

Bloomsburg University of Pennsylvania  
Bloomsburg, Pennsylvania

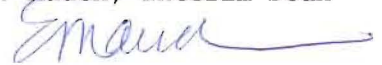
College of Education

Policies, Rules, and Procedures

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Policy Title:	Admission, Retention and Exit Procedures for Advanced Programs in the Professional Education Unit	Policy Number:	3.1
Effective Date:	March 29, 2012	Issued by:	Elizabeth K. Mauch, Interim Dean

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Notes:

Approved by the Advanced Programs Committee	March 1, 2012.
Adopted by the College of Education Chairperson Council	March 29, 2012.

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**Procedures:**

The following are requirements for admission, retention, and exit for all Advanced Education Programs in the Professional Education Unit at Bloomsburg University of Pennsylvania. In establishing these requirements, attention was given to all standards and criteria for candidates as mandated by the State Board of Education of Pennsylvania, the Pennsylvania Department of Education (PDE), and the National Council for Accreditation of Teacher Education (NCATE). This policy supplements the content of Bloomsburg University PRP 3463 - Graduate Admissions, Withdrawal, Course Repeat, Transfers, and Graduation Requirements.

**Admission to the School of Graduate Studies and Advanced Education Programs at Bloomsburg University**

Advanced Programs at the graduate or post-baccalaureate levels are those that prepare candidates for their SECOND professional education license in Pre-K through twelfth-grade settings and/or as listed below:

- PK-4 Early Childhood Education (Master of Education) - Currently Pending Approval
- Mid-Level 4-8 Education (Master of Education) - Currently Pending Approval
- Reading (Master of Education)
- Instructional Technology K-12 (Master of Science/Education Specialist)
- Education of the Deaf/Hard of Hearing (Master of Science)
- Special Education (Master of Science)
- Exceptionalities (Master of Science) - Certification Program expires 5/31/13

- Special Education (Master of Education)
- Elementary School Counseling (Master of Education)
- Secondary School Counseling (Master of Education)
- Curriculum and Instruction (Master of Education)
- Education Leadership, K-12 School Administration (Supervisory/Principal Certification)
- Special Education Supervision (Supervisory Certification)

Note: The College of Education offers a Master of Education in Student Affairs. Though not designated as an official PK-12 professional licensure or Advanced Program, the program is integrated with others in the unit to provide for a PK-16 model.

The criteria for admission to the Graduate School at Bloomsburg University is described in PRP 3463 - Graduate Admissions, Withdrawal, Course Repeat, Transfers, and Graduation Requirements. Entrance requirements to the Advanced Programs in the Professional Education Unit include those listed in PRP 3463. Additional requirements may be established by individual programs or departments at Bloomsburg University and may vary.

### **I. Application to Candidacy in Advanced Education Programs**

Upon acceptance into an Advanced Program, all students must complete a series of requirements to earn Advanced Education Candidate status. Students must submit a complete Advanced Program Packet prior to completion of 24 credits. The designated Graduate Program Coordinator will review the admission packet and submit a recommendation indicating that the student be admitted to candidacy. At this point of the admissions process the student becomes an Advanced Program "candidate." Additional entrance proficiencies may be established and required by individual programs or departments. For formal admission to candidacy in Advanced Programs, **ALL** students must:

1. Provide documentation of completing the College of Education Graduate Professional Seminar and all required assignments within the seminar.
2. Possess an overall cumulative grade point average of 3.0 in graduate coursework.
3. Possess grades in all graduate professional education coursework that fulfill the requirements established by the program of study.
4. Submit the results from a current tuberculosis screening administered within the last two years.
5. Possess professional liability insurance. The policy shall be a minimum of \$1,000,000.00 per claim and \$3,000,000.00 aggregate.
6. Maintain up-to-date clearances at all times (Act 34 - Request for Criminal Record Check; Act 151 - Child Abuse History Clearance; Act 114 - Federal Criminal History Record; and Act 24 - Arrest/Conviction Report). This policy must be adhered to by **ALL** teacher certification candidates in advanced programs. Other advanced degree candidates or those in non-teaching disciplines must adhere to the clearance policies of the school district/organization hosting the field experience, practicum or internship. Failure to comply with this requirement may result in removal from field experience opportunities. Clearances are valid for one year from date issued on the form. Any clearance with an infraction will trigger a "Program Review Counseling Session" by the College of Education.

## **II. Retention in Advanced Education Programs**

Monitoring of student matriculation begins upon graduate admission to Bloomsburg University and continues through candidacy/graduation. For continuation in teacher education programs at Bloomsburg University **ALL** students must:

1. Maintain an overall cumulative grade point average of 3.0. Any graduate student falling below the criteria will adhere to the requirements established in PRP 3565.
2. Meet the Praxis/PAPA PECT requirements as established by PDE for the program of study, if applicable  
(See: GPA - Qualifying Test Score for PRAXIS II)
3. Possess grades in all graduate professional education coursework that fulfill the requirements established by the program of study.
4. Maintain a current tuberculosis screening administered within the last two years.
5. Maintain professional liability insurance. The policy shall be a minimum of \$1,000,000.00 per claim and \$3,000,000.00 aggregate.
6. Maintain all professional clearances listed in Section I above.
7. Maintain contact with the program of study academic advisor each semester to monitor completion of program requirements and matriculation.

Eligibility for capstone experiences will be determined during the advisement period prior to the capstone semester. Students must complete the required application for the capstone experience prior to the established program deadlines. All criteria listed in items 1-7 above must be completed for participation in any field-based capstone experience.

## **III. Exit from Advanced Teacher Education Preparation Programs**

To exit from an advanced program at Bloomsburg University all candidates must have:

1. Completed all coursework within the prescribed graduate professional education curriculum with a minimum cumulative grade point average of 3.0.
2. Completed approved experiences in diversity with related assessments indicating the candidate's ability to demonstrate and apply proficiencies related to diversity. Approved experiences will consist of working with diverse populations, including higher education and P-12 school faculty, candidates, and students in P-12 schools.
3. Possess grades in all graduate professional education coursework that fulfill the requirements established by the program of study.



4. Received documentation of successful completion of their capstone experience using the relevant assessment instruments (Professional Disposition Checklist, Professional Disposition Self-Assessment; Internship, Practicum, or Student Teaching Evaluation; PDE 430 form; and Pennsylvania Statewide Evaluation Form for Student Professional Knowledge and Practice).
5. Completed the Advanced Program Exit Survey.

#### **Noncompliance**

A candidate may be removed from their program, capstone, practicum and/or internship based on the following:

1. If Act 34 (Request for Criminal History Record), Act 151 (Child Abuse History Clearance), Act 24 (Arrest/Conviction Report and Certification form) or Act 114 (Federal Criminal History Record) provide record of any incidents, arrests or convictions.
2. Failure to comply with school district and/or university policies and procedures, including any violation of the law.
3. A criminal infraction occurs during student teaching, practicum/and or internship.
4. Unsatisfactory level of competency or dispositions deemed inappropriate for candidates in Advanced Programs.

Note: Students are provided with a system by which to grieve complaints of alleged academic injustices through the COE Policy 1.15, *Teacher Education Admission, Progression, and Retention Board of the College of Education*.

#### **Summary of Advanced Program Transition Points:**

There are a number of key transition points and assessments used to monitor student progress during enrollment in the program of study. Transition points are pre-determined benchmarks where progress is measured to ensure mastery of critical competencies. Key transition points include:

1. Admission to the Graduate School
2. Pre-capstone (Candidacy established)
3. Capstone
4. Exit