



**ECU**<sup>®</sup>

**COLLEGE OF EDUCATION**

# **Graduate Program Handbook**

***Department of Elementary Education and Middle  
Grades Education***

*Master of Arts in Education (MAEd) in Elementary Education*

*and*

*Master of Arts in Education (MAEd) in Middle Grades Education*

## Welcome

Welcome to the Department of Elementary Education and Middle Grades Education in the College of Education at East Carolina University! We are excited to welcome you to our nationally recognized program! You have joined a select group of students who are committed to the future of education and you will study with faculty dedicated to the pursuit of excellence. The department is organized into two program areas: Elementary Education and Middle Grades Education offering two graduate degrees - MAEd in Elementary Education and MAEd in Middle Grades Education. The programs are designed to produce teachers and teacher leaders who are reflective practitioners and who provide professional service to the community, the state, and the nation. This handbook is intended to assist you in securing answers to a number of questions that may arise during your program.

While the graduate programs in the Department of Elementary Education and Middle Grades Education strive to make the information in this handbook as timely and accurate as possible, they make no claims, promises, or guarantees about the accuracy or completeness of the contents, and expressly disclaim liability for errors and omissions in the contents. This handbook is not a contract between the University and students. Furthermore, the University reserves the right to make changes to the content of this handbook without notice to students. Information should be confirmed with the current ECU Graduate Catalog and website.

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## The East Carolina University Creed

In the pursuit of educational excellence, responsible stewardship, and intellectual freedom, the community of scholars at East Carolina University is committed to learning at the highest level. Founded in the tradition of services and leadership, members of your academic society exemplify high standards of professional and personal conduct at all times.

### **As an East Carolinian,**

- I will carry out personal and academic integrity.
- I will respect and appreciate the diversity of our people, ideas, and opinions.
- I will be thoughtful and responsible in my words and actions.
- I will engage in purposeful citizenship by serving as a positive role model.

Adherence to these moral principles is the obligation of every East Carolinian on-and off-campus. In doing so, our individual freedom to learn and a pledge to serve will be preserved.

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### **Receipt of Handbook Verification Form**

I \_\_\_\_\_ (print name), have received a copy of the Department of Elementary Education and Middle Grades Education Graduate Programs Handbook for the academic years 2022-2023. I realize that I am responsible for understanding the information contained in this handbook and I will abide by the guidelines and procedures, as stated in this handbook. I also understand that the ELMID Department strives to make the information in this handbook as timely and accurate as possible and that the ELMID Department makes no claims, promises, or guarantees about the accuracy, completeness, or adequacy of the contents, and expressly disclaims liability for errors and omissions in the contents. I understand that this handbook is not a contract between the University and students and that the University reserves the right to make changes to the content of this handbook without notice to students. Information should be confirmed with the current ECU Graduate Catalog and website.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Master of Arts in Education (MAEd)**

The Master of Arts in Education (MAEd) degree is administratively located in the College of Education. The MAEd programs range from 30 to 39 semester hours, depending on the teaching field. All MAEd degree programs require completion of coursework in the following competency areas: research, trends, and issues in education; the diverse learner; and, effective communication and leadership. The degree is designed so that students and advisors have options in completing these competencies. Additional courses may be added to the core courses as they are approved.

All MAEd teaching degree programs require completion of a final product. Depending on the teaching area selected, the final product may be in the form of a comprehensive examination (written or oral), a thesis, a research project, or a portfolio.

### **MAEd in Elementary Education and MAEd in Middle Grades Education**

The MAEd in Elementary Education is a 33 semester hour program and the MAEd in Middle Grades Education is a 30 semester hour program. The MAEd in Elementary Education and the MAEd in Middle Grades Education are intended for licensed professional educators and focus on the curriculum of specified concentrations and related instructional processes and tools that may prepare individuals to serve as departmental, school, or district teacher leaders or, potentially, as professional curriculum specialists in their chosen field. The programs include specialized training and academic coursework in the studies of content and pedagogical issues, instruction in curriculum theory and development, advanced instructional and assessment strategies, trends and issues specific to elementary or middle grades education, and a culminating research project.

Graduates of the programs will:

- Demonstrate mastery of subject area content;
- Use advanced knowledge of educational theories and research to make informed instructional decisions;
- Seek, advocate for, and design curriculum that meets the needs of all students;
- Design and present instructional ideas that are inclusive and culturally responsive;
- Demonstrate curriculum and instructional leadership
- Design and conduct research that contributes to his or her field and/or discipline

For access to the MAEd in Elementary Education and Middle Grades Education webpage please visit:

<https://education.ecu.edu/elmid/>

**Department Faculty** Department Faculty Member Profiles can be accessed at:  
<http://coeweb.ecu.edu/Directory/elmid/>

Patricia Anderson, Chair, Professor of Elementary Education

Carol Greene, Associate Chair, Associate Professor of Elementary Education

Jennifer Adams, Teaching Instructor, Elementary Education

Jamin Carson, Associate Professor of Middle Grades Education

Tim Dameron, Teaching Instructor, Middle Grades Education

Paige Everett, Teaching Instructor, Elementary Education

Kristen Gregory, Assistant Professor, Elementary Education

Angela Novak, Assistant Professor of Elementary Education

Lesli Peebles-Grandy, Teaching Instructor, Elementary Education

Dawn Shelton, Teaching Instructor, Elementary Education

Clay Smith, Special Populations Coordinator, Teach for America/NC Teach

Julie Stanley, Teaching Instructor, Elementary Education

Louis Warren, Professor of Elementary Education

Melissa Wrenn, Assistant Professor of Elementary Education

## Accreditation

The educator preparation programs at ECU are accredited by NCATE/CAEP and approved by the North Carolina Department of Public Instruction. For information about all of the College of Education's accreditations go to:

[http://catalog.ecu.edu/preview\\_entity.php?catoid=15&ent\\_oid=1296&returnto=1240](http://catalog.ecu.edu/preview_entity.php?catoid=15&ent_oid=1296&returnto=1240)

## **Admission**

MAEd Elementary Education and MAEd Middle Grades applicants must submit the following materials to be considered for acceptance:

1. Complete online application at <http://www.ecu.edu/gradschool/> and pay required fee
2. Official school transcript(s) to Graduate School
3. Test scores are no longer required!
4. Statement of Purpose that provides convincing evidence of one's suitability for graduate study and potential for success in one's chosen area. This is a polished professional writing sample that describes:
  - Your professional background
  - Why and how your experiences align with the graduate program
  - How or what you will contribute to the program and to the professors with whom you will be studying
  - Your goals--what you hope to gain from your program experience and how it will help you reach long-term professional goals.
5. Copy of current initial teaching license OR a signed waiver of non-licensure
6. Three professional references/ recommendations from employers, professors, and other people who have witnessed your work with students (all submitted electronically via the Graduate School)

Although the MAEd in Elementary Education and the MAEd in Middle Grades Education use a “rolling admissions” process, candidates are encouraged to adhere to the following application deadlines in order to participate:

Desired Starting Semester	Application Deadline
Fall	July 1 *No cohorts available
Spring	Nov. 1 *No cohorts available
Summer Session 1	March 1 Cohorts available
Summer Session 2	March 1 *No cohorts available

## Academic Regulations, Policies, and Standards

The Graduate Catalog and the Graduate School website include various regulations and policies for most academic issues or situations. Both resources can be consulted should issues or questions arise. Most academic regulations and policies can be found at <http://www.ecu.edu/cs-acad/grcat/regulations.cfm> Below are a few quick links to some of the most commonly searched academic policies and regulations:

Course Credit

<http://catalog.ecu.edu/content.php?catoid=11&navoid=812#Credit>

Grade Appeals <https://medicine.ecu.edu/studentaffairs/>

Grading System

[http://catalog.ecu.edu/content.php?catoid=11&navoid=812#Grading\\_System](http://catalog.ecu.edu/content.php?catoid=11&navoid=812#Grading_System)

Graduate School Appeals

<http://www.ecu.edu/cs-acad/gradschool/Academic-Policies-and-Forms.cfm>

Maintain Good Academic Standing:

<http://www.ecu.edu/cs-acad/financial/acadprogress.cfm>

**Readmission**

<http://catalog.ecu.edu/content.php?catoid=15&navoid=1185>

**Removing Incompletes**

<http://www.ecu.edu/cs-acad/ugcat/regulations.cfm#incompletes>

**Residence Requirement**

<https://registrar.ecu.edu/wp-content/pv-uploads/sites/651/2018/01/Understanding-Residency-for-tuition-purposes.pdf>

**Time Limitations (completing degree)**

<http://www.ecu.edu/cs-acad/gradschool/upload/New-time-limit-policy-catalog-copy-2.pdf>

**Transfer Credits**

[http://catalog.ecu.edu/content.php?catoid=11&navoid=812#Transfer\\_Credits](http://catalog.ecu.edu/content.php?catoid=11&navoid=812#Transfer_Credits)

**Withdrawal**

<http://catalog.ecu.edu/content.php?catoid=11&navoid=774#Withdrawal>

**Graduate Catalog**

The ECU Graduate Catalog is the official document describing program requirements and university regulations. You can access the current Graduate Catalog online:

<http://catalog.ecu.edu/index.php?catoid=11>

To access the direct link to the MAEd Elementary Education catalog entry visit:

<https://education.ecu.edu/elmid/resources/#CR>

To access the direct link to the MAEd Middle Grades Education catalog entry visit:

[http://catalog.ecu.edu/preview\\_program.php?catoid=11&poid=2668](http://catalog.ecu.edu/preview_program.php?catoid=11&poid=2668)

**General Information for ELMID Graduate Students****Pirate ID**

Students use a Pirate ID to access ECU Email and ECU PiratePort. You will also use your Pirate ID to access Blackboard or other course managements system you will use for your online courses. Visit the ITCS web site to activate your Pirate ID. The Pirate ID includes your last name, first initial (or additional letters of your first name) and the year admitted to ECU. EX Pirate ID: doej16 Email: doej16@students.ecu.edu

## Banner ID

ECU has developed an ID system for all faculty, staff and students to replace the use of Social Security numbers. This system was developed to better protect your identity and confidential information and to comply with the Identity Theft Protection Act. Upon admission to the university, all students are assigned a unique “ECU ID,” or “Banner ID,” that identifies you as an ECU student. All ECU IDs begin with the letter B followed by 8 digits. Your ECU ID will be included in your acceptance letter. Keep your ECU ID handy at all times throughout your graduate studies and include it in all correspondence with your advisor. Example: B01234567

## ECU E-mail Address

The ECU e-mail account is your official channel of communication for any official university business, including contact with your professors, coursework, questions, information, etc. **Use this account when e-mailing anyone at ECU.** Furthermore, ECU faculty, advisors, graduate school representatives, etc. will use this email address to communicate important information to you. Example of ECU Email address:

[doej10@students.ecu.edu](mailto:doej10@students.ecu.edu)

To access your email account via the Web, go to <https://mymail.ecu.edu/> and enter your Pirate ID and Passphrase. (If you have not done so, visit the [ITCS web site](http://www.ecu.edu/cs-itcs/ithelpdesk/pirateid.cfm) to activate your Pirate ID, <http://www.ecu.edu/cs-itcs/ithelpdesk/pirateid.cfm>)

You can verify your email account at the following link: [http://www.ecu.edu/cs-ecu/email\\_phone.cfm](http://www.ecu.edu/cs-ecu/email_phone.cfm) (enter last & first name and select Students Only to access your information).

## Pirate Port

This is the portal students use to access Banner Self-Service (registration), Pirate Drive, Tuition Payment, etc. <https://online.ecu.edu/>

See this link for instructions on how to update your personal information in Banner:

<http://www.ecu.edu/cs-acad/options/tutorial-bannerupdate-info.cfm>

## **Academic Calendar**

Keep up-to-date on current academic dates and deadlines.

<http://www.ecu.edu/fsonline/senate/fscalend.cfm>

## **Course Platform: Canvas**

Canvas is the gateway for courses and allows faculty to add resources for students to access online. Log in using your PirateID and password. You will find the link to canvas in the dropdown menu at the top of the ECU homepage at [www.ecu.edu](http://www.ecu.edu)

## **Textbooks**

Use Pirate Port to access textbook listings for each semester. Then click on the Tools heading. Under Courses you will see Textbook Listing. Click on this link to find a listing of textbooks needed for classes noted on your registration schedule.

## **DegreeWorks**

DegreeWorks is a web-based application that allows students to view their progress towards degree completion. It outlines degree requirements including: degree, major, concentration and minor requirement, courses completed, courses in progress, and courses needed. Students should review their DegreeWorks Audit each semester and communicate missing or incorrect information to the advisor. Missing or incorrect information must be corrected at least one semester prior to graduation. For more information go to <http://www.ecu.edu/cs-acad/registrar/degreeworks.cfm>

## **Identification**

Campus students are required to have a current, active One Card (ECU ID). DE students are required to request a DE student identification card during their first semester in the program. Students are also required to utilize any identification badges assigned to them by off-campus internships sites as directed. Inappropriate use of identification badges will be considered a violation of the ECU Student Conduct Code.

## Graduate Assistantships

The Department of Elementary Education and Middle Grades Education strongly encourages all full-time, regularly admitted graduate students to consider graduate assistantship positions within the department. General information regarding graduate assistantships can be found at

<http://catalog.ecu.edu/content.php?catoid=11&navoid=821>

To secure a graduate assistantship within the Department of Elementary Education and Middle Grades Education, interested students should email a letter of interest, the Graduate Assistantship Application for the College of Education, and a current resume to the department administrative assistant. See current listing:

<http://coeweb.ecu.edu/Directory/elmid/>

Once employed, Graduate Assistants typically assist faculty with various needs regarding research and scholarship. Duties usually include literature searches, research activities, assisting faculty with new course development, website updates, and other responsibilities directly associated with research, scholarship, or teaching. Graduate Assistants should meet the following criteria:

1. Must be a graduate student regularly admitted (not conditionally, probationally, or by exception) currently enrolled in an ECU (preferably COE) degree program
2. Knowledge of fact checking for publications (APA format preferred)
3. Ability to find journal articles using a variety of databases
4. Awareness of literature research procedures and techniques (preferred)
5. Ability to assist in data collection (preferred)
6. Ability to assist in data input (preferred)
7. Knowledge of quantitative and qualitative analysis (preferred)
8. Microsoft Word experience in creating documents and tracking changes
9. Experience with the Excel software program creating graphs and entering data

## **Tuition & Financial Aid**

### **Tuition Payment**

The Cashier's Office will assist you with refunds, viewing bills, making payments, and setting up tuition payment plans. The tuition fee schedule is also available here.

[http://www.ecu.edu/financial\\_serv/cashier/](http://www.ecu.edu/financial_serv/cashier/) Tuition payments can be made online through ECU's Pirate Port via a secure connection, 24 hours a day, seven days a week (<https://pirateport.ecu.edu/portal/>). Click on the Tools tab and then click on the Tuition Statements and Payments Option in the box labeled *Courses*. Students who are awarded financial aid can have available funds moved to the Dowdy Student Store for purchase of textbooks prior to the term. This process can be completed by contacting Continuing Studies via email at [ocs@ecu.edu](mailto:ocs@ecu.edu). To avoid having class schedules canceled, please adhere to the University Calendar for payment deadlines.

### **Financial Aid**

The Office of Financial Aid will assist you in learning about financial planning, what aid is available to you, and how to apply for aid. In order to qualify for financial aid you must take at least 5 hours per semester in the academic year you are borrowing funds. If you are taking two courses one term and plan to take one course the second term, make sure you borrow enough during the two-course term to cover the second term. Non-degree students do not typically qualify for financial aid. Dropping courses may result in overall lower costs for tuition, which may trigger the Office of Financial Aid to recall some of their awards (you'll have to pay it back now). Additionally, ECU offers a 5-pay interest-free installment plan each Fall and Spring semester. The 5-pay plan runs from June through October for the Fall semester and November through March for the Spring semester. <http://www.ecu.edu/cs-acad/financial/>

### **Textbook Loan Program**

The Business Services Textbook Loan Program allows eligible East Carolina University employees to apply to borrow required textbooks from Dowdy Student Stores for classes taken at ECU for themselves or eligible family members. In order to participate in the program, specific criteria must be met and a Textbook Loan Application Form

completed. <http://www.ecu.edu/cs-admin/studentstores/TextbookLoanIndex.cfm>

### **College of Education Scholarships**

The College of Education offers more than \$500,000 in scholarships each year ranging from \$250 to more than \$5,000 a year. This scholarship process will allow you to apply for all scholarships offered by the College of Education for which you are eligible.

<http://www.ecu.edu/cs-educ/odc/scholarships.cfm>

## **Student Services**

### **Advising**

Your assigned academic advisor will assist you with clarifying your academic goals, as well as developing a long-term plan of study to meet the requirements of the degree. The developmental sequence of courses, prerequisites, course load, electives, and course availability should be considered when creating plans of study. Review and save your plan of study in Degree Works, download a copy of each semester's University Academic Calendar from the ECU website and note all important dates, including the date by which tuition must be paid so your class schedule is not canceled. Maintain communication with your advisor each semester. For a list of available online courses, visit the Graduate Catalogue at <http://catalog.ecu.edu/index.php> and select "courses." Keep in mind that a three-hour graduate course typically demands approximately nine hours of work per week, so you do not want to overload your schedule.

### **Registration**

When registering for your classes, make sure you follow the plan of study you created with your advisor. Deviation from plans of study might result in scheduling issues and a later graduation date. Graduate students are not required to have a PIN for registration. You may contact your graduate advisor if you encounter difficulties when registering for your classes.

## **Student Resources**

### **Student Counseling Services**

ECU has several locations for personal counseling services for students.

<http://www.ecu.edu/counselingcenter/>

### **ECU Writing Center**

The University Writing Center provides students with free writing consultations in which a consultant will work closely with students on specific writing skills at any stage of the writing process. Face-to-face and virtual appointments are available.

<http://www.ecu.edu/cs-acad/writing/uwc/>

### **Information Technology & Computing Services (ITCS)**

The ITCS department houses the help desk for all technology including ECU email, passphrases, difficulties with online technologies, and personal laptops (if in Greenville).

Much of their assistance can be done online or remotely. <https://itcs.ecu.edu/>

### **Teaching Resources Center**

While you are a graduate student at East Carolina University, Joyner Library's Teaching Resources Center will be happy to assist you. Graduate and distance education students have access to the same materials and services undergraduates and on-campus students do, but there are also special services just for graduate and distance education students. <http://www.ecu.edu/lib/trc/>

### **The ScholarShip**

ScholarShip is ECU's Institutional Repository for student research. ScholarShip allows you to submit your research and publications and also to view the work of others. The Department of Elementary Education and Middle Grades Education ScholarShip Repository Link is: <http://thescholarship.ecu.edu/handle/10342/16>

### **Research & Creative Achievement Week**

ECU Research and Creative Achievement Week provides students with an excellent

opportunity to practice their presentation skills and meet other creative scholars with similar interests at ECU. Undergraduate and graduate students (you must be a current East Carolina University student or postdoctoral scholar to submit an abstract) are invited to present their research to fellow students, colleagues, faculty, and the local community in a professional, conference-style setting. Research is defined as an original systematic investigation and/or original creative activity designed to develop or contribute to generalizable knowledge or culture. See this link:

<http://blog.ecu.edu/sites/rcaw/>

## **Academic Integrity**

The College of Education requires all students to uphold the highest ethical and academic standards at all times. Furthermore, the teaching profession requires that teachers are at all times ethical and professional as evidenced in the NC State Board of Education Code of Ethics. Therefore, the Department of Elementary Education and Middle Grades Education will not tolerate violations of academic integrity and violations will be pursued to the fullest extent. The Graduate Catalog policy on academic integrity states:

Academic integrity is expected of every East Carolina University student. Academically violating the Honor Code consists of the following: cheating - the giving or receiving of any unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work; plagiarism - copying the language, structure, ideas, and/or thoughts of another and adopting those as one's original work; falsification - statement of untruth, either verbal or written, regarding any circumstances relating to academic work; and attempting any act which if completed would constitute an academic integrity violation as defined above. No student may drop the involved course or withdraw from school prior to resolving an academic integrity charge.

Procedures governing academic integrity violations are described in the *East Carolina University Student Handbook*. Students are encouraged to speak with their professors or contact the Office of Student Rights and Responsibilities if

they have questions regarding this policy.”

Moreover, ECU has an Honor Code that informs and guides student behavior. And specifically, there is an additional statement for DE students

<http://www.ecu.edu/prr/11/30/01>

To assure you have read and understand the academic integrity expectations of the university, college, and department, please read, sign, date, and return the form on the next page to the departmental graduate director. You will need to print and sign the form, scan the form into a PDF format, and return via email to the current graduate director.

## On My Honor

*You are on your honor to not cheat, steal, or lie.*

The Honor Code is the basis for East Carolina University's Academic Integrity Policy. It is a violation of the Honor Code to:

1. Cheat.

Cheating is defined as the actual giving or receiving of any unauthorized aid or assistance or the giving or receiving of any unfair advantage regarding any form of academic work.

2. Steal.

Plagiarism is also stealing. Plagiarism is defined as copying the language, structure, ideas, or thoughts of another, and passing off same as one's original work.

3. Lie.

Intentional falsification is lying. Intentional falsification is defined as any statement of untruth, either orally or in writing, regarding any situation related to academic work.

4. To attempt to cheat, steal, or lie.

Attempt is defined as action toward the commission of any act that would constitute a violation as defined herein (that is cheating, stealing, and plagiarism, or intentional falsification). Any such attempt shall be deemed to be a violation of the Honor Code, and will be punishable to the same extent as if the attempted act had actually been completed or consummated.

I, \_\_\_\_\_, accept the Honor Code of East  
(Print your full name)

Carolina University. I pledge not to cheat, steal, lie, or attempt to cheat, steal, or lie while enrolled at East Carolina University.

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Signature

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Date

## **Graduation**

The student is eligible to graduate with the MAED in Elementary Education when he/she has taken or passed at least 33 approved graduate credits and the GPA is above a 3.0. The student is eligible to graduate with the MAEd in Middle Grades Education when he/she has taken or passed 30 approved graduate credits and the GPA is above a 3.0/ Students should check Degree Works audit (via Pirate Port) to view progress toward meeting graduation requirements.

### **MAEd in Elementary Education and MAEd in Middle Grades Education Program Requirements for Graduation**

In addition to credit hour and GPA requirements, students in the MAED program in Elementary Education and the MAEd program Middle Grades Education must complete the following to be eligible to graduate:

1. Complete and pass Graduate Evidence Portfolio in Taskstream (for explanation and details see program requirements in “Program Requirements” section below).
2. Complete and satisfactorily pass a program specific research project.

## **Applying to Graduate**

Candidates must apply to graduate via Pirate Port (<https://pirateport.ecu.edu/portal/>) the semester before they plan to meet graduation requirements.

If students are dual-degree or graduating with certification and degree then they will have to submit a separate application for each degree/certification they will be receiving. University Registrar graduation protocols and procedures can be found at:

<http://www.ecu.edu/cs-acad/registrar/Graduation-Information.cfm>

## Graduation Application Deadlines

Below are the deadlines to apply to graduate from East Carolina University.

Spring Term	February 1
Summer Term	April 1
Fall Term	September 15

## Commencement Ceremonies

All graduate students are encouraged to attend the university commencement exercises upon graduation. At the conclusion of both fall and spring terms, the university holds commencement exercises with graduate recognition ceremonies at the university and college level. Communications about the College of Education Graduate Recognition Ceremony will be sent by the College of Education to all graduating students during the term they are scheduled to graduate. Information about university graduate recognition ceremonies: <http://www.ecu.edu/cs-acad/commencement/ceremony.cfm> . Contact or visit Dowdy Student Stores for your cap, gown, hood, announcements, invitations and frames. <http://www.ecu.edu/studentstores/>

## Transfer Credit

The university policy for acceptance of transfer credit is stated in the Graduate Catalog at [http://catalog.ecu.edu/content.php?catoid=11&navoid=812#Transfer\\_Credits](http://catalog.ecu.edu/content.php?catoid=11&navoid=812#Transfer_Credits). With the support of the graduate program director, up to one third of the credit hours in a graduate certificate or degree program may be transferred from a regionally accredited college or university. In order for a course(s) to be considered for acceptance by the department, the graduate student must submit a copy of the course description from the graduate catalog of the transferring institution and a copy of the course syllabus to the program coordinator and departmental graduate director. The graduate director will then facilitate the petition for transfer credit to the Graduate School.

## State Licensure and Teacher Certificate Forms

Educators completing requirements for a NC license access the NCDPI's Online Licensure System. See: <http://www.ecu.edu/cs-educ/OTE/licensureupgradingforms.cfm>

Educators access the online system at <https://vo.licensure.ncpublicschools.gov> . On the lower left hand corner, click on NCDPI Registration under the shaded green phrase, "Educator Registration."

Important points to remember when applying for NCDPI license:

- The statement of application must be completed before the application can be submitted.
- The application will only be routed to ECU for recommendation once the **nonrefundable** processing fee is submitted.
- The application will not be processed by DPI until ECU has completed the recommendation for the licensure area(s). If you upload an unofficial transcript or do not include applicable test scores, ECU cannot recommend you.
- To avoid an additional fee later, do not submit your application or pay your fee until all required items are uploaded. Applications that have been created, but not completed will expire after 30 days. Note that the **processing fee is nonrefundable**.

## Grievance and Complaint Procedures

Category	Resource
Appealing a Grade	<p>Graduate Student Grade Appeals:  <a href="http://catalog.ecu.edu/content.php?catoid=11&amp;navoid=812#graduate-student-grade-appeals">http://catalog.ecu.edu/content.php?catoid=11&amp;navoid=812#graduate-student-grade-appeals</a></p> <p>Academic Grade Appeals Procedure:  <a href="http://catalog.ecu.edu/content.php?catoid=11&amp;navoid=812#Graduate%20School%20Appeals%20Procedure">http://catalog.ecu.edu/content.php?catoid=11&amp;navoid=812#Graduate%20School%20Appeals%20Procedure</a></p>
Appealing of All Decisions (except appeal of grade)	<p>Graduate students may appeal adverse academic actions and decisions taken or made by graduate faculty or graduate program directors concerning unsatisfactory performance on comprehensive assessments, imposition of academic probation for reasons other than insufficient grade point average, application of Graduate School or university academic policies, or academic dismissal from the graduate program for reasons other than insufficient grade point average. See:</p> <p><a href="http://catalog.ecu.edu/content.php?catoid=11&amp;navoid=812#Graduate%20School%20Appeals%20Procedure">http://catalog.ecu.edu/content.php?catoid=11&amp;navoid=812#Graduate%20School%20Appeals%20Procedure</a></p> <p>(a.) Regarding student disciplinary matters, contact the ECU Division of Student Affairs at <a href="http://www.ecu.edu/studentaffairs/">http://www.ecu.edu/studentaffairs/</a>.</p> <p>(b.) Regarding discrimination or harassment, contact the Office for Equity and Diversity at <a href="http://www.ecu.edu/edc/">http://www.ecu.edu/edc/</a>.</p>
Privacy of Student Educational Records	<a href="http://catalog.ecu.edu/content.php?catoid=11&amp;navoid=812#Student_Educational_Records">http://catalog.ecu.edu/content.php?catoid=11&amp;navoid=812#Student Educational Records</a>
Refund Policy	<a href="http://catalog.ecu.edu/content.php?catoid=11&amp;navoid=775#Refund_Policy">http://catalog.ecu.edu/content.php?catoid=11&amp;navoid=775#Refund Policy</a>
Current Notice of Non-discrimination	<p>Link to Comprehensive University Non-discrimination Policy:  <a href="http://www.ecu.edu/cs-acad/oed/policies.cfm">http://www.ecu.edu/cs-acad/oed/policies.cfm</a></p> <p>Link to Complaint Form:  <a href="http://www.ecu.edu/cs-acad/oed/grievance-form.cfm">http://www.ecu.edu/cs-acad/oed/grievance-form.cfm</a></p>

Grievance procedures for sexual harassment, discrimination and conflicts of interest	<p>Link to Comprehensive University Non-discrimination Policy:  <a href="http://www.ecu.edu/cs-acad/oed/policies.cfm">http://www.ecu.edu/cs-acad/oed/policies.cfm</a></p> <p>Link to Complaint Form:  <a href="http://www.ecu.edu/cs-acad/oed/grievance-form.cfm">http://www.ecu.edu/cs-acad/oed/grievance-form.cfm</a></p>
Policies for Racial and Ethnic Harassment	<p>Link to Comprehensive University Non-discrimination Policy:  <a href="http://www.ecu.edu/cs-acad/oed/policies.cfm">http://www.ecu.edu/cs-acad/oed/policies.cfm</a></p> <p>Link to Complaint Form:  <a href="http://www.ecu.edu/cs-acad/oed/grievance-form.cfm">http://www.ecu.edu/cs-acad/oed/grievance-form.cfm</a></p>
Policies related to Sexual Orientation	<p>Link to Comprehensive University Non-discrimination Policy:  <a href="http://www.ecu.edu/cs-acad/oed/policies.cfm">http://www.ecu.edu/cs-acad/oed/policies.cfm</a></p> <p>Link to Complaint Form:  <a href="http://www.ecu.edu/cs-acad/oed/grievance-form.cfm">http://www.ecu.edu/cs-acad/oed/grievance-form.cfm</a></p>
Policies related to religious accommodation	<p>Link to Comprehensive University Non-discrimination Policy:  <a href="http://www.ecu.edu/cs-acad/oed/policies.cfm">http://www.ecu.edu/cs-acad/oed/policies.cfm</a></p> <p>Link to Complaint Form:  <a href="http://www.ecu.edu/cs-acad/oed/grievance-form.cfm">http://www.ecu.edu/cs-acad/oed/grievance-form.cfm</a></p>
Disability accommodation grievance procedures	<p>Link to Comprehensive University Non-discrimination Policy:  <a href="http://www.ecu.edu/cs-acad/oed/policies.cfm">http://www.ecu.edu/cs-acad/oed/policies.cfm</a></p> <p>Link to Complaint Form:  <a href="http://www.ecu.edu/cs-acad/oed/grievance-form.cfm">http://www.ecu.edu/cs-acad/oed/grievance-form.cfm</a></p>
Unlawful workplace harassment	<p>Link to Comprehensive University Non-discrimination Policy:  <a href="http://www.ecu.edu/cs-acad/oed/policies.cfm">http://www.ecu.edu/cs-acad/oed/policies.cfm</a></p> <p>Link to Complaint Form:  <a href="http://www.ecu.edu/cs-acad/oed/grievance-form.cfm">http://www.ecu.edu/cs-acad/oed/grievance-form.cfm</a></p>
Grievances against ECU Faculty and Staff	<p>Link to Complaint Form:  <a href="http://www.ecu.edu/studentaffairs/dos/student-grievances-inquiries.cfm">http://www.ecu.edu/studentaffairs/dos/student-grievances-inquiries.cfm</a></p>

## **Department of Elementary Education and Middle Grades Education Records Retention & Destruction Standard Operating Procedure**

The Department of Elementary Education and Middle Grades Education (ELMID) complies with the General Standards of the state of North Carolina regarding the retention of student academic and clinical records. Specific information for students is described below to ensure all students are aware of the procedures for future record keeping of their academic and/or clinical credentials. Students are encouraged to maintain personal copies of their records for the entirety of their time in the program and beyond.

1. The General Standards of NC indicate that student academic files may be destroyed 5 years after the student graduates. It is the practice of the Department of Elementary Education and Middle Grades Education to destroy academic records 5 years after a student graduates.
2. Students are advised that the Department of Elementary Education and Middle Grades Education will **not** have copies of GRE scores, admission records, Taskstream evidences or any other academic documentation 5 years after the date of graduation.
3. Students are able to obtain copies of GRE scores from the ETS organization ([www.ets.org](http://www.ets.org)) according to ETS records retention policy. Students should request copies of their scores when these tests are taken and retain a personal copy for future use. The Department of Elementary Education and Middle Grades Education will **not** make copies of these test forms to disperse to students.
5. Student academic records in the Department of Elementary Education and Middle Grades Education are kept in paper form in an academic folder in a locked file cabinet in the office of the Graduate Coordinator – for the timeframe outlined above.
6. These standard operating procedures will be published yearly in the academic handbooks of the department.
7. All paper records will be destroyed per the university's policy for shredding documents.

8. A log of all records destroyed will be maintained by the Department Chair and/or his/her designee. This log will include general information about groups of students i.e., *Graduates for May 2014 were destroyed on 9/30/2019. Sixty-four files were destroyed.* No student names or identification numbers will be kept in this log.
9. Students will be able to obtain their transcript through the University Registrar at any time per the rules and regulations of the University Registrar.

## MAEd in Elementary Education Program Requirements

### Pre-requisite Courses

The MAEd in Elementary Education Degree program is an advanced study program, thus foundational knowledge in elementary education is required for success in coursework. The MAEd degree program is for students who already have teacher licensure in elementary education. Upon program completion, candidates holding initial level teacher licenses are eligible for M-level licensure.

### Courses

Because many of the individuals in this program are full-time educators, all courses for this graduate program are offered online and utilize East Carolina University's Canvas platform for participation.

The MAEd ELEM degree is a **33-semester credit hour** program with **11 courses**.

#### Elementary Education Required Core Courses (24 hours):

- ELEM 6005 – Educational Research in the Classroom I
- ELEM 6001 – Educational Research in the Classroom II
- ELEM 6200 – Leading Curriculum Revision and Implementation
- ELEM 6400 – Advanced Assessment and Teaching in the Elementary Grades
- ELEM 6488 – Language Arts in the Elementary School OR Advanced Content Pedagogy in Elementary Education
- ELEM 6500 – Management and Problem Solving in the Elementary School
- ELEM 6550 - Leadership and Communication Skills in Education
- EDUC 6001 – Introduction to Differences in Human Learning

**Content Strand Courses (9 hours):** Candidate may choose a focus among the following five strand options. The candidate would choose ONE strand and would take 9 hours within that strand.

**Content Pedagogy:** (choose 9 hours)

- ELEM 6350 – Advanced Content Pedagogy in Elementary Education
- ELEM 6412 – Emerging Literacy OR ELEM 6410 – Concepts and Principles of Early Childhood Education
- ELEM 6488 - Advanced Language Arts in the Elementary School OR ELEM 6406 – Social Studies in Elementary Education OR MIDG 6500 – Teaching Middle Grades English OR MIDG 6600 - Teaching Middle Grades Social Studies
- ELEM 6625

OR

**Academically Gifted:** (choose 9 hours)

- GIFT 6000 The Diverse Gifted Learner
- GIFT 6100 Foundations in Gifted Education
- GIFT 6200 Instructional Practices in Gifted Education
- GIFT 6300 Creativity, Critical Thinking, Problem Solving in Gifted Education (the 4<sup>th</sup> course can be completed to obtain an add-on license in Gifted Education)
- GIFT 6400 Special Topics in Gifted Education (may be subbed for one of the previous courses)

OR

**Early Childhood: K-3 Instructional Strategies** (choose 9 hours)

- ELEM 6408 - Collaborating, Teaming, and Leading in the Elementary School
- ELEM 6410 – Concepts and Principles of Early Childhood Education
- ELEM 6412 - Emerging Literacy

OR

**Teaching Children in Poverty** (choose 9 hours)

- ELEM 6600 – Implications of Poverty for Learning and Development
- ELEM 6625 – Responsive Curriculum for Children in Poverty
- ELEM 6650 – Families and Communities in Poverty
- ELEM 6675 – Evaluative and Educative Implications for Teaching Children in Poverty (4<sup>th</sup> course may be taken for additional certificate diploma)

OR

**Teacher Leadership in the Elementary School** (choose 9 hours)

- ELEM 6408 – Collaborating, Teaming, and Leading in the Elementary School
- ELEM 6700 – Teachers as Leaders in Elementary Education
- LEED 6907 – Strategic Leadership for 21<sup>st</sup> Century Schools

**Thesis Option** - *\*Six credit hours of thesis work may be conducted in lieu of three hours of concentration course work (1 course) and ELEM 6001. Must be pre-approved by the graduate director and study must be related to student's concentration.*

**FINAL PRODUCT REQUIREMENT:** A research project with a presentation and written documentation (ELEM 6001) or a thesis with an oral thesis defense (ELEM 7000) is required.

## MAEd MIDG Program Requirements

### Pre-requisite Courses

The MAEd in Middle Grades Education Degree program is an advanced study program, thus foundational knowledge in middle grades education is required for success in coursework. The MAEd degree program is for students who already have teacher licensure in middle grades education. Applicants must hold, or be eligible for, a teaching license. Upon program completion, candidates holding initial level teacher licenses are eligible for M-level licensure.

### Courses

Because many of the individuals in this program are full-time educators, all courses for this graduate program are online and utilize East Carolina University's Canvas platform for participation.

The MAEd MIDG degree is a **30 semester credit hour** program with **10 courses**.

#### Middle Grades Education Required Core Courses (18 hours):

- EDUC 6001 - Intro to Differences in Learning
- ELEM 6550 - Leadership and Communication Skills in Education
- MIDG 6200 – Middle Grades Curriculum Development in Public Schools
- MIDG 6300 – Advanced Strategies and Assessment for Middle Grades Learner
- MIDG 6400 – Educational Research in the Classroom I
- MIDG 6402 – Educational Research in the Classroom II

**Concentration Area (12 hours):** Candidate may choose 12 semester hours from one concentration area or a minimum of 9 semester hours from one area and 3 semester hours from another. Please see catalog for course options.

- English
- Mathematics

- Science
- Social Studies
- Thesis - *\*Six credit hours of thesis work may be conducted in lieu of three hours of concentration course work (1 course) and MIDG 6402. Must be pre-approved by the graduate director and study must be related to student's concentration.*

**FINAL PRODUCT REQUIREMENT:** A research project with a presentation and written documentation (MIDG 6402) or a thesis with an oral thesis defense (MIDG 7000) is required.

## **Additional MAEd ELEM and MIDG Degree Requirements**

In addition to coursework, candidates must complete portfolio requirements.

TaskStream is the assessment and management system used to collect and document candidate performance in all teacher education programs. Submitting the designated evidences indicated in courses is required to maintain good standing in course/program and is required by the North Carolina Department of Public Instruction in order to acquire an M-level teaching license after completing ECU's MAEd.

Students will describe learning and growth for ELEM and MIDG faculty members and accrediting organizations by creating a Graduate Evidence Portfolio in TaskStream comprised of three evidences: 1) Leadership, 2) Diversity, and 3) Content Knowledge. These requirements must be satisfied in TaskStream to pass each graduate evidence course and maintain good standing in the degree program.

### **Course Availability**

All courses are not offered every semester and classes may be cancelled due to low enrollment. Every effort will be made to assist students in timely completion of degree but university policy may prohibit some very low-enrolled courses from being offered.

### **Program Completion Time Limit**

The time limit for completing a degree program is 6 years.

### **Leave of Absence**

Any student who does not take classes during a regular semester (fall/spring) must notify the graduate coordinator and reapply to the Graduate School in order to reactivate his/her status as a graduate student and access to his/her ECU email account. If the leave is less than three years, no new application fee is required. If leave is three years or more, a new application must be submitted for consideration. [http://catalog.ecu.edu/content.php?catoid=11&navoid=774#Leave of Absence and Readmission](http://catalog.ecu.edu/content.php?catoid=11&navoid=774#Leave_of_Absence_and_Readmission)

### **Teaching Children in Poverty Certificate Program**

The ELMID Department offers a certificate program with a four-course sequence in Teaching Children in Poverty. You may find more information at this address:

[http://catalog.ecu.edu/preview\\_program.php?catoid=15&poid=4085&returnto=1234](http://catalog.ecu.edu/preview_program.php?catoid=15&poid=4085&returnto=1234)

### **Academically Gifted Licensure**

The ELMID Department offers a four-course series leading to licensure in Academically Gifted. You may find more information here:

[http://catalog.ecu.edu/preview\\_program.php?catoid=15&poid=3653&returnto=1234](http://catalog.ecu.edu/preview_program.php?catoid=15&poid=3653&returnto=1234)