

SELECTION, RETENTION, COMPLETION, AND CERTIFICATION

Students who have entered Shepherd as a student beginning first semester of University work (The eligibility criteria for each review Juncture are minimums established by the Professional Education Unit. Refer to Specialization Handbooks for your area for additional criteria.)

Admission to Program: Juncture 1 Review

- a. Student obtains application form for admission from the Department of Education, completes the form, and returns it to the Department of Education Office, 108 Knutti.

To be eligible for admission to the Teacher Education Program (TEP) the student must:

- i. have made satisfactory progress in portfolio development per advisor review;
 - ii. have demonstrated prerequisite computer skills
 - iii. have as an official academic advisor a faculty member in the Department of Education (DOE) if seeking admission to the Elementary TEP or, if seeking admission to a Secondary Specialization, the Specialization Coordinator of the Specialization field or his/her designate;
 - iv. if adding an additional teaching field, have as an official academic advisor a faculty member in the Department of Education (DOE) if seeking admission to the Elementary Education Program or, if seeking admission to a Secondary Specialization, the Specialization Coordinator of the Specialization field or his/her designate;
 - v. have completed EDUC 150 Seminar in Education, EDUC 200 Foundations of American Education, and EDUC 320 Social & Psychological Conditions of Learning with a grade of at least "C";
 - vi. have passed all sections of the Praxis: Core or provide official proof of exemption*;
 - vii. have earned an overall GPA of 2.75 on at least 24 degree credits taken at Shepherd;
 - viii. have completed ENGL 101, ENGL 102, and COMM 202 with a grade of at least "C";
 - ix. have no grade lower than a "C" in any Professional Studies or Specialty Studies courses;
 - x. student submits a signed statement attesting that s/he has not been convicted of a felony or crime related to moral character as established by West Virginia Code. A student who has been convicted of a felony or crime related to moral character (i.e. sexual abuse, physical abuse, child abuse, etc.) will be denied admission to the TEP. Falsification of this information will result in removal from the TEP. If at any point in the TEP a teacher education student is convicted of such a crime, s/he will be removed from the program;
 - xi. have met specific requirements in the Specialization/Endorsement Handbook for the area into which one wishes to be admitted
- b. Upon receipt from the Certification Analyst, the Specialization Coordinator/Advisor reviews the application form to certify eligibility for admission to TEP.¹

¹ The TEP does not discriminate against students with disabilities as long as those conditions do not interfere with either the acquisition or performance of the knowledge and skills necessary for teaching.

"The Core Academic Skills for Educators (CASE/CORE) may be waived provided the candidate: a) holds a master's degree from an accredited institution of higher education; or b) currently holds, or has held, a West Virginia Professional Teaching, Student Support Services, or a West Virginia Professional Student Support Certificate endorsed for School Nurse or is licensed by the West Virginia Board of Examiners for Registered Professional Nurses, or Administrative Certificate; or c) has attained a score of 25 or higher on the American College Testing (ACT) program prior to November 1989 or an enhanced ACT score of 26 or higher beginning November 1989; or d) has attained a score of 1035 or higher on the Scholastic Achievement Test (SAT) prior to April 1995, or a recentered SAT score of 1125 or higher beginning April 1995, or an SAT combined Critical Reading and Math score of 1170 or higher beginning March 2005." Registration and information may be found on the ETS.org website

Test validity time periods are defined in WVBE Policy 5202, Section 10.1.b.3.2

- c. Once eligibility requirements have been met, the Specialization Coordinator/Advisor
 - i. certifies eligibility requirements have been met;
 - ii. reviews advising file, including qualitative evaluation;
 - iii. solicits information from department(s) and/or program review panel for review;
 - iv. informs the Director of Teacher Education of Juncture 1 decisions;
 - v. documents Juncture 1 decision in the candidate's advising file
- d. The Director of Teacher Education
 - i. informs EPPC of the Juncture 1 decisions of the Specialization Coordinators;
 - ii. EPPC has the authority to review any Juncture 1 decisions upon the request of two or more members within one week of date of notification;
 - iii. informs the candidate of the Juncture 1 status
- e. If admission is Provisional Status, it is the responsibility of the candidate, if s/he continues to desire admission, to successfully address the reasons for Provisional Status and resubmit application.
- f. If admission is denied, the student is assigned to Non-Admit Status. If the student wishes to challenge the Non-Admit Status, established appeal procedures must be followed.

Admission to Student Teaching: Juncture 2 Review

- a. To be eligible for review for admission to student teaching the student must:
 - i. have passed Retention Juncture 1 Review;
 - ii. have Full Status in TEP
 - iii. have made satisfactory progress in portfolio development;
 - iv. have the required GPA (set by Specialization area with 2.75 the minimum) in both Educational Studies and Overall;
 - v. have no grade lower than a "C" in all Education Studies courses;
 - vi. have met all requirements as specified by the Specialization in Catalog or Specialization Handbook;
 - vii. continue free of conviction for felony or any charge involving moral character
- b. The Specialization Coordinator/Advisor
 - i. reviews advising file including PRO-05 Qualitative Evaluations;
 - ii. certifies eligibility to student teach;
 - iii. solicits information from the Department(s) for review of applicant for student teaching;
 - iv. informs the Director of Teacher Education of Juncture 2 decisions;
 - v. documents Juncture 2 decision in the candidate's advising file
- c. The Director of Teacher Education
 - i. informs the PEU of the Juncture 2 decisions of the Specialization Coordinators;
 - ii. PEU has the authority to review any Juncture 2 decisions upon the request of two or more members within one week of date of notification;
 - iii. informs the candidate of Juncture 2 status
- d. If admission to student teaching is approved, the student must attend the Pre-Student Teaching Meeting held approximately the 4th week of each semester prior to the Student Teaching Semester.
- e. If admission to student teaching is denied, the student is removed from the Teacher Education Program. If the student wishes to challenge the Removed Status, s/he may initiate an appeal following established procedures.

Certification: Juncture 3 Review

- a. To be eligible for certification review the student must:
 - i. have completed all coursework applied toward the degree including a minimum of 45 upper division hours;
 - ii. have Full Status in TEP;
 - iii. have a 2.75 GPA in each of the following: Educational Studies and Overall (unless the Specialization requirements are higher);
 - iv. have no grade lower than a C in Education Studies or Specialty Studies;
 - v. have met any additional Specialization requirements;
 - vi. pass state mandated tests for West Virginia certification;
 - vii. have submitted required forms and fees for certification

- b. To be recommended for certification the Director of Teacher Education:
 - i. documents completion of review criteria;
 - ii. attests the following: "To the best of my knowledge the applicant is of good moral character and physically, mentally, and emotionally qualified to perform the duties of an educator; and is not the subject of any criminal conviction or currently pending charged felonies or misdemeanors which would show a lack of good moral character."

Transfer Students:

Only policies and procedures which differ from those which apply to students entering Shepherd University as students beginning first semester of college work will be indicated.

- a. Transferred Credit will be evaluated for use in the TEP based on the premise that the integrity and coherence of the TEP must be maintained for all students.
 - i. Upon review of transferred Specialty courses, the Specialization Coordinator is authorized to require additional coursework/experiences or course substitutions if s/he judges the transferred courses deficient in addressing the content, theme, and/or goals and objectives of the Specialization and the TEP. It is the student's responsibility to provide sufficient information about transferred courses to permit informed judgment.
 - ii. Upon review of transferred Professional Studies courses, the Chair of the DOE, in consultation with the appropriate members(s) of the DOE faculty, is authorized to require additional coursework/experiences if s/he judges the transferred courses deficient in addressing the TEP theme and/or goals and objectives. It is the student's responsibility to provide sufficient information about transferred courses to permit informed judgment.

- b. To be eligible for Juncture 1 review, the transfer student must have completed a minimum of nine (9) hours specified by the Specialization Coordinator or her/his designate; and have a GPA of 2.75 on all hours completed at Shepherd University and an overall GPA of at least 2.75.

- c. Students with degrees seeking WV Certification must complete at least nine (9) credit hours of course work at Shepherd University and meet all other requirements before applying for Juncture 1 Review.