

SELECTION, RETENTION, COMPLETION, AND CERTIFICATION

Students entering Shepherd beginning the first semester of university work (entering freshmen)

(The eligibility criteria list below for each review Juncture are the minimums established by the EPP overall.¹ Refer to the individual Specialization Handbook for any additional applicable criteria for your chosen program of study.)

Admission to Program: Juncture 1 Review

1. Candidate obtains [Juncture 1 Application \(Admission\) Form](#) from the [School of Education \[SOE\] website](#), completes the form, and submits it to the Certification Analyst via MS Forms as directed.

To be eligible for admission to the Educator Preparation Program (EPP), the candidate must:

- a) have as an official academic advisor a faculty member in the SOE if seeking admission to the Elementary Education Program or, if seeking admission to a Secondary Specialization, the Specialization Coordinator of the Specialization field or their designate;
 - b) if adding an additional teaching field, have as an official academic advisor a faculty member in the SOE if seeking admission to the ELED Program or, if seeking admission to a Secondary Specialization, the Specialization Coordinator of the Specialization field or their designate;
 - c) have completed EDUC 150 Seminar in Education (or MUSC 100, if seeking a degree in Music Education), EDUC 200 Foundations of American Education, and EDUC 320 Social & Psychological Conditions of Learning with a grade of at least "C";
 - d) have passed all sections of the Praxis CASE** or provided official proof of exemption²;
 - e) have earned an overall GPA of 2.75 on at least 24 degree credits taken at Shepherd;
 - f) have completed ENGL 101, ENGL 102, and COMM 202 with a grade of at least "C";
 - g) have no grade lower than a "C" in any Professional Studies or Specialty Studies courses;
 - h) submit a signed statement attesting that they have not been convicted of a felony or crime related to moral character as established by West Virginia Code. [NOTE: Any candidate 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 EPP. Falsification of this information will result in immediate removal from the EPP. If at any point in the EPP a teacher candidate is convicted of such a crime, they will be immediately removed from the program.];
 - i) have met specific requirements in any applicable Specialization/Endorsement Handbook for any area into which they are requesting admission.
2. Upon receipt of application, the Certification Analyst, reviews the application form to certify eligibility for admission to the EPP.¹

The Certification Analyst:

- a) certifies eligibility requirements have been met;
 - b) reviews any data provided by CEPAC regarding candidates' qualitative and dispositional evaluations (e.g., STOT and TCDA);
 - c) solicits information from candidate's Advisor/Specialization Coordinator including feedback from other SU department(s)/college(s)/school(s) and/or Educator Preparation Program Council [EPPC] review panel as needed;
 - d) informs the Coordinator of Educator Preparation Program/Accreditation & Compliance [CEPAC] of Juncture 1 eligibility decisions; and
 - e) documents Juncture 1 eligibility decision in the School of Education Candidate File.
3. The Coordinator of Educator Preparation Program/Accreditation & Compliance [CEPAC]:
 - a) informs EPPC of the Juncture 1 eligibility decisions;
 - **NOTE:** EPPC has the authority to review any Juncture 1 decisions upon the request of two or more members within one week of the date of Juncture 1 notification.
 - b) informs the candidate of their Juncture 1 application status.
 4. If a candidate's admission earns "Provisional" status, it is the candidate's responsibility, if they decide to continue in their program, to successfully address the stipulations for their Provisional Status and resubmit application as necessary and within their stated timelines to continue.
 5. If a candidate's Juncture 1 application is denied, the candidate is assigned a "Non-Admit" status. If the candidate determines to appeal this determination, established appeal procedures must be followed (see below).

****Praxis Checkpoints (Implemented Fall 2022)****

- In preparation for Juncture 1 in EDUC 320, students must take one of the Praxis Core Academic Skills for Educators (CORE / CASE) [Reading / Writing / Mathematics] exams in each of the following courses: EDUC 150, EDUC 200, and EDUC 360 **[or provide proof of already passing and/or official exemption from taking the exam(s)]**.

Admission to the Final Clinical Experience: Juncture 2 Review

1. To be eligible for review for admission to the final clinical experience¹, the teacher candidate must:
 - a) have passed Juncture 1 Review;
 - b) have received/maintained Full Status in EPP;
 - c) achieved/maintained the required 2.75 GPA in both Educational Studies and Overall;
 - d) have no grade lower than a "C" in all Education Studies courses;
 - e) have met all requirements as specified by the Specialization in Catalog or Specialization Handbook;
 - f) continue free of conviction for felony or any charge involving moral character.
2. The Certification Analyst:
 - a) reviews candidate's file, including any data provided by CEPAC regarding qualitative/dispositional evaluations (e.g., STOT and TCDA);
 - b) certifies candidate's eligibility to enter into the final clinical experience (e.g., student teaching, residency);
 - c) solicits information from the advisor/Specialization Coordinator as well as other SU Department(s)/College(s)/School(s) for review of applicant for the final clinical experience;
 - d) informs the CEPAC of Juncture 2 eligibility decisions;
 - e) documents Juncture 2 eligibility decision in the School of Education Candidate File.
3. The CEPAC:
 - a) informs the EPPC of the Juncture 2 eligibility decisions;
 - *NOTE: EPPC has the authority to review any Juncture 2 decisions upon the request of two or more members within one week of the date of notification.*
 - b) informs the candidate of their Juncture 2 application status.
4. If admission to the final clinical experience is approved, the teacher candidate must attend the Clinical Experience Orientation Meeting held at the beginning of the semester prior to the start of that experience.
5. If a candidate's Juncture 2 application is denied, the candidate is removed from the Educator Preparation Program. If the candidate decides to appeal this determination, established appeal procedures must be followed (see below).

Certification: Juncture 3 Review

- 1) To be eligible for certification review¹, the candidate must have:
 - a) completed all coursework applied toward the degree including a minimum of 45 upper division credit hours;
 - b) maintained Full Status in EPP;
 - c) maintained a minimum 2.75 GPA in each of the following: Educational Studies and Overall;
 - d) earned no grade lower than a C in Educational Studies and Specialty Studies;
 - e) met any additional Specialization requirements;
 - f) passed state mandated tests for WV certification (e.g., edTPA and Praxis / see "Policy 5202 Flexibility" below);
 - g) submitted required forms and paid all fees for certification to the State of WV.
- 2) To be recommended for certification, the Certification Analyst:
 - a) documents completion of review criteria;
 - b) 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:

NOTE: Only policies and procedures that differ from those which apply to students entering Shepherd University as students beginning first semester of college work are included.

- 1) Transferred Credit will be evaluated for use in the EPP based on the premise that the integrity and coherence of the EPP must be maintained equitably for all teacher candidates.
 - a) Upon review of transferred Specialty courses, the Specialization Coordinator is authorized to require additional coursework/experiences or course substitutions if they judge the transferred courses deficient in addressing the content, theme, and/or goals and objectives of the Specialization and the EPP. It is the student's responsibility to provide sufficient information about transferred courses to permit informed judgment.
 - b) Upon review of transferred Professional Studies courses, the Director of the SOE, in consultation with the appropriate members(s) of SOE faculty, is authorized to require additional coursework/experiences if they determine any transferred course(s) deficient in addressing the EPP theme and/or goals and objectives. It is the candidate's responsibility to provide sufficient information about transferred courses to permit informed judgment.
- 2) To be eligible for Juncture 1 review¹, the transfer student must have completed a minimum of nine (9) hours specified by the Specialization Coordinator or their designate; and have a GPA of 2.75 on all hours completed at Shepherd University as well as an overall minimum 2.75 GPA.

NOTE: Per WVDE Policy 5202 / Code R. § 126-136-10.1.e.2.C: Failure to Apply for Licensure. A candidate who fails to apply for licensure within 12 months from the completion of an approved program for licensure is required to satisfy any current and additional test requirement(s) and program components in effect at the time of application and to comply with conditions outlined for the validity period.

¹The EPP 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.

²The Core Academic Skills for Educators (CASE) may be waived as defined in WVBE Policy 5202, Section 10.1. To determine your eligibility for exemption:

- 1) Visit <https://wvde.us/certification/certification-info/>
- 2) Scroll down to "Licensure Testing Directory" and choose the most recent / currently effective directory (e.g., Effective August 2025).
- 3) Review "Allowable Exam Exemptions" effective as per current WVDE Policy 5202.
- 4) More information located on the Praxis website: <https://www.ets.org/praxis/site/test-takers.html>

Admission and Assessment Data Collection Overview Shepherd University Educator Preparation Program

