

SOE Program Admission Policy and Procedure

Students enrolled in a Teacher Certification program must obtain SOE Program Admission in order to progress to completion of the program. To obtain this status, a student must meet all the requirements specified for SOE Program Admission. This status is maintained as long as a student remains enrolled in a SOE program and continues to meet all necessary requirements.

Program Admission is granted by the Dean of the School of Education. Status may be revoked by the Dean in consultation with the appropriate Department Chair. Status may be lost for reasons which include but are not limited to

- Failure to maintain the required GPA
- Failure to complete remediation steps as assigned by the Dean/Dept. Chair
- Unresolved Disposition/Ethical issues
- Violations which change Clearance status

To obtain SOE Program Admission status, the following requirements must be met:

1. A student must earn a minimum of 48 credits by the end of the semester in which they apply for Program Admission.
2. All pre-admission courses as identified by the program must be passed with a grade of C or above.
3. A student must have an earned GPA of 2.8 at the time of Program Admission.
 - a. A GPA of 2.9 is required to enroll in student teaching and a GPA of 3.0 is required for Pennsylvania Teacher Certification. It is up to the student to do what is necessary to obtain or maintain the necessary GPA to continue progressing through the Teacher Candidate program.
 - b. If a student falls below a 2.8 after program admission, the student will lose Program Admission status and will be required to meet with the Dean and respective Department Chair to determine next steps.

(attach hard copy of transcript to the application as evidence of the above)

4. A student must complete and pass the Basic Skills requirements set by the state.
 - a. The **Office of Field Services** website includes full information on Basic Skills requirements.
 - b. Basic Skills requirements include 3 sub-areas: Reading, Writing, and Mathematics. These requirements can be fulfilled by obtaining passing scores on the ETS Core exam, the PAPA, the ACT, or the SAT, or a combination of scores can be used to meet this requirement.
5. A student must have a complete milestones on all required clearances including:
 - a. Act 24 – Criminal Record Self-Disclosure **(attach most current with application)**
 - b. Act 33/151 – Child Abuse Check
 - c. Act 34 – PA Criminal Record Check
 - d. Act 114 – FBI Record Check
 - e. Act 126 – Child Abuse Mandated Reporter Training

6. A student must obtain and maintain a \$1,000,000 Liability Insurance policy.
 - a. The **Office of Field Services** website includes information on the acceptability and accessibility of these plans.
7. A student must have a current negative 2-step TB test.
8. Early Childhood, Early Childhood/SPED, and Special Education majors are required to have documentation of a passed physical as required for field work in Early Childhood settings.
9. A student must have record of attending the Sophomore Mandatory Meeting on Program Admission.
10. A student must maintain a professional disposition.
11. All students must purchase Chalk & Wire and all evidence for program admission should be uploaded by the student to his/her account.

A current completed Act 24 and a hard copy of an unofficial transcript must be printed and attached to the Program Admission application.

Applications should be completed by the student, reviewed with the advisor, signed, and taken to the appropriate Department Chair for initial review. Chairs will pass acceptable applications on to the Office of the Dean for final approval.

Students will be notified via email of status after the application is processed.