Student name: _____ Student Major: _____ Matriculation Date: _____

Waynesburg University
Education Department
Admission, Progression, Dismissal, and Program Completion Policies

Admission to Department

Students must apply for formal admission into the Education Department during the second semester of the sophomore year or no later than the semester that the student will accumulate 60 credit hours on transcript. Admission applications are reviewed by the faculty; admission decisions are made at the end of the sophomore year or at the end of the semester when 60 credits are recorded on transcript. Consistent with Pennsylvania Department of Education mandates, formal admission to the Education Department will not occur until students have met the following criteria:

- Satisfactory FBI Federal Criminal History Record Clearance (Fingerprint)
- Satisfactory Pennsylvania General Assembly Act 34 Pennsylvania Criminal Record Clearance
- Satisfactory Pennsylvania General Assembly Act 151 Pennsylvania Child Abuse Record Clearance
- TB Tine Test Negative Results
- Minimum of 48 hours of approved course work listed on transcript
- 3.0 cumulative GPA with a grade of C or higher in Education Department courses
- Six credits of college math on transcript
- Three credits of English composition and three credits of English literature on transcript
- Active membership in Student Pennsylvania State Education Association (SPSEA)
- Satisfactory completion of basic skills assessment requirements as specified in Pennsylvania General Assembly Act 168 of 2014; currently either the Pennsylvania Pre-service Academic Performance Assessment (PAPA) or the PRAXIS Core Academic Skills for Educator Tests meets the requirements for the basic skills assessment
- Formal application including an essay

Admission to Student Teaching

Admission to the student teaching semester will not occur until students have met the following criteria:

- Formally admitted to the Education Department
- 3.0 cumulative GPA with a grade of C or higher in Education Department courses
- Satisfactory FBI Federal Criminal History Record Clearance (Fingerprint)
- Satisfactory Pennsylvania General Assembly Act 34 Pennsylvania Criminal Record Clearance
- Satisfactory Pennsylvania General Assembly Act 151 Pennsylvania Child Abuse Record Clearance
- TB Tine Test Negative Results
- Active membership in Student Pennsylvania State Education Association (SPSEA)
- Formal application

Transfer Students

Admission to Education Department teacher preparation programs will be considered on an individual basis for each transfer student. Transfer students must take and pass the Act 168 basic skills assessment prior to program entry/transfer if they have more than 60 credits on transcript and/or have taken professional core courses.

Academic Progression

Students with 60 credits on transcript must meet all Education Department formal admission requirements as listed above before progressing to the fall semester of the junior year and to each succeeding semester. All education courses must be completed with a grade of C or higher. Students may repeat an education course only once. Students must meet all prerequisites listed in the course description before taking that course.

If extenuating circumstances exist, a student who is denied department admission and/or progression may appeal the decision to the department chair and to the provost. This appeal must be in writing and must specify the extenuating circumstances and include documentation of the basis of the appeal. Neither the department chair nor the provost can waive the Pennsylvania Department of Education certification basic skills testing requirements.

Dismissal from the Education Department

If the Education Department faculty finds that a student does not meet standards considered necessary for successful performance as a professional educator, the student will be dismissed. These standards include, but are not limited to, level of achievement, emotional stability, professional disposition, physical health, and personal conduct.

Program Completion and Teacher Certification

Completion of degree requirements and eligibility for teacher certification are integrated, separate activities. Upon the successful completion of the requirements of the major program of study, a student will be awarded a degree from Waynesburg University. Upon successful completion of degree requirements including the student teaching experience and successful completion of the state-mandated PRAXIS II Subject Assessments and/or Pennsylvania Educator Certification Tests (PECT) for a given certification area, the Waynesburg University graduate will be eligible to apply to the Pennsylvania Department of Education for teacher certification.

My signature indicates that the above policies have been reviewed with me. My initial signature indicates that I have received a copy of the policies. Sign and date each entry.

_____ Freshman _____
_____ Sophomore _____
_____ Junior _____
_____ Senior _____

Revised October 2015