

## Admission, Retention, and Exit Requirements/Policies in Teacher Education

Admission to teacher education is required for all candidates expecting to complete a teacher education program leading to initial licensure in any teaching field. Level I admission is required for enrollment in designated upper division professional education courses.

### Level I Admission

Effective September 1, 2001, the following minimum requirements must be met for admission to the teacher education program. Individual programs may have further requirements for admission.

- A. Submission of an Admission Affidavit stating that the candidate has never been convicted of any crime that would prevent the issuance of a teaching license (Act 1313 of 1997 and Act 752 of 2001). This form must be submitted in person to the Office of Candidate Services and Field Experience during the semester the candidate is seeking admission into the teacher education program. Candidates applying for admission or entering field experiences must have an approved background check. Please contact the Office of Candidate Services and Field Experience for information regarding this requirement.
- B. Submission of the Internship Waiver
- C. A cumulative 2.5 GPA on all coursework attempted. Prior to full admission, transfer students with no previous coursework at UCA must also establish a 2.5 GPA in a minimum of twelve semester hours completed at UCA.
- D. Courses in written communications (WRTG 1310 and 1320), oral communications (SPCH 1300), mathematics (MATH 1360 or above), and Education as a Profession (EDUC 1300), must be completed with no grade less than a **C**. Some majors require College Algebra (MATH 1390) for admission. Additionally, candidates must pass the Educational Technology Competency Exam **OR** complete Basic Educational Technology Skills (EDUC 1240) with a C grade or better. Majors in P-4 education must also complete Foundations of Early Childhood Education (ECSE 3300) with at least a C grade.
- E. Completion of the Praxis I Pre-Professional Skills Test (PPST) according to current UCA established minimum scores: PPST Reading 172; PPST Math 171; PPST Writing 174. Candidates are advised to take the Praxis I during the freshman year. Admission to the program will be delayed until minimum scores on each section are achieved.
- F. Successful completion of forty-five semester hours.
- G. Submission of two recommendations for admission from UCA faculty (one recommendation must be completed by the instructor of EDUC 1300 or ECSE 3300).
- H. Successful candidate interview and recommendation for admission by major area faculty. Candidates will register for the interview in the Office of Candidate Services and Field Experience. Items A-F will be forwarded to the candidate's major academic department prior to the interview dates established by the department. Interview registration deadlines are listed in the next column.

**Candidates may not pre-register for upper-level professional education courses unless all requirements listed above are complete prior to the time of pre-registration.**

## **Level II Admission/Exit Requirements**

Level II of the teacher education program consists of a fifteen-week placement (Internship II) in an accredited and approved public school setting with a mentor teacher who is fully licensed in the candidate's major area of study. Internship II requires a candidate's complete attention to the K-12 students, school, and Internship II requirements. Therefore, candidates will not be permitted to take any coursework during Internship II. Academic departments may have additional requirements. Please consult the academic program coordinator for these requirements.

### **Level II Admission**

Minimum cumulative and major GPA of 2.5

Acceptable scores on the summative evaluation of the Level I performance standards based upon the Teacher Performance Outcomes Assessment (TPOA)

Recommendation of major area faculty

Submission of Praxis II Subject Area Test(s)

Completion of all major and professional education requirements with a C or better

Completed Internship II application

### **Level II Exit**

Minimum cumulative and major GPA of 2.5

Successful completion of Praxis II Subject Area Test(s)

Acceptable scores on the summative evaluation of the Level II performance standards based upon the Teacher Performance Outcomes Assessment (TPOA) and supported by the Internship II portfolio

Submission of scores on the Praxis II Principles of Learning and Teaching or subject-specific pedagogy exam

Completion of Internship II with a C or better

Successful completion of all program key assessments

**NOTE:** Candidates who successfully exit Level II will have earned their baccalaureate degree; however, they will not be recommended for licensure until they have successfully completed the Praxis II Principles of Learning and Teaching (PLT) or subject-specific pedagogy exam. This exam is typically taken during the Internship II semester.

## **Retention in the Teacher Education Program**

Following acceptance to a teacher education program, a candidate's good standing will be reviewed before admission to Level II and upon completion of Level II and possibly revoked by program faculty if:

1. The candidate fails to exhibit responsible and professional behavior in all classes, field experiences, and interactions with peers and faculty, as judged by the program faculty, mentor teachers, and other school personnel.
2. The candidate violates the student code of conduct or criminal law.
3. The candidate earns a grade less than “C” in any required lower or upper division course in the candidate’s major.
4. The candidate’s UCA GPA falls below 2.5.
5. The candidate fails to meet the required course or program prerequisites, especially for field-based teaching methods courses and internship.
6. The candidate’s knowledge, skills, and dispositions are judged by two or more instructors and/or mentor teachers to be unsatisfactory.
7. The candidate does not complete an internship satisfactorily.

A formal review by the program faculty will occur before a candidate will be allowed to enroll in internships. The outcomes of this review will determine whether the candidate will be permitted to continue in the teacher preparation program. The review may result in a remediation plan rather than dismissal. Decisions to remove a candidate from the teacher education program will be made by the program faculty and forwarded by the Program Coordinator to the Department Chair, the appropriate representative in Candidate Services and Field Experience, and the Assistant to the Dean in the College of Education.

### **Retention in Field Experiences/Internship I/Internship II**

A candidate may be removed from a field experience when any of the following occurs:

1. The appropriate school authority states that the teacher education candidate’s presence in the classroom is not in the best interest of the public school’s students and/or requests that the teacher preparation candidate be removed.
2. The joint decision of the appropriate Program Coordinator and Department Chair in consultation with the appropriate representative in Candidate Services and Field Experience, Mentor Teacher, and University Supervisor states that the circumstances are such as to prevent the development and/or maintenance of a satisfactory learning environment.
3. The candidate exhibits unprofessional/unethical behavior.
4. A decision has been reached that the teacher education candidate cannot receive a satisfactory grade in a field experience course.

### **Placement Decisions**

Academic program areas and the appropriate representative in Candidate Services and Field Experience will determine field placements (including Internship I and II).

### **Policy for adding Internship II Sites Outside the 60 Mile Radius (May, 2009)**

A teacher preparation program may apply for an exemption to the 60 mile radius Internship II placement policy by sending a written request to the Standard 1 Standing

committee (Undergraduate Program Coordinators). This exemption request must document limited, acceptable placements in the specific content area within the 60 mile radius. The program area agrees to cover the cost of the supervision beyond the 60 mile radius (Candidate Services will cover the first 60 miles if funds permit). In addition, the following conditions must be met prior to submitting the request:

- The chair of the department has approved the site and understands that the department will cover the additional travel expenses.
- The universities/colleges currently using that school have been contacted and approve the request for the UCA candidate to be placed in that school.
- The school principal is contacted to ensure the mentor is willing to take a UCA candidate.

If the approval is granted by the committee, it will apply for a single semester since the above documentation would have to be provided each time a student is placed in a school used by other universities/colleges.

### **Appeals of Admission, Retention, and Placement Decisions**

If the candidate so desires, s/he may submit a formal appeal of an admission, retention, or placement decision related to these policies. The candidate must first request exception to the policy in writing to the program coordinator and department chair. An appeal must be based on exceptional and extenuating circumstances and other pertinent information not previously available or considered. Should the request be granted, the program coordinator and department chair will send written notification of the exception with their signatures to the Office of Candidate Services and Field Experiences. If the candidate is not satisfied with the decision of the program coordinator/department chair, s/he may appeal to the next level. This second level formal appeal must be submitted in writing to the Dean of the College of Education (COE) within **five** business days of being notified of the departmental appeal decision. The COE Dean will transmit the appeal to the Standard 1 Standing Committee. If the candidate is not satisfied with the decision of the committee, s/he may make a formal appeal to the COE Dean in writing within **five** business days of the committee's decision. If unsatisfied with the Dean's decision, the candidate may appeal to the Provost in writing within **five** business days of the Dean's decision.

All appeals concerning Internship II policies should be submitted by October 15 for spring Internship II and by February 15 for fall Internship II.

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