

CURRICULAR POLICIES

- A. The Shepherd University faculty are responsible for the Core Curriculum. The Educator Preparation Program Unit and Director of Teacher Education communicate the curricular and pedagogical needs of Teacher Education Programs to the Faculty through the Curriculum and Instruction Committee and the Faculty Senate.

- B. The Shepherd University catalog states:
 - “A student will have a seven-year period to complete requirements under the catalog in effect at the time of entrance. Students may elect to graduate under a later catalog than the one under which they entered; however, students are not permitted to split catalogs.”

 - 1. If more than seven (7) years has elapsed between completion of any Education Studies (Professional and Specialty Studies) course(s) and the completion of the Teacher Education Program, a student must have the ‘expired’ course(s) assessed by the appropriate University faculty and/or Department Chair to determine whether the course satisfies current knowledge standards. If the course is determined not to meet current knowledge standards, the student must retake the current course of the same name or take an equivalent course.

 - 2. State mandated changes, if they occur, override requirements in both the University Catalog and Specialization Handbooks on an implementation schedule determined by the State.

- C. Once a student has been admitted to Shepherd University, any transfer coursework approved by the Registrar, which the student wishes to be applied to meeting Educational Studies requirements, must be approved. In the case of Specialty courses, the approval must come from the Specialization Coordinator or his/her designee. In the case of Professional Studies, the approval must come from the Chair of the Department of Education or his/her designee. It is the student’s responsibility to provide sufficient information regarding the courses under consideration to permit an informed judgment based on the content and thematic requirements of the Teacher Education Program.

- D. All students seeking Elementary or Secondary certification must have a minimum of 45 credit hours above the sophomore (200) level.

- E. The last six hours of coursework toward a degree from Shepherd University must be completed at Shepherd University.

- F. Advisors will not permit advisees to enroll in courses for which prerequisites are not met without prior approval. It is the student’s responsibility to establish a documented case justifying an exception.

- G. Each Specialization area determines the courses that must be satisfactorily completed prior to student teaching.

- H. All required Professional Studies courses, except Student Teaching and its associated seminar, must be completed prior to student teaching.
- I. For students who fail Student Teaching, the grades earned in Student Teaching and the associated seminar will be used in calculating the GPA in Education Studies necessary to enroll in Student Teaching each successive time.
- J. Specialization Coordinators will work with the person coordinating Practicum Services to facilitate field experience and student teaching placements.
- K. Students in consultation with the Specialization Coordinator may make placement preferences known to the person coordinating Practicum Services. Final decisions for placement rest with the Director of Teacher Education or his/her designee.