

UMassAmherst

College of Education

Undergraduate Student Handbook

Fostering Education for a Socially Just World

Academic Year 2024-2025 - Pre-Release Copy

Table of Contents

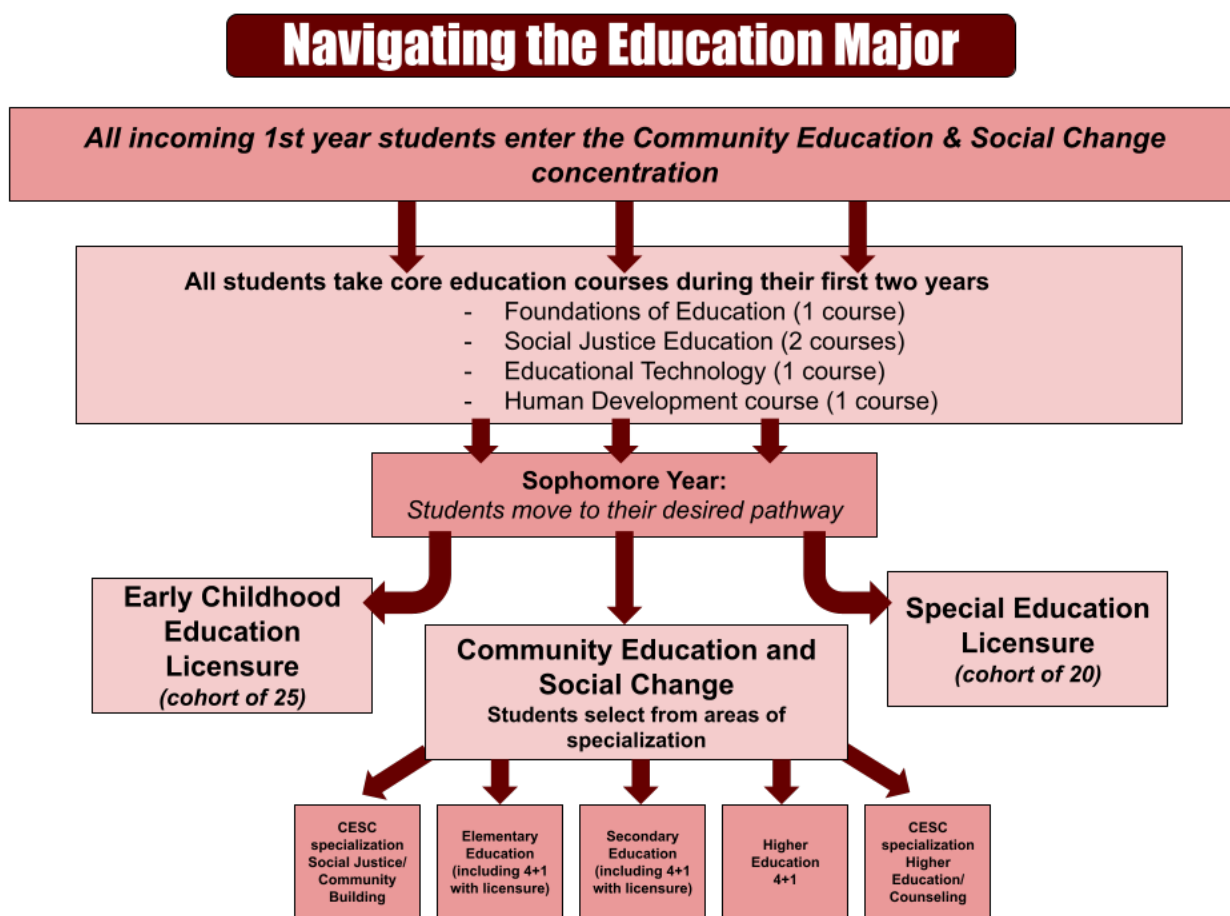
Table of Contents	2
Education Major	3
Navigating the Education Major	3
Internships	4
Licensure Programs	4
College of Education Accelerated Master’s (4+1) Degree Programs	5
Advising	7
Honors Program	7
Study Abroad Program (IPO)	8
Scholarships	9
Pass/Fail	9
Repeat Policy	9
Minimum Residence Credit Requirement/Transfer Credit Policy	9
Credit Overload	10
Graduation	10
Honors and Academic Achievement Options	10
Graduating with Latin Honors	10
Education Club	11
Student Participation in Governance	11
Student Resources	11
Code of Conduct	14
Academic Honesty	15
Student Privacy and Access to Personal Information	15
Student Performance	16
Student Grievances	17
Forms	17

Education Major

The purpose of the major is to prepare educational leaders with expertise in social justice, curriculum development, theories of learning, and models of change. Students engage in rigorous coursework and experiential learning as they prepare to work as teachers, leaders, advocates, consultants, managers, and curriculum developers in a variety of settings such as; public and private schools, higher education/academic student support services, community organizations, non-profits, faith-based organizations, and health organizations.

Navigating the Education Major

The education major has three concentrations; Community Education and Social Change, Early Childhood Prek-2 Education, and Special Education. The community education and social change concentration is open to all students. The early childhood and special education concentrations require students to apply for admission during their Sophomore year. Many students in the community education and social change concentration apply to accelerated masters programs (also known as 4+1 programs) in their junior year.



Programs of study for each of the concentrations are available on the [College of Education website](#):

[Community Education and Social Change](#)

[Early Childhood Education](#)

[Special Education](#)

Internships

All students in the Community Education and Social Change concentration are required to complete a 250-hour internship. The purpose of this internship is to provide you experiential learning directly related to your future career goals. The internship should reinforce and enhance your academic coursework and provide you with professional skills and work experience.

To be enrolled in the internship EDUC 398C and to receive the credits (6) students should do the following:

Step 1: Discuss your internship plan with an Education Academic/Career Advisor

Step 2: Find a potential internship experience (outreach, apply etc.)

Step 3: Fill out the [internship proposal form](#) and attach a signed copy of the [supervisor contract](#)

Step 4: Once your internship is approved, you will be notified by the advising office, receive a copy of the internship requirements, and be enrolled in EDUC 398C for 6 credits. You may then begin your internship. If your internship spans multiple semesters you will be enrolled in EDUC 398C the semester you complete your internship.

A Note About Working in Schools

Students should not contact local schools requesting to complete an internship with a classroom teacher. This creates confusion with our licensure office and interferes with university/school partnerships. If you would like to work with a classroom teacher, consider completing your internship at home during the university breaks. You may, however, look for advertised volunteer or paid opportunities in schools such as after school programs or tutoring work.

Licensure Programs

Eligibility

Students who meet admissions criteria (see below) are eligible to apply to Early Childhood or Special Education in their sophomore year.

Advising

Students interested in a licensure program should meet with a College of Education undergraduate advisor.

Admissions

Applications for admissions are found on the College of Education website beginning in October of each year and are due January 15th each year. Admission to the licensure programs is competitive. Program prerequisites and admission requirements can be found on the college's website.

College of Education Accelerated Master's (4+1) Degree Programs

The Accelerated (4+1) master's degree programs provide an opportunity for UMass undergraduate students to earn a graduate degree and, for some programs, a teaching license, with one additional year of study. Students begin taking graduate courses during their final undergraduate year (Senior Year). Students in 4+1 programs save time and money spent earning their master's degree. Courses taken in an accelerated program count towards both a student's undergraduate degree and graduate degree.

Eligibility

UMass undergraduate students are eligible to apply to a 4+1 program in their junior year.

Advising

Students interested in one of education's accelerated master's programs should meet with a College of Education undergraduate advisor within their first few semesters to begin preparing for the application in their junior year.

Admissions

Admissions to the 4+1 programs is a competitive process that includes a personal statement and at least two references. See the College of Education [website](#) for admission requirements for individual programs. Applications for admissions are found on the College of Education website beginning in November of each year and are due January 15th each year.

In their senior year, 4+1 students formally apply to the graduate school and must meet admissions requirements to continue in their respective 4+1 program.

Registration

Students will need to meet with an academic advisor prior to being enrolled in the graduate level courses associated with their program.

Accelerated Master's Programs

Elementary 1-6 Licensure Program (CTEP):

Prerequisite Coursework:

Math 113 and Math 114 Mathematics for Elementary Teachers 1 and 2

HUM DEV 270 Child Development

EDUC 325 - Introduction to Special Education

EDUC 461 with Educ 482E Methods of Teaching Reading and the Language Arts
EDUC 463 Methods of Teaching Mathematics PreK-6

Graduate Coursework:

Fall of Senior Year

HUMDEV 570 Advanced Child Development

Spring of Senior Year

EDUC 503 Sheltered English Immersion

EDUC 561 Science Education in Elementary School

Secondary Teacher Licensure (5-8 or 9-12) Program (Math, Sciences, History, English)

Recommended Courses

Prerequisite Coursework:

EDUC 101 Intro to Education or EDUC 351 Foundations of Education

One Social Justice Course

EDUC 306 Educational Psychology

EDUC 325 Introduction to Special Education

EDUC 524 The Work of the Middle and High School Teacher *required*

EDUC 457 Tutoring in Schools *required*

EDUC 437 Principles and Methods of Teaching Math 4-12 (prospective math teachers only)

Graduate Coursework:

Fall of Senior Year

EDUC 503 Sheltered English Immersion

EDUC 692K Foundations and Theories of Learning

Spring of Senior Year

EDUC 693A Adolescent Growth and Development

EDUC 615G Integrating Technology with Instruction

Higher Education

Prerequisite Coursework

EDUC 300 Current Issues in Higher Education

EDUC 393F Leadership Careers in Student Affairs

Graduate Coursework:

Fall of Senior Year

EDUC 643 Foundations of Higher Education

Spring of Senior Year

EDUC 644 Critical Perspectives in Equity and Justice in Higher Education

EDUC 659A Helping Skills for Higher Education Professionals

Transferring Graduate Courses to the Master's Degree

During their first semester as a graduate student, students are responsible for submitting the required paperwork to transfer the graduate courses taken during their undergraduate years for inclusion in their master's degree. The following should be completed and submitted to the College of Education Graduate Program Director's office:

[Master Of Education Proposed Program Of Study](#)

[Request for Transfer of Graduate Course Credits Taken as an Undergraduate Student **Toward an Accelerated Master's Degree Program**](#)

Advising

The Advising Center is located in 130 Furcolo Hall and can be reached at educadvisor@umass.edu. The Advising Center is your hub for all things related to undergraduate student support. Our advisors will help you explore your interests, choose a curriculum that works for you, articulate your goals as a community or classroom educator, and engage your community. Our career counselor can help you find an internship or write a resume. Stop by the office to talk to a peer advisor, if you need a snack, or if you just want to see a friendly face. Our advising office is here to help.

Dual Degree and Double Major

Students interested in either completing either a [dual degree or a double major](#) should check with their advisor to review the requirements for each.

Honors Program

Policy on Departmental Honors for the College of Education, UMass Amherst

Purpose:

Departmental Honors (DH) in the College of Education at the University of Massachusetts Amherst recognizes outstanding scholarly achievement and promotes advanced academic engagement among undergraduate students. This policy outlines the admission requirements, program requirements, and procedures for the award of Departmental Honors.

Admission Requirements:

Students seeking Departmental Honors must apply to the Commonwealth Honors College specifically for Education Departmental Honors. Applicants will be notified of the departmental honors decision by the Honors College.

Program Requirements:

- Complete an Education (EDUC) or Human Development (HUMANDEV) honors course at any level. This may include HI (1-2 credit add-on independent studies), ISH (3-6 credit standalone independent studies), and Honors Colloquia.
- Complete an Education (EDUC) or Human Development (HUMANDEV) course at the 300 level or higher. This requirement may be fulfilled by taking HI, ISH, Honors Colloquia, or approved graduate-level courses in EDUC.
- Successfully complete the Honors Thesis, which involves:
 - EDUC 499Y Honors Research, where the research supervisor must be a College of Education faculty member.
 - EDUC 499T/P Honors Thesis, where the chair of the committee must be a College of Education faculty member.

Award of Departmental Honors:

- Students must successfully complete all DH course requirements with a minimum grade of B.
- Submit a properly formatted Research Manuscript or Creative Portfolio, with a minimum grade of B for Seminar manuscripts.
- Upon meeting the above criteria, the student will be awarded "Departmental Honors" on their academic transcript.

Implementation and Procedures:

- Interested students should consult with their Honors Program Director for guidance on Departmental Honors.
- Application procedures and deadlines will be communicated by the Commonwealth Honors College.
- Faculty members involved in supervising research and thesis projects will adhere to established guidelines and timelines set by the College of Education and Commonwealth Honors College.

Study Abroad Program (IPO)

The study abroad program gives UMass students the opportunity to study internationally. Education students are encouraged to study abroad. Students pursuing early childhood or special education licensure should plan early to study abroad, ideally in their sophomore year. Information about financial aid will be discussed depending on the student's financial situation. More information about the study abroad program can be found on their website:

<https://www.umass.edu/ipo/education-abroad>

Domestic Exchange Program

A program designed for UMass students to study at another college or university in the United States. Here is the link for more information:

<https://www.umass.edu/studentsuccess/domesticexchange>

Financial aid will be determined based on a student's personal financial situation and there will be information meetings held prior to starting the exchange process.

Scholarships

[College of Education Scholarship Program](#)

The application for scholarships opens in the beginning of the fall semester and closes in mid October. Students will be notified of awards in November with funds being distributed for the Spring Semester. There are scholarships designed for students majoring in Early Childhood Education, Special Education and Community Education and Social Change. There are scholarships for both Master and Doctoral Students in all programs.

Pass/Fail

Students wishing to enroll pass/fail in any course must do so by the mid-semester date and are strongly encouraged to discuss this option with their academic advisor. Students can only enroll pass/fail in one course per semester.

Students may not enroll pass/fail in the courses they count toward their General Education requirements, or the courses they count toward their requirements for the education major. Courses taken on a pass/fail basis will not satisfy either requirement, regardless of whether a P (pass) grade is earned.

Repeat Policy

No course for which a grade of C or higher was earned may be repeated. A course for which a grade of C-, D+, D or F (or CD before 2004) was earned may be repeated one time without permission. A course may be repeated a second time, for a total of three times, only with prior permission of the undergraduate dean of the school or college in which the student is enrolled. Under no circumstances may a student take a course more than three times. Successful registration for a course does not constitute permission.

All enrollments and all grades will appear on the transcript; only the most recent grade will be calculated in the GPA.

Minimum Residence Credit Requirement/Transfer Credit Policy

A maximum of 75 credits can be transferred into UMass Amherst from outside accredited institutions, by special transcript, or by exam credits; 45 credits must be completed at UMass Amherst (considered residence credits). Residence credit includes credits earned through the prior learning portfolio, as well as all other coursework or independent studies completed through the University of Massachusetts Amherst.

Courses with a grade of C- or higher are eligible for transfer. Credit is not awarded for developmental courses.

Credit Overload

Undergraduates in the College of Education are limited to 19 credits per semester. Credit limits are strictly enforced. Students seeking overloads must petition the academic dean using the petition form found [here](#). Generally, credit overloads are not allowed for first year students. Granting overloads beyond 2 credits would require extenuating circumstances.

Graduation

As graduation approaches, you should make a final review of your degree progress by reviewing your degree plan, unofficial transcript, and Academic Records Report (ARR) to be certain all requirements have been met. Your academic advisor will help you with this task. February, May, and September graduates within the current year celebrate with education faculty and staff at the annual UMass Amherst Commencement in May, and all graduates of that year are eligible to attend the Education Senior Recognition Ceremony, also in May. Review the [Graduation Checklist](#) and [Ceremony Details](#) for more information.

Make sure your Expected Graduation Term (EGT) is accurate in SPIRE: Academics > Graduation > Expected Graduation Term.

Honors and Academic Achievement Options

Graduating with Latin Honors

All graduating seniors are eligible for Latin Honors designations on diplomas and transcripts if they have completed at least 45 graded residence credits (courses taken Pass/Fail are not considered graded) at the University of Massachusetts Amherst. In addition, students must meet one or more of the following criteria:

- Summa Cum Laude: GPA places them among the top 5% of the graduating class of their school or college
- Magna Cum Laude: GPA places them among the top 10% of the graduating class of their school or college, but not among the top 5%
- Cum Laude: GPA places them among the top 25% percent of the graduating class of their school or college, but not among the top 10%

At the start of the fall semester, the University Registrar will post the [GPA needed](#) to secure a place in the top 5, 10, and 25 percent in each school or college based on the average of the previous three years' graduating classes.

Education Club

Education Club collaborates with UMass Amherst professors and faculty members, as well as other experts in the field of education, to engage in and discuss important educational issues and topics. We are engaged with local schools and communities and provide opportunities for our members to work directly in educational settings and gain experience planning and facilitating learning activities. Our club enhances our ability to effectively, creatively, and collaboratively work in the field of education.

Education Club meets weekly during the semester in Furcolo Hall. Join our mailing list to get weekly updates on meetings and activities! You can contact us at umasseducclub@gmail.com

Student Participation in Governance

The faculty governance documents include provisions for undergraduate student representation on various committees. These committees include:

Undergraduate Advisory Committee: One junior or senior to serve a one year term. Includes voting rights.

Student Resources

Academic & Career Support

[Learning Resource Center](#) - 10th floor W.E.B. Du Bois Library

Serves as the central undergraduate academic and undergraduate research support unit for UMass.

- Peer Tutoring - [Drop in](#) and [by appointment](#)
- [Supplemental Instruction](#) - Small peer-led review sessions
- [Office of Research & Studies](#)

[Math Tutors](#)

The Department of Mathematics and Statics [offers tutoring](#) for many of their courses.

[Writing Center](#) - W.E.B. Du Bois Learning Center, Library

Our goal is to help writers meet their communicative purposes as they define them and in the voice in which they choose to communicate.

To make an appointment, please log in (or make an account) at umass.mywconline.com.

[Student Success ToolKit Series](#)

Discover our strengths, learn about strategies, tools and resources to be academically successful at UMass.

[Student Success Planner](#) - Keep yourself organized and in-control of your time.

[W.E.B. Du Bois Library](#) & [Science & Engineering Library](#)

They can help you start your research, [request materials](#), organize your citations, or [manage your data](#). [Steve McGinty](#) is the College's Librarian. He holds drop in hours in Furcolo at the Hub on Wednesdays from 3:00pm-4:00pm

[Institute for Social Science Research](#)

Provide the training and support that allows social scientists at the University of Massachusetts to thrive and be counted among the top scholars across the country.

- [Strengthening Research Skills & Resources](#)
- [Securing Research Funding](#)
- [Fostering Interdisciplinary Collaboration](#)
- [Promoting Research Visibility & Engagement](#)

Financial Support

There is a wealth of information on the University's [Financial Aid](#) office's website.

[College of Education Emergency Fund](#)

The emergency fund is designed to help College of Education students who face financial hardship. Support is provided up to \$1,000. To request funding, please complete an [Emergency Fund Application](#), providing as much detail as you are comfortable providing regarding your personal situation, and email to the Emergency Fund Review Committee at EDUC-emergencyfund@umass.edu.

College of Education MTEL Fund

The MTEL fund is designed to help students who are having a difficult time paying for their MTEs. To request funding, please contact Mike Hanna mhanna@umass.edu

Dean of Students Office

[Single Stop Resources](#)

These resources can help you find the support you need to get through a challenging situation, stay in school, and graduate. Find information on resources on [housing](#), [food insecurity](#), [legal advice](#) and more.

[Microgrant](#)

Intended for unexpected financial hardship, such as a car repair, unexpected medical bill, food, or rent assistance. The grant does not have to be repaid, but students may only receive one per academic year, and the maximum award is \$500.

Submit the [Microgrant Application](#) to the Dean of Students Office via email at doso@umass.edu.

[No Student Goes Hungry](#)

The supplemental meal swipe program provides immediate assistance to any UMass student experiencing food insecurity. The program is intended for meal plan students without meal swipes. To access the meals, log into SPIRE and activate the supplemental meal option under the main menu, finance tab; three days of meals automatically loaded to your U-Card; meal swipes can be used in any of the dining commons on campus. Once activated, your meals expire in 3 days and the Dean of Students office will be notified and reach out to you with additional resources. For instruction, reference our [How-To Guide](#).

[Student Care Supply Closet](#)

Provides free toiletries/personal care items and household items to students who are facing economic insecurity and/or an unexpected financial emergency to help offset the cost for other basic needs. Any student who is in need is eligible to use this resource.

Student Support Offices

[Center for Counseling and Psychological Health](#)

Offers a [range of services](#) to UMass Amherst students to help them cope with stress or anxiety, find strategies to overcome challenges, promote mental wellbeing, and succeed in college life and beyond. Look for services such as:

[Groups, Workshops and Community Conversations](#)

[Brief Individual Therapy](#)

[Let's Talk](#) –a chance to briefly share what's on your mind, find support, and get recommendations.

[Disability Services](#)

Promotes the empowerment of people with disabilities and their full integration into campus life and the community. Direct services are provided for all types of disability.

[Student Parent Program](#)

Being both a parent and a student presents its own unique set of challenges, and we're here to support you. We can help you navigate UMass, get connected to resources, apply for a childcare subsidy or emergency grant, meet other students with families, find kid-friendly educational and cultural enrichment activities to do in the community, and more.

[Stonewall Center](#)

Provides support, resources, programming, and advocacy for lesbian, gay, bisexual, trans,

queer, intersex, asexual (LGBTQIA) and allied students, staff, and faculty at UMass Amherst and for the larger Pioneer Valley.

[Center for Multicultural Advancement & Student Success](#)

Supports student success and sense of belonging of first generation, students of color, multiracial students, and low income students. Check out [Your CMASS](#) and the [Cultural Centers](#) to learn how you can benefit from these programs.

[The Center for Latin American, Caribbean and Latino Studies](#)

Promotes research, training, and public engagement on the histories, cultures, and politics of Latin American and Caribbean peoples across the Americas and throughout the world.

Wellness

[Your wellness](#) is crucial to your success as a student.

[BeWell@Umass](#) -

Learning about the eight dimensions of wellbeing and which UMass resources fit into each. This page contains a full list of wellbeing programs and services available to you.

[Mindfulness Initiatives](#)

Mindfulness is a powerful tool to help you stay calm, focused, and on track for academic success.

Find your Community

[Registered Student Organizations](#)

Provide opportunities to connect with other undergraduate students around similar interests.

[Campus Recreation](#)

Access various campus recreation facilities, including swimming pools, fitness classes, tennis courts, and the Rec Center. Students can participate in [Intramural Sports](#) while [Club Sports](#) provide more informal ways to pursue your sporting interests.

[Sorority and Fraternity Life](#)

All fraternities and sororities at UMass Amherst and across the nation were founded based on the ideals of friendship, service, and scholarship. Today the bond of brother/sisterhood is still one that is rooted in shared values, respect, and friendship.

Code of Conduct

All undergraduate students are responsible for complying with the rules, regulations, policies, and procedures contained in this publication as well as those in other official University publications and announcements that may be issued from time to time. Please refer to the Dean

of Students home page at http://www.umass.edu/dean_students/codeofconduct. Here you will be able to access the [Code of Student Conduct](#) and the Academic Regulations documents online.

Guidelines for Classroom Civility and Respect

The University of Massachusetts Amherst strives to create an environment of academic freedom that fosters the personal and intellectual development of all community members. In order to do this, the University protects the rights of all students, faculty and staff to explore new ideas and to express their views. A necessary condition for these pursuits is an acceptance of the spirit of inquiry and a respect for diverse ideas and viewpoints. For true academic freedom to exist, this acceptance and respect must exist in both the overall campus environment and in the classroom.

While the principle of academic freedom protects the expression and exploration of new ideas, it does not protect conduct that is unlawful and disruptive. The University preserves a high standard for members of the community in terms of mutual respect and civility. While each member of the community holds a number of rights, privileges and responsibilities, those individuals who disrespect the rights of others or who act in a way that discredit themselves or the University may forfeit privileges or receive sanctions. As members of an academic community, we are obligated to be exemplary, both in our behaviors and in our attitudes. This obligation is especially important within the classroom context since this is one of the primary ways that learning and growth are fostered.

Academic Honesty

The Academic Honesty Policy was established to ensure that the learning environment at the university is honest and fair. The policy is designed to provide faculty and students with options for handling incidents. Academic dishonesty includes but is not limited to:

- *Cheating* – intentional use or attempted use of trickery or deception in one's academic work
- *Fabrication* – intentional falsification and/or invention of any information or citation
- *Plagiarism* – knowingly representing the words or ideas of another as one's own work
- *Facilitating dishonesty* – knowingly helping or attempting to help another commit an act of academic dishonesty

The Academic Honesty Board handles all cases of academic dishonesty on campus. Formal definitions of academic dishonesty, examples of various forms of dishonesty, and the procedures which faculty must follow to penalize dishonesty are contained in the Academic Honesty Policy. There are two main pathways for resolving cases where dishonesty is suspected: the informal resolution and the formal charge. Both these paths require that the faculty member first inform the student of the concern and offer a meeting. More detailed descriptions of the university's policy and procedures are in the documents on the [academic honesty website](#).

For more information on these and other university policies, please refer to the [UMass Amherst Academic Regulations](#).

Student Privacy and Access to Personal Information

In compliance with the FERPA law, the university will not distribute grades or any other academic information to anyone but you. As owner of your academic records, you decide whether or not you want to share this with others. For more information, go to: <https://www.umass.edu/living/ferpa-guideline>.

Student Performance

To continue as a student at the University of Massachusetts Amherst, you are expected to meet performance criteria as outlined by the Academic Regulations set by the Office of the Provost. All undergraduate students are responsible for complying with the rules, regulations, policies, and procedures contained in this publication as well as those in other official university publications and announcements which may be issued from time to time. Students are also expected to familiarize themselves with other important documentation including, but not limited to, the Guide to Undergraduate Programs. The University reserves the right to change policies and regulation whenever such action is deemed appropriate or necessary. This publication is compiled by the [Office of the University Registrar](#). Failure to meet the criteria outlined in the Academic Regulations will result in one or more of the following:

Academic Warning

Students whose cumulative average is 2.000 or above, but whose semester average is less than 2.000, will be sent a warning indicating that they should consult with their academic dean.

Academic Probation

Students whose cumulative average falls below 2.000 will be placed on Academic Probation. Students who have been placed on Academic Probation or who have received a second consecutive Academic Warning should contact their academic dean (NOTE: these are students with acceptable CUM GPA that repeatedly do not meet minimum term GPA requirements.)

Academic Suspension

Students on probation who fail to achieve or maintain good standing in any subsequent semester will be placed on Academic Suspension unless an appeal is granted. Suspended students may not enroll in the succeeding Fall or Spring semester. Suspension is a one semester separation from the university, including University Without Walls. Following one semester on Academic Suspension, students who file an Application for Re-enrollment with the Registrar's Office (by March 15 for the Fall semester or Oct. 15 for the Spring semester) are entitled to re-enroll.

Academic Dismissal

Academic Dismissal is a permanent separation from the University. Students who are readmitted after any Academic Suspension and fail to achieve or maintain good standing in any subsequent semester will be placed on Academic Dismissal unless an appeal is granted.

Appeals Process

If a student receives a discipline as noted above they have the right to appeal their academic status and will work closely with advisors in the Education Advising Center.

Withdrawing From UMass

The University of Massachusetts has [a process for taking a leave from the university](#). Students can take a break from their studies for the following reasons: personal, medical/health, academic, military service, or financial. Students who want to to pursue a break from their studies will need to officially withdraw from the university, and follow the procedure for returning as described in the Academic Regulation Handbook.

Student Grievances

The [Ombuds Office](#) is a good place to start when you have a conflict, a sense of unfairness, or a concern to deal with while you're at the University. By talking through your situation with an Ombuds, you may find your own answers to your issue, or you may be able to benefit from the coaching and other informal resolution services the Ombuds can offer.