Comprehensive Information Packet

Post-Baccalaureate, Non-Degree Teacher Certification -- Art

This is a comprehensive information packet for the Post-Baccalaureate, Non-Degree Teacher Certification program in Art. This packet consists of seven sections:

1. About the program (what you need to know about the program)
2. Academic admissions requirements (what you need academically to qualify for admission)
3. GACE testing for graduate programs
4. Application checklist (what you need to submit when you apply and where to send it)
5. Financial aid information
6. Getting certified to teach: Tiered certification
7. Additional information (other material that may help you)

The Post-Baccalaureate, Non-Degree Teaching Certificate program in Art is designed for individuals who hold an undergraduate degree or graduate degree in art with sufficient coursework, wishing to secure initial teacher certification in art education. The program leads to Georgia teaching certification at the T-4 level.

Timing
Individuals can start this program in any semester. The spring semester begins on January 12.

There is no firm application deadline but we encourage applicants to apply as early as possible.

Questions
All admissions questions about the letter of intent, initial disposition assessments, GACE testing and exemptions, and the background check or employment verification form should be directed to Greg Dziuban, College of Education graduate admissions coordinator, at 912-344-2568 or greg.dziuban@armstrong.edu.

All admissions questions about the application, application fee, transcripts, immunizations and lawful presence should be directed to Graduate Admissions at 912-344-2798 or graduate@armstrong.edu.

All questions about the program and sufficient academic preparation should be directed to the Department of Art, Music and Theatre at 912-344-2556 or tom.cato@armstrong.edu.
About the program

Target audience
This teacher certification program, in the field of art for all grades (P-12), is offered through the College of Education in partnership with the College of Liberal Arts (Department of Art, Music and Theatre). This post-bac program is designed for individuals who hold an undergraduate or graduate degree in art with sufficient coursework and want to become art teachers.

Required courses

The program of study consists of nine (9) required courses totaling 27 semester hours. Coursework consists of professional education classes, art education courses and an internship.

Professional Education Courses (11 hours)
EDUC 6000 - Professional Orientation to Teaching ........................................ 3 ... online
EDUC 6100 - Technology Applications for Teachers ........................................ 2
EDUC 6200 - Curriculum, Instruction and Assessment .................................... 3
EDUC 6300 - Students with Disabilities ......................................................... 3 ... online

Art Education Courses (12 hours)
ARTS 5400G – Art in Elementary Grades ..................................................... 3
ARTS 5410G – Art in the Middle and Secondary Grades .............................. 3
ARTS 5430G – Technology in Art Education ................................................ 3
ARTS 5500G – Curriculum and Methods in Art Education ......................... 3

Internship (4 hours)
ARTS 6750 - Graduate Internship ................................................................. 4

TOTAL 27 hours

A full-time, semester-long, field-based graduate internship (student teaching) is under the tutelage of a university supervisor. This internship cannot begin until all other required courses have been completed.

EDUC face-to-face courses are offered at night. ARTS courses are offered in the daytime only. Not all courses are offered every semester. For example, the internship is offered only during the fall and spring semesters and during the day – when schools are in session.
**Academic admissions requirements**

Before applying for admission to the program, **individuals should determine if they are eligible or can become eligible** by examining the following minimum academic and test score requirements:

- **Undergraduate or graduate art degree or above from a regionally accredited institution** with sufficient academic preparation**
- **Overall undergraduate GPA of 2.5 – OR one of the following:**
  - 3.0 for the last 60 hours leading to the bachelor’s degree
  - GRE score of at least 297 (verbal and quantitative combined) if taken after August 1, 2011 (or at least 1,000 if taken earlier)
  - Miller Analogies Test score of 400***
  - Master’s degree or above from regionally accredited institution* (until July 1, 2015)
- **Passing score on GACE program admission assessment****
  - All 3 tests: reading (test code 200), math (test code 201) and writing (test code 202)
    OR
  - Combined Test I, II and III (test code 700)
    OR one of the following:
  - SAT score (critical reading/verbal and math combined) of 1,000
  - ACT score (English and math combined) of 43
  - GRE score of at least 297 (verbal and quantitative combined) if taken after August 1, 2011 (or at least 1,030 if taken earlier)
  - Passing scores on GACE basic skills assessment
  - Passing score on equivalent test used in other states
  - Passing score on all three parts of the Praxis I or a composite score of 526 if all three tests were taken by March 5, 2007
  - Master’s degree or above from regionally accredited institution (until July 1, 2015)
- **Sufficient academic preparation in art**

*Note: PSC-accepted accredited institutions are those that are accredited by accrediting organizations recognized by either the U.S. Department of Education at ope.ed.gov/accreditation or The Council for Higher Education Accreditation (CHEA) at www.chea.org.

**Note: The Department of Art, Music and Theatre will perform a transcript analysis after your application is made through Graduate Studies to determine if the academic preparation requirement is satisfied. Student transcripts must show evidence of a variety of studio art and art history courses similar to the following Armstrong courses or the applicant will need to take the equivalent courses on the undergraduate or graduate level as part of this program of study.

- ARTS 1020 – 2D Design
- ARTS 1030 – 3D Design
- ARTS 1010 – Drawing I
- ARTS 2011 – Painting I
- ARTS 2400 – Introduction to Photography
- ARTS 2150 – The Computer in Art
- ARTS 2400 – Introduction to Craft
- ARTS 3300 – Ceramics I
- ARTS 3400 – Printmaking I
- ARTS 3700 – Figure Sculpture; ARTS 3330 – Ceramic Sculpture; or other sculpture class
- ARTS 2710 – Art History I
- ARTS 2720 – Art History II
- ARTS 5750U or ARTS 5750G – Contemporary Art History and Criticism

***Note: Individuals who don’t meet the GPA requirement and don’t qualify for an exemption should take the Miller Analogies Test (MAT) for the following reasons: You can register with one-day’s notice, the test takes one hour, unofficial results are known at the end of the test, and the cost is $90 or less.

MAT testing locations: The test is administered every day (except weekends and holidays) in Savannah and at two outlying locations. You may be able to make an appointment as late as the day before you want to test if space is available.

- Savannah: Call Armstrong’s Testing office at 912-344-2582 -- $75 (Plus some Saturdays)
- Savannah: Call Troy University at 912-921-1164 -- $90
- Brunswick: Call Troy University at 912-264-9268
- Statesboro: Call Georgia Southern University at 912-478-5415 (Plus one Saturday a month)

Visit www.milleranalogies.com for free study guides and practice tests.

****Note: See GACE testing information in next section.
GACE testing for graduate post-bac programs

GACE program admission and content assessments

Overview
There are two kinds of GACE (Georgia Assessments for the Certification of Educators) tests: the program admission assessment (three tests) and content assessments (two tests).

GACE assessments
The GACE program admission assessment consists of three basic tests: reading, math and writing. Everyone wishing to become a Georgia teacher must pass all three tests or qualify for an exemption. The passing score on each test is 250.

The GACE content assessment for every field (except middle grades) consists of two tests. Everyone wishing to become a teacher must pass the content assessment for their field. There are no exemptions; however, the GACE art content assessment is not required until the semester prior to the graduate internship. Scoring at least 220, call “induction level” is required to move forward into the Graduate internship and “Professional level” (scoring above 250) is required after becoming a teacher.

Program admission assessment exemptions
One of the following can serve as an exemption for the program admission assessment:

- SAT score of 1000 (Critical Reading/Verbal and Math combined)
- ACT score of 43 (English and Math combined)
- GRE score of 297 (Verbal and Quantitative combined) – or 1,030 before 8/1/11
- Passing score on PRAXIS I or composite score of 526 if taken before 3/5/07
- Master’s degree or above from an accredited institution (This exemption expires 7/1/15.)

Costs
Program admission assessment:
- A single test -- $78
- Any combination of two tests on the same day -- $103
- All three tests on the same day -- $128

Content assessment:
- A single test -- $123
- Both tests on the same day -- $193

Test information and registration
Everything needed to learn about GACE assessments (including free study guide questions) and register for tests (including finding test dates and locations) can be found at www.gace.ets.org.

Before registering for a test, create a MyPSC account (to obtain a Georgia certification identification number, which is needed to register for a GACE test) on the www.gapsc.com website.

Individuals applying for graduate programs do not need school approval in order to register.
Selecting a test date
For the 2014-2015 school year, GACE testing will take place on weekdays and weekends during the following periods (called “testing windows”):
- October: 17-31
- November: 1-5 and 14-23
- December: no testing
- January: 9-28
- February: 6-25
- March: 6-25
- April: 10-18 and 21-30
- May: 1 and 8-27 and 29-31
- June: 1-17

If needed, a test can be retaken after 30 days.

Finding a test location
Tests can be taken at test centers in Georgia, across the United States and throughout the world. From the www.gace.ets.org home page, under “Quick Links,” click on “Test Centers and Dates.” Enter the zip code for U.S. locations or select a country for international locations. In Savannah, the test is offered at Armstrong and at the Prometric Test Center (located in the Sylvan Learning Center, building 100, in the Central Park complex) at 340 Eisenhower Drive.

Test codes to use when registering
- Program admission – Reading (200), Math (201), Writing (202) or Combined (700)
- Art Education – Test I (109), Test II (110) or Combined (609)

How to find the free study guides
1. Go to www.gace.ets.org
2. On the right side of that page, click on "Get Official GACE Test Preparation Resources."
3. Near the top of that page, click on "Test Prep Materials."
4. In the dropdown menu box (“Select an assessment”), select the study guide you want: “Program Admission” or the specific content assessment (such as “Science”).
5. In the Study Companions section, click on the PDF file to download the study guide.

Interactive practice tests also are available if you want to purchase them. A subscription for each test (not each assessment) costs $15. A subscription is good for 10 uses or for 90 days after the first use, whichever comes first.

Questions
Contact ETS GACE customer service at 855-225-7178 (7 a.m. to 6 p.m. Eastern) or gace_inquiries@ets.org for questions about assessments, registration, test dates, etc. Contact Greg Dziuban at greg.dziuban@armstrong.edu or 912-344-2568 about admission to Armstrong graduate programs.
Georgia educator ethics assessment

Overview

An assessment dealing with ethics – divided into two parts – is now required for people who want to become teachers in Georgia:

1. Georgia Educator Ethics – Program Entry (test code 350): required prior to beginning an initial certification program (such as a master of arts in teaching program)
2. Georgia Educator Ethics – Program Exit (test code 360): required prior to completing an initial certification program

The goal is to help future educators become familiar with, understand and apply the Georgia Code of Ethics for Educators, as well as comprehend and embrace the principles of ethical decision-making in an educational context.

The assessment consists of a series of seven (7) interactive modules that combine instruction about real-life scenarios with end-of-module tests. The modules focus on professionalism in education – in teachers’ relationships with their students, their schools and their communities – as well as on ethical understanding to guide decision-making and the specific regulations and expectations faced by educators.

Test accessibility

The assessment can be accessed from any computer or tablet that has Internet access.

No time limit

Each module should take approximately 30 minutes; however, there is no time limit.

Cost

Each of the two sections costs $30. (The fee is not refundable.)

Ethics Program Entry (test code 350) – REQUIRED for admission

Who must take the test

Anyone entering an initial certification program in fall semester 2014 must take the assessment prior to December 31, 2014.

Anyone entering an initial certification program after fall semester 2014 must take the assessment prior to program admission.

Scoring

Although there is no passing score, all training modules and end-of-module tests must be completed to receive credit for taking the test.
Registration instructions

2. Select “7” as the reason for testing: “You are taking the Georgia Educator Ethics assessment.” (This makes you eligible to take the test.)
3. Wait (usually a day or two) for the GaPSC to send your eligibility information to ETS (the test agency).
4. Receive an email from ETS with a link to the Educator Ethics assessment system.
5. Access the Educator Ethics assessment system
   a. Create an account (The registration system is different from other GACE assessments.)
   b. Register and pay for the assessment.

Score reporting

Make sure to add Armstrong State University as a score recipient when you register.

**Ethics Program Exit (test code 360) – NOT REQUIRED for admission; required for program completion**

Who must take the test

Anyone who completes an educator-preparation program after January 1, 2015 must pass the ethics exit test prior to program completion in order to qualify for an induction certification or a certificate of eligibility.

Scoring

The score report will indicate “Passed” or “Not Passed” (with no score included). You have five attempts to pass each end-of-module test and an end-of-course test before another fee must be paid to regain access to the test.

Registration instructions

1. Obtain Armstrong College of Education approval (eligibility) to take the test
2. Create or update your MyPSC account at www.gapsc.com.
3. Select “2” as the reason for testing: “Your scores will automatically be sent to the GaPSC and your program provider.”
4. Wait (usually a day or two) for the GaPSC to send your eligibility information to ETS (the test agency).
5. Receive an email from ETS with a link to the Educator Ethics assessment system.
6. Access the Educator Ethics assessment system
   a. Create an account – if you do not already have an educator ethics assessment account (The registration system is different from other GACE assessments.)
   b. Register and pay for the assessment.

Score reporting

Program providers automatically receive scores for test takers who indicate Reason 2 as their reason for testing. You do not need to add Armstrong as a score recipient.
**Application checklist**

The application process for admission to the post-baccalaureate, non-degree teacher certification program in art education consists of applying and submitting documents to the university (through the Graduate Admissions office) plus meeting the admissions requirements of the College of Education and the sufficient academic preparation requirement of the Department of Art, Music and Theatre.

**SUBMIT APPLICATION AND ALL OTHER REQUIRED ITEMS TO GRADUATE ADMISSIONS**

-- Submit material all together in a single package or in a piecemeal fashion

Please use the checklist below to ensure all required documents are submitted to Graduate Admissions and determine which office can answer questions about specific admissions requirements:

**Graduate Admissions** can answer questions about the following admissions requirements:

___ Graduate application (Complete the online or paper version.)
___ Non-refundable application fee of $30 (check, money order or cash)
___ One (1) official transcript from all schools attended – undergraduate and graduate – whether or not a degree was earned

- The preferred method of delivery is electronic. Schools that issue official transcripts electronically should submit them to sarah.capurso@armstrong.edu.
- Official transcripts can be mailed directly to Graduate Admissions from the attended institution or, if in the institution’s sealed envelope, supplied by the applicant. (See address below.)
___ Certificate of immunization (using the proper form)
___ Lawful presence verification – required for all applicants seeking in-state tuition (Most applicants can submit a copy of their Georgia driver’s license to satisfy this requirement.)

**The College of Education** can answer questions about the following admissions requirements:

___ COE letter of intent – by the applicant (using the cover letter and specified format)
___ Two (2) initial disposition assessments – using the proper form (The assessments should be completed by people with credibility and objectivity – such as current or former supervisors, colleagues or faculty members, etc. Initial disposition assessments take the place of letters of recommendation.)
___ Passing the GACE program admission assessment OR qualifying for an exemption
___ Taking the GACE Georgia Educator Ethics – Program Entry test (See the “GACE testing” section of this information packet.)
___ Current, clear background check through CertifiedBackground.com OR signed Employment Verification Form (only if applicant is a full-time teacher of record in a Georgia public school)

**The Department of Art, Music and Theatre** can answer questions about sufficient academic preparation.
SUBMIT APPLICATION AND ALL OTHER REQUIRED ITEMS TO GRADUATE ADMISSIONS

Contact information is as follows:

Office of Graduate Admissions
Armstrong State University
Victor Hall, 1st Floor
11935 Abercorn Street
Savannah, GA 31419
912-344-2798 or 800-633-2349
Fax: 912-344-3417
graduate@armstrong.edu

College of Education
Armstrong State University
University Hall 271
11935 Abercorn Street
Savannah, GA 31419
912-344-2568
Fax: 912-344-3436
greg.dziuban@armstrong.edu

Department of Art, Music and Theatre
Attention: Dr. Tom Cato
Armstrong State University
11935 Abercorn Street
Savannah, GA 31419
912-344-2556
tom.cato@armstrong.edu
Financial aid information

Individuals applying to non-degree programs generally are not eligible for financial aid; however, each person needs to discuss his or her individual situation with the appropriate Armstrong office. In most cases, this is the Financial Aid office at 912-344-3266. Following are some things that applicants should know about loans, scholarships and grants, graduate assistantships and military educational benefits.

**Non-teacher Scholarships**: Other scholarship opportunities within and outside Armstrong. To learn more, visit www.armstrong.edu/Departments/financial_aid/finaid_scholarships. These scholarships will have different eligibility requirements, application procedures, values and deadlines.

**Graduate Assistantships**: Professional growth, development and financial assistance for graduate students through supervised work experiences. Assistantships are limited and competitive. Students are not required to work in their designated program of study. For more details and an application, visit www.armstrong.edu/Departments/graduate_studies/graduate_assistantships_students.

**Military Educational Benefits**: Individuals with questions about educational benefits through the military should contact the Armstrong Veteran Affairs Coordinator at 912-344-2948 or send an email to laura.pallini-bolton@armstrong.edu.
Getting certified to teach: Tiered certification

Overview

Rather than a teacher candidate securing a clear renewable certificate at the completion of his or her educator-preparation program, the Georgia Professional Standards Commission (GaPSC) has created a four-tiered certification structure. Additionally, the GaPSC will not issue the relevant certificate until the completion of an educator-preparation program AND employment by a school.

Reason for the change

The new requirements under tiered certification will ensure that teachers enter the profession better prepared. In addition to identifying excellent teachers and recognizing their accomplishments, the tiered certification structure will offer increased opportunities for professional growth to teachers who remain in the classroom. Because the tiers are not tied to compensation, certificate pay levels (such as T-5 for people who complete a master of arts in teaching program) will determine placement on the salary schedule.

The four tiers

1. **Pre-service certificate**: Upon being accepted into a graduate initial certification program (which requires the completion of a background check and the Georgia educator ethics – program entry assessment), this is the first tier of certification. Pre-service certification is required to complete field experiences or an internship.
2. **Induction certificate**: This tier replaces the former system that would have resulted in an initial clear renewable certificate. At the completion of an initial certification educator-preparation program, an individual will be qualified for this certificate.
3. **Professional certificate**: After at least three years of experience and a professional-level passing score on the applicable GACE content assessment, teachers may become eligible for one of the following professional tiers:
   a. **Performance-based professional certificate**: After at least two years of evaluation on the statewide Teacher Keys Effectiveness System (TKES)
   b. **Standard professional certificate**: For teachers who do not have TKES evaluations (such as teachers at private schools or in positions outside the classroom)
4. **Advanced professional or lead professional certificate**: Both of these fourth-tier certificates are designed for classroom teachers with at least five years of experience and three years on the TKES system.
   a. **Advanced professional**: For teachers who demonstrate expert classroom practice, as evidenced by exemplary performance ratings and advanced education or National Board for Professional Teaching Standards (NBPTS) certification
   b. **Lead professional**: For teachers who are leaders of their peers with exemplary performance ratings; certification in teacher leadership or an endorsement in teacher leader, coaching or teacher support specialist; and a passing score on the GACE teacher leadership content assessment
Other certification changes

Certificate of eligibility: At the completion of an educator-preparation program, the GaPSC will issue a certificate of eligibility, which demonstrates to potential employers that an individual is qualified for certification. Upon hiring the individual, the school will submit an application to the GaPSC to convert the certificate of eligibility to an induction certificate.

GACE content assessment scoring: Although content exams now have two different passing levels: induction (a score of at least 220) and professional (a score of at least 250), any induction-level passing score on an exam taken before July 1, 2017 will be considered the equivalent to a professional-level passing score.

Educator ethics assessment: The educator ethics – program entry test must be completed before receiving a pre-service certificate and the program exit test must be passed before earning an induction-level certificate.

Content pedagogy assessment: After September 1, 2015, induction applicants will be required to pass a GaPSC-approved content pedagogy assessment called edTPA.

edTPA is a performance-based multiple-measure assessment process designed to answer the essential question of whether new teachers are ready for the job. It is a culmination of a teaching and learning process that documents and demonstrates a teacher candidate’s ability to effectively teach his or her subject matter in actual classroom situations.

Evidence of a candidate’s ability to teach will be drawn from a subject-specific learning segment of 3-5 lessons from a unit of instruction taught to one class of students. Materials assessed as part of the edTPA process include video clips of instruction, lesson plans, student work samples, analysis of student learning, and reflective commentaries. Based on the submitted evidence, which is reviewed by trained scorers, faculty and candidates can discuss the impact of candidates’ teaching performance on student learning and determine ways to improve teaching. The candidate’s portfolio is sent to outside evaluators hired by the Pearson testing and assessment company. The cost to the teacher candidate is $300, which may be added as a student fee.
Additional information

Application and required forms
We will email a graduate application and all required forms and instructions to any interested party.

Cost = tuition + fees
Cost for a semester is a combination of tuition (which depends on the kind and number of courses taken), mandatory fees (which are a flat rate per semester based upon the kind, but not the number, of courses taken unless four or fewer credit hours are taken) and book expenses (which vary by course). For the 2014-2015 academic year, the cost of tuition plus required fees each semester follows.

Tuition
- Face-to-face courses (in-state rate): $206 per credit hour
- Face-to-face courses (out-of-state rate): $763 per credit hour
- Online courses: $400 per credit hour

Active members of the military and their family along with residents of Jasper and Beaufort counties in South Carolina can qualify for in-state rates. Additionally, individuals who live outside Georgia but are full-time employees at a public school in Georgia are eligible for in-state tuition. Check the Armstrong web site or Graduate Catalog for an explanation of fees, residency requirements and other financial policies.

Mandatory fees each semester*
For on-campus only or combination of on-campus, off-campus and online: Total of $737

For online or off-campus only: Total of $310 (“Off-campus” is physically outside Chatham County.)

Candidates who take four or fewer credit hours in a semester pay a reduced institutional fee of $125 rather than $250; therefore, their total fees are $612 or $185, respectively, that semester.

Breakdown of fees*
- Institutional fee $250**
- Technology fee $60**
- Activity fee $49***
- Athletic fee $190***
- Recreation center fee $43***
- Health fee $20***
- Success center fee $110***
- Student ID fee $15***

*Note: Every candidate except active duty military members must pay the institutional fee and technology fee.

**Note: Active duty military do not pay the institutional fee but must pay the technology fee.

***Note: If any on-campus course is taken in a semester, the candidate must pay all fees listed that semester. Candidates taking online or off-campus courses exclusively pay only institutional and technology fees that semester.
Other fees
Other fees could include an annual parking fee of $50 (which runs from August 1 through July 31 each year). There also are late-registration and late-payment fees of $54 for individuals who fail to register or pay by designated dates. Further, a $325 teacher education practicum fee will be added to tuition when an individual enrolls in the internship.

Accreditation
Armstrong educator-preparation programs have been approved by the Georgia Professional Standards Commission (PSC), which regulates teacher certification in Georgia, and accredited by the National Council for Accreditation of Teacher Education.

When to start the program
Individuals can apply to the College of Education to begin this program in any semester.

Transfer credit
If graduate or undergraduate courses from another institution are equivalent to courses required in the Armstrong program of study, the College of Education department head may accept a maximum of six semester hours of transfer credit.

Immunizations
The University System of Georgia (which includes Armstrong) has an immunization requirement that uses, as documentation, a Certificate of Immunization form signed by a health care provider. The Graduate Admissions Office will determine if existing immunization records satisfy the requirement. Immunization for measles, mumps, rubella and chicken pox can be satisfied with a titer test, a simple blood test that indicates immunity to these four diseases. A tetanus shot is required within the last 10 years.

Lawful presence verification
The University System of Georgia requires anyone seeking in-state tuition to be in the United States legally. The easiest way to fulfill this requirement is to provide the Graduate Admissions Office with a copy of a current Georgia driver’s license issued after Jan. 1, 2008.

Internship/field experience
The internship consists of 15 weeks of full-time student teaching in an approved school. Candidates will be placed in a school in the county they request. Individuals already working as a full-time teacher in a public school or accredited private school will be able to serve their internship in their own school if they are teaching in the same field as their Armstrong program. Every class requiring field experience will include 40 to 50 hours in an approved school classroom. The candidate’s convenience will be taken into consideration when making a placement; however, the most convenient schools will not always be available.

Teaching certification
In order to teach full-time in a public school in Georgia, an individual must be certified in the field in which he or she wants to teach. To teach art (pre-kindergarten through grade 12), there is a single teaching field called “art education.” This program leads to certification at the T-4 level.
Veterans assistance
The state of Georgia has approved Armstrong as a training facility for veterans applying for VA educational benefits. The Armstrong Office of Veteran Affairs provides assistance to approximately 600 students attending the university. Our VA Coordinator is Laura Pallini-Bolton, who can be reached at 912-344-2948 or laura.pallini-bolton@armstrong.edu.

Certification reciprocity with other states
In some instances, a certified Georgia teacher may receive a full certificate in a new state without having to satisfy any additional requirements; in other cases, the receiving state may impose additional requirements – such as coursework, assessments or classroom experience – that must be met within a specified period of time.

International applicants
In addition to items required from all applicants, international applicants have other requirements. To demonstrate English-language proficiency, applicants must pass the TOEFL (score of 70 for Internet-based or 523 for paper-based) or the IELTS (overall band score of 6.5 for Academic Test). Also, all non-U.S. transcripts must be translated and evaluated to indicate the minimum equivalency of a four-year U.S. bachelor’s degree, course-by-course evaluation and overall grade-point average. Armstrong accepts from both Josef Silny and World Education Services; however, of these agencies, the Georgia PSC, which also requires a transcript evaluation, accepts only Josef Silny.

Program or start-date changes before being accepted
Anyone who applies for admission and, before being accepted, wishes to change the proposed program or start date should email a request to Graduate Admissions (graduate@armstrong.edu) with a copy to the graduate admissions coordinator (greg.dziuban@armstrong.edu) in the College of Education. Graduate Admissions will confirm to the applicant that the application was revised.

Program or start-date changes before the semester begins
Anyone who is accepted to a program and, before he or she starts classes, wishes to change to another program or move the start date should email a request to the graduate admissions coordinator in the College of Education. If admissions requirements for the requested program have been satisfied and the start date is acceptable, the graduate admissions coordinator will forward the request to Graduate Admissions and indicate that the College of Education supports the request.

Program changes after beginning classes
Any candidate who is taking classes and wishes to change to another program should email a request (including the reason for the change) to the graduate admissions coordinator in the College of Education. If admissions requirements for the requested program have been satisfied, the graduate admissions coordinator will complete the Change of Degree Objective form, secure the necessary College of Education approvals, and deliver the signed form to the Registrar’s office. The Registrar will notify the candidate that the change will take effect at the beginning of the next semester.
**Tort liability insurance**
Before enrolling in a course that includes time in a public or approved private school classroom, candidates must purchase tort liability insurance. This insurance covers expenses for possible civil suits against candidates during field experience or an internship. Insurance is available through a student membership in a professional education association for $7 or less per year.

**Questions**
All admissions questions about the letter of intent, initial disposition assessments, GACE testing and exemptions, and the background check or employment verification form should be directed to Greg Dziuban, College of Education graduate admissions coordinator, at 912-344-2568 or greg.dziuban@armstrong.edu.

All admissions questions about the application, application fee, transcripts, immunizations and lawful presence should be directed to Graduate Admissions at 912-344-2798 or graduate@armstrong.edu.

All questions about the program and sufficient academic preparation should be directed to the Department of Art, Music and Theatre at 912-344-2556 or tom.cato@armstrong.edu.