

CURRICULAR POLICIES

- A. Shepherd University faculty are responsible for the Core Curriculum. The Educator Preparation Program [EPP] and CEPAC communicate the curricular and pedagogical needs of EPP 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 Educator Preparation Program, a candidate must have the 'expired' course(s) assessed by the appropriate University faculty and/or School/Department Chair to determine whether the course satisfies current knowledge standards. If the course is determined not to meet current knowledge standards, the candidate 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 their designee. In the case of Professional Studies, the approval must come from the Director of the School of Education or their designee. It is the individual candidate's responsibility to provide sufficient information regarding the course(s) under consideration to permit an informed judgment based on the content and thematic requirements of the Educator Preparation 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 candidate's responsibility to establish a documented case justifying a request for any exception.
- G. Each Specialization area determines the courses that must be satisfactorily completed prior to student teaching.
- H. All required Professional Studies courses, with the exception of Student Teaching/Residency and its associated seminar, must be completed prior to the final student teaching/residency experience.
- I. For candidates who fail Student Teaching/Residency, the grades earned in Student Teaching/Residency and the associated seminar will be used in calculating the GPA in Education Studies necessary to enroll in Student Teaching/Residency each successive time.
- J. Specialization Coordinators will work with the Field Placement Coordinator to facilitate field experience and student teaching/residency placements.
- K. Candidates, in consultation with the Specialization Coordinator, may identify any specific field placement requests with the Field Placement Coordinator. However, final decisions for placements rest solely with the Field Placement Coordinator in conjunction with Shepherd University's EPP P-12 school/district partner(s). Refer to the [Practicum Manual](#) for more information.