for Teacher Education Graduate Committee and director of teacher education for possible dismissal and stipulated conditions for readmission.

Concerns regarding any course grade should first be discussed with the course instructor. If a resolution cannot be reached, formal written appeal may be made to the coordinator of the MA program. The grade will then be reviewed in a meeting by the coordinator, instructor, and candidate.

A candidate may be dismissed from the program for non-academic reasons, such as unethical conduct, unprofessional behavior, an inability to successfully meet the demands of the program of study, or other reasons that may be documented by graduate program faculty and staff. When a concern about a candidate's performance arises, the candidate will be asked to meet with the candidate's graduate advisor and the coordinator of the master's program to review documentation and determine a plan for growth. This growth plan will be issued in writing to the candidate and a copy will be placed in the candidate's file. In the event that remediation is not reached within the time frame dictated by that plan, the parties will reconvene for discussion related to dismissal from the graduate program with stipulations regarding readmission to the program.



### **Dismissal from Program**

Students may be dismissed from a degree program for the following reasons:

1. The student earns a “D” or “F” in a course.
2. The student is placed on probation for a second time.
3. The student fails to maintain a 3.0 cumulative GPA for two semesters.
4. The student fails the written and/or oral comprehensive examination or its approved equivalent as specified by specific program requirements.
5. The student submits an unsatisfactory thesis, practicum paper, or culminating activity.
6. The student exceeds the time allowed for completion of the program prior to completing all degree requirements.
7. The student has not maintained a “B” or better in all credit-bearing courses.
8. The student violates the policies or procedures set forth by the department in this handbook.
9. The student fails to behave in a professional manner, this includes instances of academic misconduct.
10. The student fails to make satisfactory progress on the remedial terms specified in a formal letter of probation.
11. The student on probation for earning a “C” earns a “C” in a second course.
12. The student is found to have committed research misconduct by the Office of Sponsored Programs.
13. The student continues unsatisfactory performance in pre-internship or internship after growth plan has been implemented.

Appeals of dismissal follow the Appeals Process outlined in the graduate studies handbook.

### **Readmission**

Students who have been dismissed from a degree program for one of the above reasons may appeal for readmission to the program after a one semester suspension, not including summer term. Upon resubmission of admission materials, the TCRC faculty group will convene to determine the admission status of the candidate.



### **Distance Learning Coursework**

CTE Graduate courses are offered online and in blended course formats to offer both flexibility and student engagement around the working professional's schedule. Computer access and literacy is a requirement for all CTE graduate coursework. For more information on technology readiness and resources, see the Distance Education website: <https://www.coloradomesa.edu/distance-education/new.html>.

### **Educational Access Services**

Educational Access Services facilitates a number of accommodations for students with documented disabilities. Initiating and utilizing accommodations is the at the discretion of the student. For more information and resources, see the Educational Access Services website: <https://www.coloradomesa.edu/educational-access/index.html>.

## Distance Learning Coursework

Colorado Mesa University is committed to alternative delivery methods which include hybrid, broadcast, and online formats. One of our four Master's core classes (EDUC 501) is also fully online. The Graduate Certificate with an EDSE concentration has two of its classes fully online. Most of the other graduate classes are classified as "hybrid" classes that meet online and face-to-face. The Center for Teacher Education has tried to find the perfect balance between alternative delivery methods while not losing personal contact as our students have requested.

## Educational Access Services

In coordination with Educational Access Services, reasonable accommodations will be provided for qualified students with disabilities. Please meet with the instructor the first week of class to make arrangements. The Educational Access Services can be contacted at (970) 248-1856, or in person in Houston Hall, Room 108.

## Appeals Process

If removal from the Master's Program is recommended, the graduate student may appeal this decision with the Assistant Vice President of Academic Affairs within one calendar week of notification of the decision to remove.

# Graduation

## Graduation Requirements

Upon successful completion of the Plan of Study and Capstone presentation (where required), as well as the comprehensive exam for EDLD and EDSE, the candidate will be recommended by the Center for Teacher Education Graduate Program for the Master of Arts Degree in Education or for the Graduate Certificate in Education in Exceptional Learner/Special Education (EDSE), Teacher Leader (EDTL), Educational Leadership (EDLD), or Initial Teacher Licensure (ITL).

### Minimum requirements for graduation include:

- Completion of Plan of Study
- Successful completion of Capstone presentation (for EDLD and EDSE Programs) and score of proficient or exemplary on comprehensive exam (EDLD Programs)
- Minimum overall 3.0 GPA
- Minimum of a B or higher in all graduate courses
- Completion within three years of entering program; six years for ITL

## Diploma and Commencement

Masters level candidates who are participating in the commencement ceremonies should check the Colorado Mesa University website for information on ordering a cap and gown and additional information at: [coloradomesa.edu/registrar/graduation](http://coloradomesa.edu/registrar/graduation).

A diploma will be mailed approximately six to eight weeks after completion of the degree.

