Graduate Student Handbook Charter
School of Education and Human Sciences

The purpose of the Berry College Master of Education program is to serve the needs of the surrounding community by providing a high-quality graduate education leading to the M.Ed. degree. Opportunities provided allow candidates to improve their professional competencies as “Developers of Human Potential.” In keeping with the college’s mission of educating the head, the heart, and the hands, the graduate program helps individuals become master teachers through the study of current and original research, through exploration of their collective and individual wisdom of experience, and through provision of opportunities to reflect upon their values.

The goal of this program is to develop teachers who are reflective decision makers, who have the knowledge base and skills to facilitate their own and their students’ learning, and who value individuals and their cooperative roles in society.

Berry College offers the Master of Education degree with majors in early childhood education, middle-grades education, reading, curriculum, and instruction.

Program Standards
Graduate study in the Master of Education program is aligned with the INTASC standards and offers candidates the opportunities to accomplish these standards:

A. Area of the Head-Promote Reflection and Decision Making
1. The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and can create learning experiences that make these aspects of subject matter meaningful.
2. The teacher understands how children learn and develop and can provide learning opportunities that support their intellectual, social and personal development.
3. The teacher understands how students differ in their approaches to learning and creates instructional opportunities that are adapted for diverse learners.
4. The teacher understands and uses a variety of instructional strategies to encourage students' development of critical thinking, problem solving and performance skills.
B. Area of the Hands- Facilitate Learning
5. The teacher uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interactions, active encouragement in learning, and self-motivation.
6. The teacher uses knowledge of effective verbal, nonverbal and media communication techniques to foster active inquiry, collaboration, and supportive interaction in the classroom.
7. The teacher plans instruction based on knowledge of subject matter, students, the community and curriculum goals.
8. The teacher understands and uses formal and informal assessment strategies to ensure the continuous intellectual, social and physical development of the learner.

C. Area of the Heart-Enhance Self and Social Awareness
9. The teacher is a reflective practitioner who continually evaluates the effects of his or her choices and actions on others students, parents and other professionals in the learning community) and who actively seeks opportunity to grow professionally.
10. The teacher fosters relationships with school colleagues, parents and agencies in the larger community to support students' learning and well-being.

The distinction of a M.Ed. candidate is the degree of sophistication exhibited in the application of knowledge rather than in the kind of knowledge needed and the capacity to integrate their understanding of effective teaching to promote the success of all students.

New Teacher Assessment and Support Consortium (INTASC), Council of Chief State School Officers, 1992. The standards also align with the five core propositions of the National Board for Professional Teaching Standards.

Programs Offered

Master of Education

Early Childhood Education - The curriculum in early childhood education at Berry College provides the teacher with knowledge, competencies, and specializations for meeting the interests and needs of children during their most formative years. Eleven courses (33 semester hours) are required to complete the master’s degree.
**EDU 601** Foundations of Education must be included within the first five courses taken and **EDU 602** Action-Based Research in Education must be taken in the semester determined at time of admission to the graduate program. An advising worksheet can be found in the candidate’s VikingWeb account. Candidates must possess a teaching certificate in ECE.

**Middle-Grades Education** – The curriculum in middle-grades education with concentrations in language arts, mathematics, science, reading, and social science at Berry College provides the teacher with knowledge, competencies, and specializations for meeting the interests and needs of students from grades four through eight.

The middle-grades curriculum can be highly individualized for each graduate candidates, depending upon the candidate’s teaching needs. It is possible for a candidate to take a course in each of the content areas or any combination of courses from two or more of the four areas totaling 15 hours in content courses. A total of 11 courses (33 semester hours) is required to complete the master’s degree.

**EDU 601** Foundations of Education must be included within the first five courses taken and the action-based research sequence (**EDU 602** Action-Based Research in Education, **EDU 626** Middle-Grades/Secondary Applied Action-Based Research, and **EDU 641** Action-Based Research Seminar) must be taken in the semesters determined at time of admission to the graduate program. An advising worksheet can be found in the candidate’s VikingWeb account.

**Curriculum and Instruction** - The Master of Education degree with a major in curriculum and instruction is designed to provide an in-depth examination of secondary-school curriculum and instruction while requiring study and research into the particular secondary-school content-area interest of teachers. The program focuses on issues of pedagogy, national standards, and technology necessary for effective secondary-school practice. A total of 11 courses (33 semester hours) is required to complete the master’s degree.

**EDU 601** Foundations of Education must be included within the first five courses taken and the action-based research sequence (**EDU 602** Action-Based Research in Education, **EDU 626** Middle-Grades/Secondary Applied Action-Based Research, and **EDU 641** Action-Based Research Seminar) must be taken in the semesters determined at time of admission to the graduate program.

**Reading Education**- Graduate candidates may elect to pursue a Master of
Education degree in early childhood or middle-grades education concurrently while fulfilling the requirements of a Master of Education degree with a major in reading. The undergraduate preparation of each applicant will be considered in planning the sequence of courses leading to the degree. A total of 33 semester hours is required to complete the Master’s degree. Concurrent degree programs will require additional course work.

**EDU 601** Foundations of Education must be included within the first five courses taken and **EDU 602** Action-Based Research in Education must be taken in the semester determined at time of admission to the graduate program. A program of study check sheet is located in the appendix of this handbook.
M.A.T. Handbook  
Master’s of Arts in Teaching  

The purpose of the Berry College Master of Education program is to serve the needs of the surrounding community by providing a high-quality graduate education leading to the M.A.T. degree. These programs seek to prepare teachers who will be developers of human potential so that as teachers they will facilitate the learning of youth with whom they work, will develop in those youth the ability to reflect on their learning and make appropriate decisions, and will help youth develop self and social awareness so they function effectively in society. The knowledge base for this program is based on three elements that reflect the college's historic mission: current and established research (head); wisdom of practice (hands); and values (heart). These elements are developed through study of the psychological, sociological, philosophical, and historical foundations of education, the nature and needs of the learner, the content knowledge, and pedagogical strategies. At the post-baccalaureate level the preparation of a teacher who is a developer of human potential is accomplished through programs that systematically provide in-depth knowledge of the content, techniques and materials needed to teach. The elements of this program are general education requirements; content concentrations; a core of professional education courses; methodology courses with intensive clinical and field experiences and student teaching or internship.

**Initial-certification degree-seeking** programs are available on a limited basis to candidates who do not currently hold a teaching certificate. Graduate-level initial-certification programs are offered leading to certification with a Master of Arts in Teaching with a major in Early Childhood Education (P-5) and Middle-Grades Education (4-8). Initial certification is also offered at the post-baccalaureate level in P-12 areas (art, foreign language, or music) and Secondary Education (7-12) in English, mathematics, biology, chemistry, physics, history, and political science.

**All certification requirements are established by the Georgia Professional Standards Commission (PSC).** Berry College standards and course requirements are subject to change based on the PSC, NCATE and SACS requirements of the program to maintain accreditation. All PSC requirements supersede the Berry College Catalog and the student’s program of study sheet. All initial-certification candidates must meet with their assigned advisor to complete a transcripts analysis prior to enrolling in their first course. Candidates must also attend an advising session and sign their program of study sheet.
before enrolling in their first course.

**Master’s of Arts in Teaching with a major in Early Childhood Education Initial-Certification Degree-Seeking** - The Berry College Charter School of Education and Human Sciences offers a Master of Education with a major in Early Childhood education program leading to certification in Early Childhood Education (preschool through 5th grade). This program of study reflects the rules of the Georgia Professional Standards Commission, the standards of National Council For Accreditation of Teacher Education, and the guidelines of many professional education organizations such as the Association for Childhood Education International; the National Association for the Education of Young Children; and the International Reading Association.

**General Education Requirements** - In many cases, the general education requirements have been met at the baccalaureate level. Assessment of individual candidate needs, however, may result in a prescription of course work to assure a broad general preparation. Competency in English composition, math, and speech must be specifically demonstrated through college course work or approved alternative means.

**Professional Education Core** - Teacher education candidates begin developing their professional knowledge base by taking Foundations of Education and Professional Dispositions. Six other core courses (Advanced Educational Psychology, Curriculum and Methods, Advanced Curriculum, Multicultural Education, Action-based Research, and Exceptional Child) are interwoven with the content requirements in a fashion to support them. Most core courses involve extensive field experiences coordinated with the course work. Field experience practicum's are required at P-K, 1-3, and 4-5 levels and in a variety of settings. An important goal of the overall program is to provide all graduates with firsthand experiences in applying classroom knowledge and skills with diverse student populations.

**Content Methodology** - The content methodology courses develop knowledge of subject matter as well as pedagogical knowledge of the most appropriate strategies for helping youth at various grade levels construct knowledge for themselves. Candidates take methods courses in creative arts, science, math, language arts, reading, social studies, and technology. Methods courses require clinical experiences (simulations, role-playing, and reflective teaching segments) or field- based experiences in a classroom working individually, in small
groups, or with the whole class. Candidates are responsible for planning, teaching, and evaluating a unit in more than one of these courses.

**Possible Course Sequence** - The actual course work required for this program is based upon assessment of an individual candidate's prior course of study. Candidates should meet with their advisor each semester and consult the published rotation of courses in order to develop a tentative course sequence plan. Berry College does not guarantee that particular courses will be offered in any particular semester. Given the small size of our program, candidates should plan to take appropriate course work as it is available. **Candidates are required to take EDU 601 Foundations of Education within their first five courses and EDU 602 Action-Based Research in Education in the semester determined at the time of admission to the graduate program. It is also highly recommended that candidates take EDU 510 Professional Dispositions and PSY 652 Advanced Educational Psychology in their first two semesters of course work.**

**Master’s of Arts in Teaching with a major in Middle Grades** - The Berry College Charter School of Education and Human Sciences offers a teacher education program leading to certification in Middle-Grades Education (4-8). This program of study reflects the rules of the Georgia Professional Standards Commission, the standards of National Council For Accreditation of Teacher Education, and the guidelines of many professional education organizations such as the National Middle School Association.

**General Education Requirements** - In many cases, the general education requirements have been met at the baccalaureate level. Assessment of individual candidate needs, however, may result in a prescription of course work to assure a broad general preparation. Competency in English composition, math, and speech must be specifically demonstrated through college course work or approved alternative means.

**Content in Two Concentrations** - Middle-grades education requires candidates to have two areas of concentration, a primary concentration consisting of five (5) courses chosen from language arts, mathematics, science, reading, or social studies, and a secondary concentration of five (5) courses chosen from another of the above areas. Candidates' transcripts will be evaluated to determine if they have fulfilled these requirements. Additional undergraduate and/or graduate course work may
be required to fulfill concentration requirements.

**Professional Education Core** - Teacher education candidates begin developing their professional knowledge base by taking Foundations of Education and Professional Dispositions. Six core courses (Advanced Educational Psychology, Multicultural Education, Curriculum and Methods, Advanced Curriculum, Action-Based Research and Exceptional Child) are interwoven with the content requirements in a fashion to support them. Most core courses involve extensive field experiences coordinated with the course work. Field experience practicum's are required at 4-5 and 6-8 levels and in a variety of settings. An important goal of the overall program is to provide all graduates with firsthand experiences in applying classroom knowledge and skills with diverse student populations.

**Content and Methodology** - Methodology courses develop knowledge of subject matter as well as pedagogical knowledge of the most appropriate strategies for helping youth at various grade levels construct knowledge for themselves. Candidates take methods courses in science, math, language arts, reading, social studies, and technology. Methods courses require clinical experiences (simulations, role-playing, and reflective teaching segments) or field-based experiences in a classroom working individually, in small groups, or with the whole class. Candidates are responsible for planning, teaching, and evaluating a unit in more than one of these courses.

**Possible Course Sequence** - The actual course work required for this program is based upon assessment of an individual candidate's prior course of study. Candidates should meet with their advisor each semester and consult the published rotation of courses in order to develop a tentative course sequence plan. Berry College does not guarantee that particular courses will be offered in any particular semester. Given the small size of our program, students should plan to take appropriate course work as it is available.

Students are required to take EDU 601 Foundations of Education within their first five courses. The research sequence of courses (EDU 602 Action-Based Research in Education, EDU 626 Middle- Grades/Secondary Applied Action-Based Research, and EDU 641 Action-Based Research Seminar) must be taken in the semester determined at the time of admission to the graduate program. It is also highly recommended that candidates take EDU 510 Professional Dispositions and PSY 652 Advanced Educational Psychology in their first two semesters of coursework.

**Master’s of Arts in Teaching with a major in Secondary and P-12**
**Education**—The Berry College Charter School of Education and Human Sciences offers a Master of Education with a major in Secondary Education program leading to certification in four P-12 areas (art, foreign language, health and physical education, music), and Secondary Education (7-12) in English, history, political science, broad-field social science, mathematics and science (biology, chemistry, or physics). These programs of study reflect the rules of the Georgia Professional Standards Commission, the standards of National Council For Accreditation of Teacher Education, and the guidelines of many professional education organizations.

**General Education Requirements** - In many cases, the general education requirements have been met at the baccalaureate level. Assessment of individual candidate needs, however, may result in a prescription of course work to assure a broad general preparation. Competency in English composition, math, and speech must be specifically demonstrated through college course work or approved alternative means.

**Content Courses** - Each candidate’s transcript will be evaluated to determine if their content course work fulfills the certification requirements of the Berry College program approved by the Georgia Professional Standards Commission. Generally, an undergraduate major in the teaching field with a grade of C or better is required; in all cases, course work will be evaluated against the approved Berry College program. Specific additional course work may be required to fulfill these requirements. Some content areas also require additional methods courses specific to the field of study, especially in the P-12 areas.

**Professional Education Core** - Teacher education candidates begin developing their professional knowledge base by taking Foundations of Education and Professional Dispositions. Six core courses (Advanced Educational Psychology, Multicultural Education, Action-Based Research, Curriculum and Methods, Advanced Curriculum, and Exceptional Child) support the methods needed to teach content. Curriculum and Methods courses involve extensive field experiences coordinated with the course work. Field experience practicum's are required in a variety of settings and at 7-8 and 9-12 levels for secondary education fields and at P-5, 4-8, and 9-12 levels for P-12 education fields. An important goal of the overall program is to provide all graduates with firsthand experiences in applying classroom knowledge and skills with diverse student populations.
Possible Course Sequence - The actual course work required for this program is based upon assessment of an individual candidate's prior course of study. Candidates should meet with their advisor each semester and consult the published rotation of courses in order to develop a tentative course sequence plan. Berry College does not guarantee that particular courses will be offered in any particular semester. Given the small size of our program, candidates should plan to take appropriate course work as it is available.

Students are required to take EDU 601 Foundations of Education within their first five courses. The research sequence of courses (EDU 602 Action-Based Research in Education, EDU 626 Middle- Grades/Secondary Action-Based Research, and EDU 641 Action-Based Research Seminar) must be taken in the semester determined at the time of admission to the graduate program. It is also highly recommended that students take EDU 510 Professional Dispositions and PSY 652 Advanced Educational Psychology in their first two semesters of course work.

Additional Programs

Reading Endorsement - A reading endorsement may be added to any existing Georgia teaching certificate. The program is designed to strengthen and enhance the basic competency levels of any certified classroom teacher to teach reading and literacy instruction appropriate for his or her teaching field. Graduate candidates may elect to pursue a reading endorsement concurrently while fulfilling the requirements of a major in early childhood education, middle-grades education, or curriculum and instruction.

To add the Reading Endorsement an applicant shall be working toward or currently hold a professional certificate at the bachelor's or higher certification level in a teaching field.

Courses Required
EDU 615 Reading Instruction and Materials (3 semester hours) EDU 616 Diagnostic Reading Instruction (3 semester hours) EDU 619 Content Reading (3 semester hours) * All three courses require field-based experiences.

ESOL Endorsement - The Berry College ESOL Endorsement Certificate is designed for any P-12 classroom teacher who is
interested in learning how to meet more fully the needs of linguistically and culturally diverse students in his or her classroom. The program is also open to school counselors, provided that a teaching field has been established in speech and language pathology, and undergraduates working concurrently on a professional certificate. Teachers will learn the legal and administrative issues of identification, assessment, and placement of ESOL students, as well as how to integrate these students into their classrooms. Social, affective, cognitive, and academic development of ESOL students is stressed through best-practices instruction. Integration of language skills in content areas and thematic instruction are emphasized.

**Courses Required**
EDU 662 Applied Linguistics for ESOL Teachers (3 semester hours) EDU 663 Language and Culture in Education (3 semester hours) EDU 664 Methods of Teaching in Bilingual/ESOL Settings (3 semester hours)

In each course, teachers compile a portfolio to document their competencies in meeting the social, linguistic, and academic needs of students in their classrooms. Successful completion of the three courses will qualify participants to receive the Georgia ESOL Endorsement Certificate.

**Catalogs and Degree Requirements** - Degree requirements for each master's degree plan are published in the Berry College Graduate Catalog. Each master candidate’s program of study is outlined in the catalog, which was in effect at the time they were originally admitted to the graduate program. Candidates who elect to choose to become affiliated with program requirements in a subsequent catalog must present their request in writing to the Office of Graduate Studies. All graduation requirements are based on the candidate’s catalog requirements.

Due to the individualized nature of the Masters of Arts in Teaching program, the requirements for certification are outlined on the candidate's individual program of study sheet. This program of study sheet determines the candidate's requirements for certification and graduation. The program of study sheet supersedes the catalog requirements. Additionally, certification requirements determined by the Professional Standards Commission (PSC) supersedes the program of study sheets. **New requirements may be added by the PSC, NCATE and SACS and must be met by the candidate before the college can recommend them for certification.**

**Master of Education Admission Requirements: M. Ed. - Candidates**
who hold a baccalaureate degree in the field of education, from a fully accredited institution of higher education, may apply to attend the Master of Education program. It is strongly recommended that applicants also hold a current teaching certificate. **All applicants to the M.Ed. degree program must be fully admitted as degree-seeking candidates prior to beginning course work.**

The applicant must submit the following:

- On-line admissions application.
- One official transcript from each college or university attended.
- A satisfactory score on the Graduate Record Examination (General) or on the Miller Analogy Test (MAT).
- Two recommendation forms, preferably from a teacher or college professor.
- An educational goal statement in narrative form, not more than 500 words, outlining your goals on pursuing a graduate study and the background and/or professional accomplishments that you will bring to the program. This statement must be typed and sent to the admissions office. Two education faculty members will evaluate the goal statement, along with the other admissions materials.
- A minimum grade-point average of 2.5 or a junior-senior grade-point average of 3.0.
- Official Federal Level Criminal Background Check (PSI)
- Passing score on GACE Content Exams.
- Current Resume.

In addition to the preceding, the applicant is encouraged to submit any additional relevant information, such as a resume or a personal statement, which might help in the admissions decision.

**Please note:** All International candidates are also required to submit results from the Test of English as a Foreign Language (TOEFL), unless English is the native language.

**Master’s of Arts in Teaching Admission Requirements** - Students who hold a baccalaureate degree outside of the field of education, from a fully accredited institution of higher education, may apply to attend the alternative certification program as an initial-certification student. **All candidates for the Master’s of Arts in Teaching program must be fully admitted as a degree-seeking candidate prior to beginning course work.** Applicants must submit the following:
• On-line Graduate application;
• One official transcript from each college or university attended;
• A satisfactory score on the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT). The MAT (Miller Analogies Test) or GRE (Graduate Record Exam) is required for admissions to the masters program. Berry College considers a score of 50% on the MAT and 500 on each area of the GRE acceptable for admission to the masters program, however applicants entire application packet will be taken into consideration. The MAT is administered on the campus of Berry College. The cost of the MAT is $70 and advanced registration is required. The GRE test is only administered through the Educational Testing Services computer based testing center. Call 1-800-GRE-CALL;
• Two recommendation forms, preferably from a teacher or college professor;
• A minimum grade-point average of 2.5;
• A passing score on the GACE Basic Skills Test or sufficient scores on the SAT, ACT or GRE as defined by the state to waive the GACE I requirements;
• An educational goal statement in narrative form, not more than 500 words, outlining your goals in pursuing graduate study and the background and/or professional accomplishment, and address the graduate professional teaching dispositions that you will bring to the program. This statement must be typed or printed and sent to the admissions office. Two education faculty members will evaluate the goal statement, along with the other admissions material.
• Current resume; and
• Official Federal Level Background Check (PSI)

Please note: All International candidates are also required to submit results from the Test of English as a Foreign Language (TOEFL), unless English is the native language.

Non-Degree Status - Candidates who hold a baccalaureate degree from a fully accredited institution of higher education and who desire particular courses, institutes, or endorsement programs may apply for non-degree status. The applicant must submit the following:

Graduate application form and fee;
One official transcript from each college or university attended;
Evidence of a minimum grade-point average of 2.5 or a junior-senior grade-point average of 3.0; and
Copy of official Criminal Background Check approved by the Charter School of Education and Human Sciences at the time of application.

Please note: All International candidates are also required to
submit results from the Test of English as a Foreign Language (TOEFL), unless English is the native language.

Readmission - Graduate candidates who do not enroll in a semester must submit an application for readmission to the admissions office prior to registration for subsequent semesters. Candidates who submit the leave of absence form are not required to go through the readmission process. For timely action, follow this procedure:
- Complete the online application.
- Submit an official transcript for any work done at another college during the absence from Berry; and
- Obtain an official Criminal Background Check approved by the Charter School of Education and Human Sciences at the time of application.

Graduate Studies in Education
Admission Checklist

INSTRUCTIONS AND CHECKLIST
- Submit all application materials by the application deadline.
- All admission materials are to be submitted to the Berry College Admissions Office.
- Understand that files will not be reviewed until all forms, letters, and official records are received. You are responsible for ensuring that all admission materials are filed on time.
- Retain a copy of your completed application for your own records.

ADMISSION DEADLINES
Application for Master’s of Education admission must be filed with the dean of admissions and financial aid no later than 30 days before the beginning of the semester for which admission is sought. All transcripts, references and test scores should be in the admissions office at least 10 days prior to the beginning of the semester for which admission is sought.

ADMISSION MATERIALS

Graduate Application for Admission – All information on this form must be completed online.

Official Transcripts/Proof of Bachelor’s Degree - One copy of official transcripts must be sent from all colleges and/or universities you
have attended, whether or not a degree was awarded.

Transcripts must come directly from the originating institution’s registrar. Any transcripts hand delivered should be enclosed in an envelope and signed by the registrar across the sealed flap of the envelope.

International (non-U.S.) transcripts must be accompanied by an official translation. Please contact the admissions office for further information regarding international transcripts.

**Official Test Score Report for GRE or MAT** - GRE General Test score reports should be sent from the Educational Testing Service (ETS) directly to Berry College. The institutional code is 5059. MAT score reports should be sent from The Psychological Institute directly to Berry College.

**MAT and GRE scores will not be accepted if they are more than six (6) years old.**

**Goal Statement** - The goal statement should be approximately 500 words and address the candidate's academic and career goals, professional dispositions and previous experience working with youth, motivations for entering program, and motivations for choosing Berry College.

The goal statement will be evaluated by two graduate faculty. Both content and writing style will be evaluated.

Two Recommendation Forms- The form used is to be a meaningful recommendation from individuals who are not related to you and who have been directly responsible for evaluating your academic and/or work performance as well as your potential for success in graduate school.

Recommendation Forms should be sent directly to the Berry College admissions office. Forms delivered by the applicant should be in a sealed envelope signed across the flap by the person who completed the form. Do not open the envelopes.

**Criminal background check**- A criminal background check must be obtained from the Professional Screening and Information website or go
directly to the link entitled “Official Federal Level Criminal Background Check (PSI)”, on the Graduate Education Admissions page. **The Package Code is PP1. The Company’s Organization Code is CUST_261.**

The Admissions and Certification Committee, if appropriate, reserves the right to request additional recommendations.

**MAT APPLICANTS MUST ALSO SUBMIT** Official Test Score Report for GACE or Proof of Exemption – GACE Basic Skills Assessment. **The institutional code is 5059.**

Score reports submitted for GACE exemption can be posted on an academic transcript, a study copy of score report, or an official score report.

Please see **Test Information Sheet** included in your admission materials for test registration details.

**Acceptance into the Teacher Education Program** - All MAT candidates are admitted to the Berry College Charter School of Education and Human Sciences Teacher Education Program at acceptance of admission to the graduate education program.

**INTERNATIONAL STUDENTS MUST ALSO SUBMIT:**

**Official Test of English as a Foreign Language (TOEFL)** - TOEFL score report should be sent from the Educational Testing Service (ETS) directly to Berry College. **The institutional code is 5059.**

Please see the TOEFL website, [www.toeflgoanywhere.org](http://www.toeflgoanywhere.org) for test registration details.

**Submit completed application materials to:**
Berry College Admissions Office
P.O. Box 490159
Mount Berry, GA 30149-0159
Telephone: (706) 236-2215
Fax: (706) 290-2178

**For information on graduate programs in education contact:**
Berry College Graduate Studies in Education
P.O. Box 495019
Mount Berry, GA 30149-5019
Telephone: (706) 368-5718
Applications and supporting documents become the confidential property of Berry College and will not be returned, copied, or released. You will be notified by the admissions office if any application materials have not been submitted or received.

Advising Assignments - Each graduate candidate will have an advisor. Candidates must meet with their advisor to discuss their programs prior to registration.

All M. ed Candidates and all MAT Candidates with majors in Early Childhood Education and MAT Middle-Grades, Last name A-L
Contact Monica Willingham at (706) 236-1718 or mwillingham@berry.edu

MAT Candidates in Middle-Grades, Last name M-Z
MAT Candidates in Secondary Contact Karen Kurz at (706) 236-1719 or kkurz@berry.edu

Registration Process - Graduate candidates register online via the Viking Web.

Graduates candidates must consult with their appropriate advisor each semester as they pre-register for the upcoming semester(s). Once the course plan is approved by advisor, the advisor will clear the candidate for registration. Candidates who choose not to register during the appointed time will be charged a late fee. Registration times are announced via Berry student email and are posted on the graduate education web page. Candidates may only register during the announced times or during the posted drop/add periods at the beginning of each semester. Candidates must attend an advising session and sign their program of study sheet before enrolling in their first course.

Semester Schedules - Graduate semester course schedules are posted on the graduate education web page. Schedules of classes are based on the published course rotation; however, the institution reserves the right to change all schedules and rotations as needed. Candidates are expected to keep up with changes in course rotations and schedules so that they may appropriately plan their program of study.

Tuition Payments - The business office will bill students for tuition if a candidate pre-registers during the regular registration period.
Candidates who wait to register after the regular registration must first make payment arrangements before registration clearance will be granted.

Candidates must pay fees by the fee payment deadline date. Candidates will be dropped from their courses if fees are not paid by the fee payment deadline, 12 days before the beginning of each semester. It is the candidate’s responsibility to contact the business office to find out deadline dates.

Candidates receiving financial aid (including HOPE scholarships) should contact the student financial aid office each semester (706-236-1714) to ensure that their applications have been processed. Candidates receiving the HOPE scholarship should also contact the business office each semester to ensure that their scholarship has been applied toward their tuition bill. For assistance with billing and tuition payments, contact Patsy House at 706-236-1710.

**Dropping and Adding Courses** – Drop/Add period opens 4 days prior to the start of the semester. If interested in dropping or adding courses, candidates should obtain a drop/add form from their advisor. The form must be signed by the advisor.

**Withdrawal from a Course** - Official withdrawal from a course must be initiated by the candidate through the candidate's advisor. If the withdrawal is made during the first five weeks of a semester, the candidate will receive a W. During the next seven weeks, the grade will be either W or WF, depending on whether the grade at the time of withdrawal is passing or failing. Withdrawal deadline dates are published in the academic calendar. **Failure to withdraw properly will result in an F grade.**

**Leave of Absence Policy** - There are situations such as medical, professional, fiscal or family emergencies when a candidate must withdraw from classes for a semester with every intention of returning the next semester. The candidate may, in these cases, request approval of a Leave of Absence that, if granted, would mean that he or she would not have to complete the withdrawal-from-the institution process and then reapply for admission. In applying for the leave of absences, the candidate will be asked to indicate the term of absence, the reason for the absence, and to provide documentation of the reason stated so that the provost and/or associate provost may consider the request. While candidates are encouraged to apply for the Leave of Absence prior to the beginning of a
term or during the drop/add period, candidates must complete the Leave of Absence form, located on the Academic Services Page under the Resources tab, and turn it in to the associate provost's office no later than the end of the withdrawal period, typically the fifth week of the regular fall or spring terms, for approval to be considered for the current term. Candidates who have begun course work during the term and who receive permission for the Leave after the drop/add period would be granted a W for all courses for which they are registered; these hours would count, however, as hours attempted. A candidate approved for a Leave of Absence will be eligible to pre-register at the same time he or she would if enrolled at Berry and will, upon returning to the college, be coded as a current student. The candidate is responsible for meeting all fee deadlines, housing-application deadlines, etc., as is a student in residence. A Leave of Absence will be granted for no more than one term. If candidates must be gone from the institution longer than one term, they must formally withdraw and then reapply for admission. Candidates should be advised that an approved Leave of Absence may affect the candidate's eligibility for financial aid and grants; candidates seeking approval of a Leave should consult with financial aid.

Revised 10/23/12
Leave of Absence Form

Appeals concerning admission to Berry College Teacher Education and Teacher Certification requirements– are made to the Admissions and Certification Committee (A&C), which meets on the first Wednesday of each month. The letter of appeal must go to the candidate's academic advisor at least a ten days in advance of scheduled A&C meetings. The advisor will submit the letter of appeal to the secretary of the A&C committee. Candidates will be informed of committee decision by the chairperson of the A&C Committee.

Study at Another Institution - A candidate who wishes to take courses at another institution must request permission to do so in advance from the registrar. All transfer courses must be approved by the candidate’s advisor and the assistant dean for graduate studies in education. A transient-student permission form must be initiated by the candidate’s advisor. Courses requested for transfer credit will be reviewed for the Berry College course equivalent. The candidate is responsible for becoming admitted to the institution at which they wish to take transient courses. Candidates must request that official transcripts be sent to the registrar when the courses have been completed. Candidates must earn a grade of C or better on any course work transferred to Berry. On-line and correspondence courses are not
Candidates are advised of the sequence of Action Research during their first advising session.

**Independent-Study Policy** - At the present time, due to fiscal and administrative restrictions, independent-study options are rarely approved. Graduate candidates may take only a limited number of independent study courses. All independent-studies must be approved by the advisor, the instructor, the assistant dean, the dean, and the provost. Independent-studies will not be approved for core courses. Independent-study courses will not be approved during any semester in which the requested independent study course is being offered. Independent-study courses should ultimately be designed in coordination with a faculty member as an elective course, which is not offered, but would enhance the student's program of study. Course syllabus is to be submitted with authorization form to graduate advisor. Authorization forms can be picked up in the graduate education office.

**Closed Classes** - Graduate faculty members will not authorize a candidate to enroll in a class which is full. Candidates interested in registering for full classes must be placed on a waiting list in the graduate studies office. Candidates will be notified via Berry student email if a
space becomes available.

**Cancelled Classes** - Classes with fewer than ten candidates (effective summer 2005) enrolled will be cancelled. Candidates will be notified via Berry student email if a course in which they are enrolled is cancelled.

**Prerequisites** - Several M.Ed. courses have prerequisites (i.e., EDU 500, EDU 501, EDU 580, EDU 603, EDU 626, EDU 616). Candidates may not enroll in courses without having first satisfied all prerequisite course work. Please refer to the graduate catalog for further information.

**Time Limits** - Most candidates are able to complete a master's program in two to three years, taking an average of two courses per semester. A candidate enrolled in nine hours during a semester is regarded as a full-time student. It is not recommended that a graduate candidate take more than two courses while working full time. Most MAT candidates are able to complete their program in three to four years. The time limit on earned credit which can be accepted toward fulfilling the requirements for the master's degree is six years.

**Transfer Credit** - Conditions for Acceptance of Transfer Credit. Transfer credit is not awarded for prior experiential learning, nor is credit awarded for graduate work that is not applicable to the degree program. A maximum of three courses or nine semester hours of graduate transfer credit may be applied to the appropriate graduate program provided:

1. The credit has been earned at a graduate program recognized as equivalent to the Berry graduate program to which it will be applied;
2. The credit is no more than six years old by the time of graduation from the Berry graduate program (see Time Requirement, p. 23);
3. The courses to be transferred are approved by the appropriate graduate program director; and
4. The courses to be transferred were passed with a grade of B or better.

For candidates transferring credits to Berry from an institution with a quarter system, 3.33 semester hours will be granted for a 5-quarter-hour course; 2.66 semester hours for a 4-quarter-hour course; 2.00 semester hours for a 3-quarter course; and 1.33 semester hours for a 2-quarter-hour course.
Procedures for Transferring Credit - Candidates who have earned credit for graduate courses prior to their entry into one of the Berry graduate programs must first determine if that credit meets the conditions stated above. To do this, the candidate must submit an official transcript and a copy of the catalog course description and syllabus of the potential transfer course to the appropriate graduate office. The graduate program office will evaluate these documents and forward a recommendation to the candidate, the admissions office and the registrar. Candidates who are enrolled in a Berry program and who seek to take course work at another institution must complete a Request for Permission to Study as a Transient Student and obtain approval from the director of the appropriate graduate program and the registrar before taking such courses. Graduate candidates who take courses elsewhere without prior approval do so at the risk of non-acceptance of those credits. Courses must meet the conditions stated above. Once any approved courses are completed, candidates must have official transcripts of this work sent to the registrar's office.

Candidate Records - All candidates must access their academic records via the institution's computerized system, the Viking Web. Berry College no longer mails course schedules or grades to candidates. A user name and pin are required for candidates to log into this system. Through the Viking Web candidates will be able to access registration, course history, status, grades, and specific course information such as handouts, assignments and exams. All candidates are required to have a current and active Berry Viking Web account and Berry student email account.

Technology Requirement - All MAT candidates must take EDU 638 Multimedia Computer Applications in order to satisfy the state's technology requirement. In-service teachers may also take EDU 638 Multimedia Computer Applications (or submit approved portfolio and documentation of required observation) to satisfy their technology requirement. Berry College will not accept In tech, other staff development credit, or online courses toward the EDU 638 requirement.

Candidate Responsibilities - Graduate candidates at Berry College are expected to be familiar with specific responsibilities for which they are accountable. The candidate responsibilities include the following:

- The candidate is expected to establish and maintain regular contact with his/her advisor in regard to specific requirements and progress toward the degree.
- The candidate is expected to maintain a current and active Berry
Viking Web account.
• The candidate is expected to maintain a current and active Berry
• Candidates shall obtain an academic advisor’s approval for each
  registration. This applies to any course substitutions that affect the
  program of study.
• All Candidates are expected to treat all faculty, staff, and fellow
  candidates with respect and maintain professional behavior in all
  interactions.

**Academic Ethics** - Academic honesty is expected of all students. The
Charter School of Education and Human Sciences requires that students in
all course work and all other academic endeavors know
and adhere to the considerations of scholarly ethics, including, but not
limited to, the issues of accurate reporting of research, plagiarism,
publication credit, duplicate publication, or sharing data. Breach of
academic honesty will result in disciplinary action and may result in
dismissal from the graduate program. Graduate candidates are bound to
the rules and regulations of the Viking Code.

**Teacher Education Code of Ethics** - Each candidate is expected to
become familiar with and follow the teacher education code of ethics.
Breach of the [code of ethics](#) will result in disciplinary action and may
result in dismissal from the graduate program. A copy of the code of
ethics is available in the Office of Graduate Studies and is posted on the
graduate education web page.

**Appeals concerning admission to Berry College Teacher Education and Teacher Certification requirements** are made to the
Admissions and Certification Committee (A&C), which meets on the first
Wednesday of each month. The letter of appeal must go to the
candidate’s academic advisor at least ten days in advance of
scheduled A&C meeting. The advisor will submit the letter of appeal to the
secretary of the A&C committee. Candidates will be informed of committee
decision by the chairperson of the A&C Committee.

**Appeal Protocol:** Graduate candidates who want to express a concern or
file an appeal must follow the following protocol:
  - Instructor (with director involvement) where applicable
  - Advisor
  - Assistant Dean for Graduate Studies
  - Dean of Charter School of Education and Human Sciences
  - Associate Provost or Provost
  - College President
**Course Load:** It is recommended that employed candidates and candidates with families take no more than 6 semester hours per semester. A candidate enrolled in at least nine hours during a semester is regarded as a full-time student during that term. A candidate enrolled in one to eight hours is considered part-time student. The maximum number of hours for which a graduate candidate may enroll is 12.

**Appeals Process** - Candidates who wish to appeal an academic-related decision should first consult with the professor of the course in which the issue has been raised, or if the issue concerns a program-related issue, the assistant dean for graduate studies in education. If the issue is not resolved at that consultation, the candidate may then appeal to the associate provost and/or provost. If the issue continues to be at question, the candidate may appeal to the executive committee of the Graduate Council and then to the president of the college.

**Residency Requirement:** Candidates must meet the residency requirement in order to receive a graduate degree. This requirement should be met through enrollment at Berry College in at least three required core courses, one of which must be EDU 602 Action-Based Research in Education.

**Field Experience:** Many of the courses within the M.Ed. and M.A.T. program require field experience. Candidates engaged in field experience must register with the Berry College Office of Field Experiences and Student Teaching. Candidates will complete applications for field experience placement during the first several weeks of the course which requires the field experience. The Office of Field Experiences and Student Teaching will in turn make the appropriate school placement. Candidates will be notified of their placement location and supervising teacher. A complete Field Experience Handbook is available from the Office of Field Experiences. MAT candidates are required to complete a specific number of field experience contact hours within specific grade levels prior to student teaching or internship placement. The required number of hours and the required levels are documented on each candidate's program of study sheet. All field experience must be coordinated, supervised and documented through the Office of Field Experiences. Prior classroom experiences such as substitute teaching or paraprofessional work may not be submitted for field experience requirements. All candidates are expected to obtain, read and comprehend the contents of the Field Experience Handbook.
Clinical Practice: Many of the M.Ed. courses require clinical practice for in-service teachers. In-service teachers must apply knowledge and skills to enhance their pedagogical skills.

Eligibility for Student Teaching: MAT candidates must apply for graduate student teaching one full year prior to expected placement (third Friday of September). Candidates must be admitted to the Teacher Education Program before applying for student teaching. Eighty percent (80%) of a candidate’s course work must be completed before a candidate may begin student teaching. Completed course work must include: EDU 510 Professional Dispositions; EDU 601 Foundations of Education; PSY 634 Exceptional Child; PSY 652 Advanced Educational Psychology; EDU 603 Curriculum Theory; EDU 605 Practicum for Teachers; EDU 500, 501, or 580 Curriculum and Methods. It is recommended for candidates to take EDU 603 and 605 before Clinical Practice; although, it is permitted to take during Clinical Practice. Candidates who choose to take EDU 603 and 605 with Clinical Practice are limited to only these courses (EDU 505, 588, 603 and 605). No exceptions will be made to this ruling. Early childhood education majors must also complete MAT 523 prior to student teaching. Candidates must take the appropriate GACE content tests prior to beginning Student Teaching. Additionally each Candidate must have completed their required field experiences as outlined on their program of study sheet prior to student teaching placement. The Berry College Charter School of Education and Human Sciences requires candidates to register for and successfully complete two semesters of student teaching before being recommended for certification to the Professional Standards Commission. The Senior-Year Experience schedule is outlined as follows:

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Spring</th>
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</thead>
<tbody>
<tr>
<td><strong>ECE</strong></td>
<td>200 hrs.</td>
<td>330 hrs.</td>
</tr>
<tr>
<td><strong>MG</strong></td>
<td>120 hrs.</td>
<td>330 hrs.</td>
</tr>
<tr>
<td><strong>Sec./P-12</strong></td>
<td>120 hrs</td>
<td>330 hrs.</td>
</tr>
</tbody>
</table>

*Student teaching placements are within a 30-mile radius of Berry College.
**Concurrent Graduate Student Teaching Course Work**

- During the fall semester candidates enrolled in Clinical Practice must also register for and attend EDU 505 Instructional Management and one 600 level course.
- During the spring semester candidates enrolled in Student Teaching must also register for and attend EDU 590 Professional Senior Seminar and one 600 level course.

Candidates who choose to take EDU 505, 588, 603 and 605 are limited to those courses. EDU 603 is the one 600 level course that is permitted during Clinical Practice.

Applications for student teaching may be obtained from the Office of Graduate Studies (Cook 217). All candidates are required to take the appropriate GACE subject exams prior to placement for Student Teaching. Specific information regarding policies related to student teaching may be obtained from the Office of Field Experience/Student Teaching. A comprehensive student teaching handbook is available in the Office of Field Experiences and Student Teaching (Cook 221). All candidates are expected to obtain, read and comprehend the contents of the Student Teaching Handbook.

**Eligibility for Graduate Internships:** Only MAT candidates who have been issued a non-renewable certification through the Professional Standards Commission and have an official contract from a local school are eligible for internship supervision. It is the candidate’s responsibility to secure this employment and to provide the graduate studies office with copies of all contracts and related transactions. MAT candidates must apply for graduate internships one full year prior to expected placement. Candidates must be admitted to the Teacher Education Program before applying for an internship. Eighty percent (80%) of a candidate’s course work must be completed before a candidate may begin internship. Completed course work must include: EDU 601 Foundations for Education; PSY 634 Exceptional Child; PSY 652 Advanced Educational Psychology; EDU 603 Curriculum Theory; EDU 605 Practicum; EDU 500, 501, or 580 Curriculum and Methods. Students must have passed the appropriate GACE Content Test prior to beginning internship. Additionally each candidate must have completed their required field experiences as outlined on their program of study sheet prior to internship placement. All
interns will be observed and monitored by an assigned clinical supervisor for an entire academic year. The Berry College graduate studies office coordinates this supervision process directly with the student's principal.

**Concurrent Graduate Internships Course Work**

During the fall semester candidates being supervised for an internship must enroll in EDU 597 Internship (3 semester hours) and register for and attend EDU 505 Instructional Management and one 600 level course is permissible.

During the spring semester internship candidates must enroll in EDU 598 Internship II (3 semester hours) and also register for and attend EDU 590 Professional Senior Seminar. One 600 level course is permissible.

Applications for an internship may be obtained from the Office of Graduate Studies (Cook 217). Specific information regarding policies related to internship placement may be obtained from the Assistant Dean. A comprehensive internship handbook is available on the Graduate Education website. All internship candidates are expected to obtain, read and comprehend the contents of the Internship Handbook.

**Graduate Assistantships:** A limited number of graduate assistantships are available at Berry College. Graduate candidates must be enrolled in at least six hours to be eligible. Application forms may be secured through the dean of academic services (236-2655) and the graduate studies office (236-1718).

**Admission to Candidacy for Graduation:** Admission to graduate studies is not equivalent to admission to candidacy. Admission to candidacy must be attained before the candidate will be allowed to take the comprehensive oral examination. At least one semester prior to the expected graduation date, formal application for admission to candidacy must be completed on Viking web along with the appropriate graduation fees. This application may not be filed prior to completion of 12 graduate semester hours at Berry College. Students are required to submit the $60.00 graduation fee and this fee will be included in the candidate’s last semester bill. All candidates are required to pay the fee even if they do not intend to march at the graduation ceremony.
**Graduation Application Deadlines:**

Admission to candidacy for the Master of Education and the Master’s of Art in Teaching degree is contingent upon:

- Degree-seeking admission status;
- The grade of B or better on a minimum of 12 semester hours of graduate work earned at Berry College;
- A minimum grade-point average of 3.0 (B) on all graduate work attempted at Berry;
- Filing of the application to candidacy/application for graduation at least one semester prior to graduation; and
- Approval of the Assistant Dean for Graduate Studies in Education.

In case admission to candidacy is not granted, the candidate may reapply after having completed specified requirements.

**Comprehensive Oral Examination:** Each M.Ed. and MAT candidate is required to take a comprehensive oral examination. This examination measures the candidate's knowledge of the content field as well as the ability to integrate and apply that knowledge. A portfolio illustrating growth, as a professional, in each of the ten graduate education program goals is required as a focus for the examination. To be eligible to take the comprehensive examination, the candidate must have attained admission to candidacy and completed an application for the comprehensive oral examination. Oral examinations are scheduled during the candidate’s final semester of course work. Application for the oral exam must be filed at least two semesters before graduation. This examination is conducted by a committee of three faculty members.

Upon the candidate's completion of the comprehensive examination, the examining committee will render one of the following decisions: (1) pass with honors (followed with a letter of recommendation); (2) pass; (3) conditional pass (action deferred and candidate will be required to complete additional requirements as determined by the committee. Graduation may possibly be delayed); (4) fail. The candidate will retake the examination after completing any required additional work. If the candidate fails the second time, no further opportunity to take the examination will be granted. A copy of the study guide for the comprehensive oral examination is included and is available on the graduate web site.

**Program Portfolio Requirement:** The required program portfolio is assessed by a rubric aligned with each of the graduate-program goals. The
program portfolio is to be submitted three (3) weeks prior to the oral examination and will be used to illustrate growth as a professional in each of the graduate-program goals as well as a focus for the oral examination. The portfolio guidelines and scoring rubric are available on the graduate education web site.

**Graduation:** Berry College conducts a graduation ceremony each May and December.

**Application for Graduation**
- Candidates are notified through their VikingWeb account when application is open. The deadline for applying for graduation is set by the registrar’s office and orals will be set by the Assistant Dean. Late applications will not be accepted.

**Request for Transfer Course Credit**-Complete and submit this form only if you have received prior approval to transfer graduate credit into the Berry College program.

1. Candidate must have official transcripts of transfer credit sent to the Berry College registrar's office.
2. Print name and Berry College student ID number.
3. Fill in transfer course details and Berry College equivalent.
4. Sign form.

**Confirmation of Oral Examination**-Once the Office of Graduate Studies has scheduled your oral examination; you will receive a confirmation letter via e-mail. This letter will provide the date, time, and location of your oral examination, as well as the names of your committee members.

**Biographical Information Form**-Along with the letter confirming your oral examination you will receive a biographical information form. The Berry College Public Relations Office uses this form to place graduation announcements in local newspapers. If you wish for your name to be listed in these announcements, please complete this form and return it to the Berry College Public Relations Office at P.O. Box 490279, Mount Berry, GA 30149-0279.

**Comprehensive Oral Examination Study Guide**-This document is provided to assist candidates in preparing for their oral examination.
Please read thoroughly.

**Contact Oral Examination Committee Members** - It is highly recommended that candidates contact the members of their oral exam committee as soon as possible to field recommendations for preparation and to ask questions regarding the oral exam process.

**CSEHS Master's Oral Exam Rubric** - The oral exam rubric is provided so that candidates will know how the participating faculty members evaluate oral examinations. Candidates should be familiar with the five NBPTS core propositions and should be able to demonstrate the ten program goals in their current teaching practices.

**Graduate Program Portfolio**

1. All candidates entering the graduate program fall 2002 and later are required to submit a portfolio as a part of their oral examination. Portfolios must be submitted to the Office of Graduate Studies at least three week prior to your scheduled oral examination date. Candidates are encouraged to use the portfolio rubric as a guide for preparing their portfolio and to consult with graduate faculty regarding the content of their portfolios.
2. All MAT candidates are required to submit a portfolio as a part of their student teaching/internship requirements. This portfolio may be incorporated into the M.Ed portfolio to be used in the oral examination.

**Teacher Certification and Upgrade Forms**

1. Upon successful completion of your oral examination, your committee members will provide you with a master's level certification form. Please complete this form and take it to the Berry College Office of Field Experiences and Student Teaching (Cook 221).
2. The Professional Standards Commission (PSC) Application for certification or upgrade will be provided to students once they submit their master's level certification form to the certification office. The PSC application must be returned to the certification office along with a request for Berry College transcript and the $5 transcript fee. Additional PSC fees may also apply. Please consult the Berry College Office of Field Experiences and Student Teaching, at (706) 236-1755, for details.
3. Berry College Transcript Request Form & Fee - Candidates must
submit the Berry College transcript request form and $7 transcript fee to the Berry College Office of Field Experiences and Student Teaching along with their PSC application.

**Cap and Gown**- All Candidates receive an email from Registrar’s Office. Log on to Herff-Jones.com and enter information for cap and gown. Candidates receive their cap and gown at the graduation dinner hosted by the Provost’s Office. Graduate students will receive their hood at the graduation ceremony.

**Schedule of Activities for Graduation**- Candidates will receive a schedule of activities for graduation from the Office of the Provost. This schedule will provide candidates with the dates and times of all graduation events including rehearsal, graduation dinner, receptions, baccalaureate, and commencement. For information regarding the graduation schedule please contact the Office of the Provost at (706) 236-2216.

**Graduation Announcements**- Berry College does not provide graduation announcements. Candidates will need to contact an independent source to order announcements. The Berry College Bookstore has contact information for several vendors. Candidate may call the Berry College Bookstore at (703) 236-2496 for details.

**Financial Aid for Graduate Students**

**Application Procedures**

- Entering Candidates- To apply for federal loan aid for Berry College, students must first be admitted for admission as a degree-seeking; Non-degree students are not eligible for financial aid.
- Entering & Returning Candidates- To be considered for federal loan aid, complete the Free Application for Federal Student Aid (FAFSA).
- The FAFSA is available as early as January 1 of each year.
- Submit the FAFSA between January 1 – June 30 in order to receive federal loan aid for the next academic year.
- To be eligible for federal loan aid, you must be enrolled at least half-time (5 credit hours).

To apply for federal loans:

1. Complete the Free Application for Federal Student Aid (FAFSA)
Financial Aid Available For Graduate Students

Federal Unsubsidized Stafford Loan
The unsubsidized loan program is available to FAFSA filers, but is not income or need based. Eligible half-time graduate students can receive ‘up to’ $20,500 annually in unsubsidized loan funds. The loan amount awarded each semester is determined by the student’s financial aid budget or cost of attendance. Cost of attendance includes estimated expenses from tuition, fees, books/supplies, housing, meals and other modest miscellaneous expenses.

Repayment can be deferred on the loan until after graduation provided the student is enrolled in school half-time or above. The unsubsidized loan does, however, accrue interest at 6.8% while the student is enrolled in school and after graduation.

Pathways Scholarships
Graduate scholarships for minority students enrolled in the Berry College teacher education program may be available through the Teaching Pathways program. This program was initiated to address the growing need for minorities in the teaching profession. Through ongoing academic, professional, and financial support, the program enables minority students to achieve their orals of becoming qualified teachers.

Graduate Assistantships
Candidates interested in assistantships must contact the school specific to their line of study.

Services Available to Berry College Graduate Candidates
**Bookstore:** The college bookstore is located in the Krannert Center. Candidates may purchase textbooks, supplies and equipment necessary for academic courses. A variety of paperback books, magazines, clothing, cards and stationery are also available. Normal hours of operation are 8:30 a.m. - 5:00 p.m. Monday-Friday, except during the first week of classes when the bookstore remains open Monday - Thursday until 7:00 p.m. During breaks and the summer months the bookstore is open 8:30 a.m. - 4:00 p.m. For additional information, call the bookstore at (706) - 236-5499. Candidates enrolled in off-campus courses may purchase textbooks from their professor on the first night of class.

**Career Development Center:** The Career Development Center provides a variety of resources and services to graduate candidates. Experienced counselors can assist candidates with services such as resume writing, job search strategies, and an automated database with job opportunities. Candidates are encouraged to begin and maintain a credential file, which can be sent to prospective employers at the student's request. The Career Development Center is located in the Krannert Center Room 310. The hours of operation are 8:00 a.m.- 5:00 p.m., Monday through Friday.

**Computer Labs:** Graduate candidates have access to all campus computer labs. Computer labs are located in Green Hall, Evans Hall, Cook Building (Apple lab), Campbell Hall, Laughlin Building (Apple Lab), Ford Hall (Music Lab), and Memorial Library. Contact individual labs for hours and services.

**Counseling Center:** Professional counseling services are available to graduate candidates. Counselors can assist candidates with their personal development and academic skills. All services are confidential. The center also offers a collection of pamphlets, video and audiotapes and computer software, which addresses personal and academic issues. The Counseling Center is located in the Ladd Center. Counseling appointments may be made by calling (706) 236-2259.

**Disabled Student Services:** Federal law guarantees all candidates with disabilities a learning environment that provides reasonable accommodation of their disability. Requests for accommodations are considered on a case-by-case basis. Candidates are responsible for submitting to Disabled Student Services (DSS) adequate documentation of disability. Contact the Dean of Student Work and Experiential Learning at (706) 236-2244 for specific requirements.
**Food Services:** Graduate candidates may utilize any of the dining facilities on campus. There is a snack bar (Valhalla) on the main floor of the Krannert Center or the student dining hall downstairs in Krannert. The cost of breakfast or lunch in the dining hall is $8.00 and the cost of dinner is $9.00.

**Graduate Student Activities:** Graduate candidates may participate in such campus activities as intramural athletic events, cultural affairs, motion pictures, student organizations, and student publications and they may fully utilize student-center facilities.

**Health Care:** Due to the fact that graduate candidates do not pay fees, they are not eligible for services at the campus health office.

**Identification Cards:** I.D. cards can be obtained at the Berry College Campus Police, located across from main entrance into campus. There is no charge for initial cards, but the replacement fee is $25.00. This card is necessary for library and gym use. Lost cards should be promptly reported.

**Library Resources:** Graduate candidates are entitled to full use of Memorial Library staff and resources. The library provides access to a number of electronic CD-ROM databases, including ERIC (Educational Resources Information Center) and PsychLit (psychology). The library also has public access to the Internet. The library's online catalog, Voyager, may be reached via modem or from the library's Homepage on the Internet. The library offers a variety of services, e.g., interlibrary loans, Galileo, online searches, and reference assistance. Memorial Library's regular semester hours are 7:00 a.m. - 2:00 a.m. Monday - Thursday; 7:00 a.m. - 5:00 p.m., Friday; 1:00 p.m. - 6:00 p.m., Saturday; and 1:00 p.m. - 2:00 a.m., Sunday. Students enrolled in off-campus classes may also access the library's database and Galileo from the Rossville Public Library, the Gordon-Calhoun Public Library and the Dalton-Whitfield Public Library. Berry College also maintains an agreement with Kennesaw State University (KSU) for the utilization of the KSU library by graduate students. Berry College students must present a validated Berry College I.D. in order to access KSU library services.

**Media Center:** Graduate candidates have access to the Media Center located in 236 Evans Hall. The Media Center contains videos, books, text books, computer software and educational references. Education equipment is available for checkout.
**Parking:** Parking permits may be obtained at the Berry College Campus Police from 8:00 a.m. - 5:00 p.m., Monday - Friday. There is no charge for parking permits for graduate students. After 5:00 p.m. there is no reserved parking on campus.

**Student Financial Aid:** Berry College offers low-interest federal student loans for qualified students. The TEACHGa grant is currently available to graduate students in critical field areas in which we offer initial certification programs. Specific information can be found on the federal TEACH website, http://teach-ats.ed.gov. Graduate candidates must carry a minimum of six hours to be eligible for financial aid. Candidates may seek information and applications in the financial aid office, which is located on the first floor of Herman Hall, or call 236-1714. To be considered for financial-aid, Berry candidates need to complete the required application forms.

**Teaching Pathways/Multicultural Student Affairs:** The Pathways program is housed within the Charter School of Education and Human Sciences. Pathways is a mentoring program designed to recruit and retain minority candidates into the teaching profession. The Pathways program offers mentors, financial support, and recognitions/awards. Minority graduate candidates are eligible for the Pathways program. Contact Victor Morgan at (706) 362-3986 for additional information.
Directory of Helpful People
Dr. Jacqueline McDowell
Dean, Charter School of Education and Human Sciences
(706) 236-2202

Dr. Karen Kurz
Assistant Dean for Graduate Studies in Education
(706) 236-1719

Ms. Monica Willingham
Program Specialist for Graduate Studies/ Accreditation Coordinator
(706) 236-1718

Mr. Brett Kennedy Director
of Admissions P.O. Box
490159
(706) 236-2215 or
1-800-BERRYGA

Mrs. Marcia R. McConnell
Director of Financial Aid
P.O. Box 495007
(706)-236-2218

Dr. Bryce Durbin
Director of Institutional Research
Registrar
(706) 236-1736

Dr. Kathy Richardson
Acting Provost/ Vice President of
Academic Affairs
Academic Services
(706) 236-2216

Mr. Tim Tarpley
Director of Operations
(706) 236-2276 or 1-800-682-3779
(706) 238-7902

Ms. Susan Karch
Office of Field Experiences and Student Teaching Certification
(706) 236-1755
Dr. Mary Outlaw  
Faculty/Field Experiences/Certification  
(706) 238-7902

Mrs. Patsy House  
Business Services (tuition payments)  
(706) 236-1710 or  
1-800-285-0960

Mr. Bobby Abrams  
Director, Campus Safety (Parking and I.D. cards)  
(706) 236-2262

Mrs. Amelia Maney Manager,  
Bookstore (706) 236-5499