

Admission Policies and Procedures for Teacher Education

ADMISSION REQUIREMENTS FOR REGULAR STUDENTS.

Students seeking admission must:

1. Complete the formal application for the program.
2. Be interviewed by the Director of Teacher Education or by a member of the Teacher Education Committee.
3. Submit a cumulative grade point average of 2.50 or higher on a 4.0 scale on all college course work completed.
4. Have completed 60 hours of course work.
5. Submit written recommendation from their major advisor and from one other faculty member of their choice.
6. Achieve a minimum or higher score on PRAXIS I as established by the North Carolina State Board of Education.
7. Have successfully completed Speech101 and be certified as having good oral and written expression.
8. Be officially approved for admission by the Teacher Education Committee.
9. Complete Education 205-*Introduction to Teaching: Classroom Observation* with a grade of B or better.

ADMISSION REQUIREMENTS FOR TRANSFER STUDENTS.

Students seeking admission must:

1. Be accepted for admission to the college.
2. Be interviewed by the Director and by the teacher education coordinator of the area in which the student is seeking licensure.
3. Complete the formal application for admission to the Teacher Education Program including two letters of reference from the last school attended written by individuals who can attest to their academic background.
4. Have transcripts of all college work evaluated by the Director of Teacher Education Program and by teacher education coordinator of their chosen licensure area. (Students may submit documentation of significantly related course work and/or professional experience that may substitute for required courses in the licensure area. Decisions as to the acceptability of such courses/experience are jointly made by the above named officials.)
5. Have a written course of study developed by the Director and by the licensure area teacher education coordinator that includes all courses and activities needed for satisfying licensure requirements.
6. Be certified as having acceptable oral and written expression (transcript evaluation, interview, and/or formal assessments).
7. Achieve the minimum or higher state approved score on PPST/CBT (PRAXIS I).*
8. Achieve a minimum 2.5 G.P.A. on the first semester's courses taken at Southeastern College.
9. Be officially approved for admission by the Teacher Education Committee.

* Students who have already obtained an undergraduate degree who are seeking licensure only and who have a G.P.A. of 3.0 or better may be exempted from PRAXIS I (PPST/CBT). Decisions related to this will be made jointly by the Director of Teacher Education and teacher education coordinator in the licensure area that they are seeking.

ADMISSION REQUIREMENTS FOR LATERAL ENTRY STUDENTS

Students seeking admission must:

1. Be accepted for admission to the college.
2. Be interviewed by the Director of Teacher Education and by the teacher education coordinator of the area in which the student is seeking a license.
3. Complete the formal application for admission to the Teacher Education Program including two letters of reference from individuals who can attest to their academic background.
4. Have transcripts of all college work evaluated by the Director of Teacher Education and by teacher education coordinator of licensure area. (Student may submit documentation of significantly related course work and/or professional experience that may substitute for required courses in the licensure area. Decisions as to the acceptability of such courses/experience are jointly made by the above named officials.)
5. Have a written course of study developed by the Director of Teacher Education, and by the teacher education coordinator of the licensure area. This document will include all courses and activities required for meeting licensure requirements.
6. Be certified as having acceptable oral and written expression (transcript evaluation, interview, and/or formal assessments).
7. Achieve a minimum 2.5 G.P.A. on the first semester's courses taken at Southeastern College.
8. Be officially approved for admission by the Teacher Education Committee.
9. Note: When all courses have been completed, evidence of competencies gained have been evaluated, and passing scores have been submitted for the Professional Knowledge Core Battery and for the Specialty Area test, the college will submit a recommendation for licensure to the N.C. Department of Public Instruction.

Southeastern College requires all students to complete 31 semester hours of Foundational Core subjects, 30 semester hours of general education hours, and 12 semester hours of Bible electives. These courses, generally completed during the first two years of college, include six hours of English composition, six hours of history, six hours of liberal arts, three hours of math or science, eight hours of Greek, six hours of Old and New Testament, three hours of psychology, three hours of speech, three hours of health, six hours of Christian doctrine, three hours of computer science, three hours of Christian Growth, and six hours of social sciences. Competency in these basic academic areas is determined by the students successfully completing these courses with a 2.5 or greater G.P.A.

All students must pass the PPST/CBT (PRAXIS I) prior to admission to the program. These three tests, Reading, Writing, and Mathematics, include items from the basic academic courses in these areas. A list of the minimum passing scores as established by the North Carolina State Board of Education will be distributed to all candidates.

Additional evidence regarding competency in the basic academic areas is obtained by the Teacher Education interview team during individual student interviews and by analyzing the quality of student work in Education 205 - *Introduction to Teaching: Classroom Observation*.

Limitation on Courses Students May Take in Professional Education Prior to Formal Admission to the Teacher Education Program

Any student at the sophomore or higher level may take Education 205-*Introduction to Teaching: Classroom Observation*, without making formal application for admission. Students may continue taking education courses in the 300 series while completing the admission process.

Students who apply for admission but do not meet all of the requirements may take no more than fifty percent of the total professional studies courses, excluding student teaching, before being formally approved for admission.

Students are not allowed to take any 400 level professional education courses prior to being officially admitted to the Teacher Education Program.

Students who have completed fifteen hours of professional education courses and have not been admitted to the Teacher Education Program are notified by the Director of the Teacher Education Program that they have reached the maximum number of hours they may take prior to being admitted. At that time, they have the option of taking courses other than professional education courses or transferring to another major of their choice, while completing admission requirements. Students who desire to request an exception to this policy must submit their request in writing to the Director of Teacher Education at least four weeks prior to the beginning of the next semester. The Director will submit the request to the Teacher Education Committee for action and inform the student of the decision prior to the beginning of the next semester.

Student Teaching Policies

ADMISSION

The official procedures for admission to the Student Teaching program are as follows.

Students seeking admission must:

1. Be formally admitted to the Teacher Education Program in which they are seeking licensure.
2. Maintain an overall G.P.A. of 2.50 or better and receive a "C" or better on all professional studies courses.
3. Complete all courses in the Teacher Education Program except those identified as part of the student teaching "block" schedule.*
4. Complete all academic courses in major discipline deemed essential for successful student teaching.
5. Complete formal application for student teaching.

The Director of the Teacher Education Program will inform the student of the decision regarding admission to the student teaching program no later than December 1st before the scheduled student teaching program begins the following semester. Students not approved to do student teaching may reapply if they think their situation has changed significantly.

*Students who only lack a course or two for graduation may be permitted to do student teaching. Decisions in such cases will be made on an individual basis by the Director of Teacher Education and the teacher education coordinator in the licensure area. All required work must be completed prior to graduation.

PLACEMENT

The Teacher Education Committee at Southeastern College will establish partnerships with area school systems in which they place student teachers in appropriate grade level and subject area situations. Specific assignments are mutually agreed upon by the Director of the Teacher Education Program and the individual school systems. Students may request specific school assignments and, to the extent feasible, these are honored. Students may not make their own arrangements for placement. All schools receiving student teachers must be accredited by the Southern Association of Colleges and Schools and by the N. C. State Board of Education.

Retention Policies

Standards and criteria for completion of the Teacher Education licensure programs are explained to students when they make application for admission, in EDU 205, in the Teacher Education Handbook, and students receive a copy of these when they are approved for admission.

When a student submits an application for admission to the Teacher Education Program, a file is established in the college office which includes a checklist of all requirements for licensure, a course evaluation form, PRAXIS scores, grade reports, and monitoring form. (See Table 3, p. 39) for a sample of the monitoring checklist.

Advisors use these materials when counseling students regarding their progress. These files are available to the advisors of the students enrolled in licensure program. Specialty area advisors send copies of student grades and field work evaluations to the college office for inclusion in the official files.

At the end of the student's junior year, a formal monitoring procedure is completed by the Director of the Teacher Education Program. Those students who do not meet the admission requirements are sent a formal letter detailing the deficiencies and giving students information about options. The College has established a policy on graduating without licensure recommendation as outlined below.

A student may receive a degree from Southeastern College with an education major in one of the licensure areas without satisfying all of the licensure requirements. For example, a student who does not maintain the required 2.50 G.P.A. but who satisfies all the other program requirements would not be allowed to do student teaching. Such students could receive a degree in English or social studies or in Bible, assuming they have met the requirements such as total hours earned, etc.

The policy is restated below:

Students who complete all of the required course work with a 2.0 or greater G.P.A. and do not complete the requirements in the Teacher Education Program can receive a degree at Southeastern. For example, students who complete the catalog requirements for a degree in English or social studies, but do not complete student teaching, or who do not pass the PRAXIS/N.T.E. exit exams, or who fail to maintain a 2.5 G.P.A., could be awarded a degree in their discipline if they have the required number of hours and if they have a G.P.A. of at least 2.0. These students are not recommended for licensure.

Students in the program who complete the student teaching program, but do not pass the PRAXIS exit exam(s), may receive a degree but will not be recommended for licensure.

Students desiring admission to the Teacher Education Program who mathematically cannot get their G.P.A. up to the 2.50 requirement, or who do not pass the PRAXIS I entrance tests, will be notified by the Director of the Teacher Education Program when they have completed fifty percent of the professional Education courses that they are no longer eligible to take courses in the Teacher Education Program. At that point, such students are advised of their options regarding degree programs at Southeastern.

Exit Policies

Exit Policies, Including N.T.E /PRAXIS Scores

A checklist of all procedures and steps leading to completion of the licensure program is included in the official education file maintained for each student (Table 3 p. 39). This serves as monitoring checklist, and it is used to trigger official notification at the end of the junior year to students who are not making satisfactory progress toward the completion of their program.

Students who complete all of the requirements listed on the checklist referred to above are eligible to apply for an initial teaching license issued by the North Carolina Department of Public Instruction. Students who complete all requirements except for a passing score on the Professional Knowledge or specialty portion of the PRAXIS II/N.T.E. will be able to graduate, but will not be eligible for licensure until they present passing scores on those parts of the PRAXIS II/N.T.E.

The exit criteria includes the summative evaluation of student teaching which is prepared by the cooperating teacher and the college supervisor. The final recommendation for licensure is made by the Director of Teacher Education who serves as the licensure officer for Southeastern College. This recommendation is based on the successful completion of all requirements, including the local school system's certification of successful student teaching experiences.

Evidence that Students Have Mastered Competencies Required for Their Licensure Area

Students completing a teacher licensure program must complete a specified course of study which includes a balanced program of general studies core courses, specialty courses and professional knowledge courses.

Course syllabi for all specialty and professional knowledge courses are located in the office of the Academic Vice President. These include course objectives which are cross-referenced to specific competencies adopted by the N.C. Department of Public Instruction for each licensure area. By verifying successful completion of these courses, professors attest to the acquisition of these competencies by the students.