

Are the courses synchronous, asynchronous, or both?

The attendance and participation requirements can be found on the website description and in the course syllabus for each individual class. While requirements may vary slightly from class to class, Music ConstructED strives to offer courses that allow maximum flexibility to accommodate classroom music teachers' busy schedules.

What will the class size be?

To ensure a quality learning environment, Music ConstructED graduate courses will have no fewer than 10 students and a maximum of 30. If a class is in high demand, we may open a second section to accommodate additional students.

Who will be awarding graduate credit for this class and how will I access my transcript for proof of completion?

Music ConstructED is partnering with Colorado State University – Pueblo, to act as our accrediting University. CSU Pueblo will be providing graduate credit upon successful course completion.

For proof of graduate credit, students will be able to request a transcript from the CSU Pueblo Registrar. [This link](#) takes you to an info page on CSU-Pueblo *Graduate Studies in Education*. For more information or to request transcripts, scroll down and click on “transcripts.”

Will these classes count toward requirements of my own graduate program or salary advancement?

Courses offered by Music ConstructED are continuing education graduate credit courses vetted and accredited by Colorado State University—Pueblo, which is regionally accredited by the Higher Learning Commission (HLC).

Credits earned at the 500 level may be used for license renewal and for lane changes in school districts. Classes at the 501 level may also be eligible for transfer into graduate degree programs at other institutions. Please review your school, district, and state requirements for licensure and advancement prior to registering for credit through CSU-Pueblo.

Music ConstructED *cannot guarantee* that graduate credits will count toward requirements at other institutions. It is therefore *strongly advised* that you check with your institution *in advance* of enrolling in courses to verify that credits earned will count toward your goals of program completion, salary advancement, or license renewal.

How are Music ConstructED courses graded?

All Music ConstructED Graduate Courses will be graded with either a letter grade for 501-level courses, or a P/NP for 500-level courses. Specific grading criteria for each course will be clearly defined in the syllabus.



MUSIC CONSTRUCTED GRADUATE COURSE FAQ's

Students have the option of enrolling in MusicConstructED Courses without earning Graduate Credit, in which case, they will receive a Certificate of Participation from Music ConstructED, which details the course title, date and the total number of hours devoted to the course (based on a combination of live and student effort hours).

What will my time commitment be for a 1-credit course? 2-credit class? A 3-credit class?

In order for Music ConstructED's courses to adhere to Colorado State University—Pueblo's rigorous accreditation standards as set by the U.S. Department of Education, students must engage in at least 37.5 hours of academic effort per graduate credit hour, if taking a course at the 501 level. Courses at the 500 level require 15 hours of academic effort per graduate credit hour. Each course is clearly labeled as a 500-level or 501-level course on the website and syllabus.

How do I submit proof of meeting prerequisite requirements?

In order to be eligible to earn graduate credits, students will need to submit proof of completion of a bachelor's degree to CSU-Pueblo by the end of the second week of the course. Note: For students who attended US institutions, you do not need to submit an official transcript; rather, a copy of a transcript is sufficient.

Non-U.S. Institution Transcript Requirements

For academic coursework pursued at a non-U.S. institution, Colorado State University Pueblo requires candidates to provide and pay for translated, certified, and authenticated documents via a third-party agency authorized by the National Association of Credential Evaluation Services regardless of a candidate's residency status.

The following agencies are approved by CSU Pueblo and will ensure a more rapid acceptance and evaluation of transfer credits:

1. World Educations Services Inc. (WES ICAP)
 - Course-by-course evaluations
 - <https://www.wes.org/evaluations-and-fees/education/freshmanadmissions/>
2. Educational Credential Evaluators Inc.
 - High school and university level course-by-course evaluations
 - <https://www.ece.org/ECE/Individuals/Education-Reports>
3. Academic Evaluation Service
 - Comprehensive evaluation for high school, secondary, higher education, and university level documents
 - <https://aes-edu.org/website/home/service.cfm>

The evaluation report must include a copy of the foreign credential and contain the following items:

1. Evaluation and verification of official documentation
2. US equivalence for each educational credential



MUSIC CONSTRUCTED GRADUATE COURSE FAQ's

3. Course-by-course analysis; including credits
4. Unit (high school), credit (university-level), and grade equivalents
5. Established US equivalent degree or years of study for higher education documents submitted
6. US grade point average (GPA) on a 4.0 scale
7. Date of graduation; if applicable
8. Accrediting body information

In addition, official transcripts, along with a completed set of mark sheets must be submitted from the sending institution (note: usually the agencies above can forward them to CSU Pueblo with the student approval). Transcripts must show courses taken, grades earned, length of classes, and length of school terms. Transcripts are required from each and every collegiate institution attended during and after graduation from high school. All transcripts must bear the official seal of the issuing institution and must be sent by that institution.

Official documents should be mailed to:

Dr. Melinda Lien

CSU – Pueblo at Colorado Springs

2864 S. Circle Drive, Ste. 210

Colorado Springs, CO 80906

For faster processing, submit all documents electronically to:

melinda.lien@csupueblo.edu

Refund Policy for Music ConstructED Graduate Courses

Within 14 days: For a period of 14 days prior to the start of the course, a full refund will be given on the total amount of tuition fees paid less processing fees and registrar fees at the time of cancellation. The student must notify Music ConstructED in writing via email or letter received on or before the 14-day period. If you apply for a refund inside of the 14 days our refund policy does not apply. However, you do have the option of enrolling in a different MCED course with a registrar fee of \$55 per graduate credit.

The onus is on the student to ensure and confirm that written notification of withdrawal is received. Music ConstructED is not responsible for lost messages or mail.

Other Questions?

email: service@musicconstructed.com

