ADMISSION, RETENTION AND EXIT FROM COMPLETION OF UNIVERSITY OF KENTUCKY TEACHER EDUCATION EDUCATOR PREPARATION PROGRAMS

A student must be admitted to, retained in, and successfully exit complete from a state-approved teacher education educator preparation program in order to receive a teaching an educator license (certificate). The components of an approved teacher education preparation program include: 1) an earned bachelor’s degree from a regionally accredited institution of higher education, 2) completion of approved teaching subject matter field(s), 3. successful completion of Kentucky state mandated testing, 4) completion of a teacher education preparation program, including student teaching, 5) and verification by program faculty that all applicable standards have been met.

The College of Education Certification Educator Preparation Program Faculties, the Director of Academic Student Services and Teacher Certification, and the University Registrar are charged with the responsibility to monitor a student’s progress through the teacher education preparation program, and to recommend to the Kentucky Education Professional Standards Board that a successful candidate be awarded a state teaching educator license (certificate).

I. Continuous Assessment In Teacher Education Educator Preparation Programs

A. A student’s progress through all teacher education preparation programs is continuously monitored, assessed, and reviewed. In addition to typical evaluation processes that occur as part of their course work and field placements, students will be assessed a minimum of three times during their program by representatives of their respective program faculty.

B. The three assessments will occur upon entry into the program, Teacher Education Program at a midpoint in the program (no later than the semester prior to student teaching), and as students on completion of the program following student teaching. Assessments will include, but are not limited to: (a) appropriate scores on approved standardized tests, (b) review of grades via transcript, (c) personal and professional functional demands, skills and dispositions assessed during interviews with program faculty, when taking campus based courses, and during field experiences, (d) portfolio documents, and (e) continued adherence to the KY Professional Code of Ethics (see Section VIII). In addition, at the second and third review points, the student must demonstrate progress toward or attainment of the appropriate Kentucky educator standards.

C. Following admission to a teacher education program, If problems have been identified at any of the assessment points, program faculty will determine a plan for addressing the problems and implement the plan, including feedback and direction to the student. In addition, if specific strengths are recognized during these assessments, the student will be commended.

II. Standards For Admission To An Teacher Education Educator Preparation Program Each Program faculty will assess the qualifications of candidates for admission to the teacher education program. The program faculty will consider each of the required evidence pieces in making its decision, making a unique judgment for each individual candidate. The required evidence pieces are as follows:

1. Bachelors Degree Candidates for admission must have completed at least 60 semester hours, or, if pursuing initial certification as a post-baccalaureate graduate or graduate student, must have earned a bachelor’s degree from a regionally accredited institution of higher education.

2. GPA Requirements Candidates for admission must demonstrate academic achievement by earning a minimum overall undergraduate GPA of 2.50. Post baccalaureate graduate or graduate students may substitute an earned master’s or doctoral degree for the undergraduate GPA requirement. In addition, post baccalaureate graduate and graduate level students must demonstrate a minimum 2.50 GPA in the teaching subject matter field(s), including the related studies course work specified in the individual program description.(note: A GPA in related studies is not calculated in programs where there are less than six hours of related studies.) Students seeking admission to a Master’s Degree initial certification program must also satisfy UK Graduate School admissions standards.

3. Functional Demands, Skills and Dispositions
a) Candidates for admission must demonstrate the ability to effectively communicate orally and in writing. Data sources for assessing the skills will include recommendations, an interview by representatives of a Program Faculty (TEP), on-demand writing samples, and entries from the admissions portfolio. (Program faculties may also require students to have earned at least a ‘B’ in a college level course in writing and at least a ‘B’ in a college level public speaking course.)

b) Candidates for admission must demonstrate constructive attitudes toward children, youth, parents, and teaching. The evidence will include awareness and acceptance of diversity among students in the schools. Data for assessing this criterion will include the TEP interview, recommendations, an autobiography or resume, performance in courses, and/or other data from the admissions portfolio.

c) Candidates for admission must demonstrate acceptable conceptual ability with particular emphasis on being able to discuss key subject matter ideas and relationships the candidate might be expected to teach. Data for assessing this criterion will come from the TEP interview, the admissions portfolio, on-demand writing samples, performance in courses, and recommendations.

d) Candidates for admission must demonstrate the potential to interact appropriately and effectively with diverse groups of students in all activities of the school day, as well as interact appropriately and effectively with colleagues, parents, and school administrators. In making a judgement on this criterion consideration will be given to the TEP interview, recommendations, the admissions portfolio, on-demand writing samples, performance in courses, and any other data deemed relevant by the Program Faculty.

e) Candidates for admission must demonstrate a commitment to professional ethics and behavior. Data for assessing this criterion will include recommendations, evidence of knowledge of the Kentucky Professional Code of Ethics, and results of the Legal Background Check. See Section VIII below for additional information.

3. Candidates for admission must certify their knowledge of the Kentucky Professional Code of Ethics and must sign a state mandated character and fitness review.

4. Candidates for admission must demonstrate aptitude for teaching by presenting three letters of recommendation from individuals who can attest to the candidate’s potential success in teaching.

5. Candidates must present an Admissions Portfolio. Although the contents of the portfolio will vary by program, it will include at least the following: “best piece” sample(s) of writing in the subject matter field(s); evidence of experience with students and/or community; and a written autobiography or resume.

6. Candidates for admission must demonstrate an acceptable level of skills in written communication. This will be assessed through an on-demand writing task at the time of the interview. In lieu of an on-demand task, program faculty may require that the candidate demonstrate having earned a minimum grade of ‘B’ in a college level written composition course.

7. Candidates for admission must demonstrate an acceptable level of skills in oral communication. This will be assessed by the program faculty at the time of the admissions interview. In lieu of assessing oral communication skills at the time of the interview, the program faculty may require that students have earned at least a ‘B’ in a college level public speaking course.

4. Standardized Testing. Candidates for admission must present acceptable scores on one of the following standardized tests: (Note: allowable tests may change in accordance with changes in EPSB regulations.) In assessing candidate performance on standardized tests, the program faculties will reference the following expected scores.

   ACT, with minimum expected composite score of 21.

   SAT, minimum expected composite score of 990 (combination of Verbal and Quantitative). A minimum grade of ‘B’ on a college level written composition course must accompany the SAT scores. Composition courses normally used to fulfill this requirement include ENG 101, ENG 102, ENG 105, ENG 305, or an equivalent course from another institution. Advanced Placement English used to fulfill the USP writing requirement may also be used.

   GRE, minimum expected composite score of 1200 (combination of Verbal, Quantitative, Analytic). A minimum grade of ‘B’ on a college level written composition course must accompany the GRE scores.
Composition courses normally used to fulfill this requirement include ENG 101, ENG 102, ENG 105, ENG 305, or an equivalent course from another institution. Advanced Placement English used to fulfill the USP writing requirement may also be used. OR, on the GRE revised examination (starting in the fall of 2002), composite score of 800 (combination of verbal and analytic). In addition, students must present a GRE analytic writing sample score of at least 4.

PRAXIS Core Battery Communication Skills (646 required) and General Knowledge (643 required) tests.

PRAXIS I expected scores on the following sub tests: Reading Test (173 paper or 320 computer), Mathematics (173 paper, 318 computer), and Writing (172 paper, 318 computer).

Rules which accompany the standardized testing requirements are as follows:

- No standardized test scores older than eight years can be used to meet this requirement.
- GRE scores may be used only by students who hold a bachelor’s degree. Students may retake subtests in multi part tests.
- Students seeking entrance to a graduate degree initial certification program must meet both the graduate school rules regarding the GRE, and College of Education rules for certificate program standardized testing.
- All students seeking a Kentucky teaching certificate must pass the standardized tests required by the Education Professional Standards Board prior to being recommended by the University of Kentucky for certification.

5. For those programs requiring EDP 202 as a prerequisite for admission to teacher an educator preparation program education, students must complete EDP 202 with a grade of C or better.

III. Retention of Candidates In Teacher Education Educator Preparation Programs

A. The progress of candidates who have been admitted to a educator preparation program is continuously monitored. Some of the items which are monitored are: (a) whether a student continues to earn grades of C or better in professional education classes, (b) whether a student continues to maintain 2.50 minimum GPAs overall, 2.50 in the professional education component as defined in the student’s program description, and 2.50 in all required subject areas, (c) whether a student continues to demonstrate adherence to the EPSB Professional Code of Ethics, (d) results of the Legal Background Check and (d) whether adequate progress is being made in building the Working Portfolio.

B. If problems are identified, program faculty will determine a plan for addressing the problems and implement the plan including feedback and direction to the student.

C. Prior to the student teaching semester, each candidate will be asked to provide evidence in the form of the Working Portfolio to demonstrate the acquisition of skills related to teaching in the chosen subject field, and to document progress in any identified problem areas. Each candidate’s portfolio will be reviewed by the appropriate program faculty, and continued progress through the program will be contingent on the results of this midpoint review. Faculty will provide an assessment of the candidates progress towards meeting each of the applicable Kentucky educator standards (New Teacher Standards, Early Childhood Education Standards, or Experienced Teacher Standards).

D. Admission to student teaching requires a successful retention review and recommendation by the program faculty that the candidate be allowed to student teach.

E. Admission to student teaching requires completion of the appropriate Legal Background Check procedures.

F. All teacher certification educator preparation candidates are encouraged to complete the required Kentucky state-mandated examinations for licensure (certification) prior to beginning student teaching.

IV. Exit From Completion of Teacher Certification Educator Preparation Programs

A. All candidates for completion of a teacher education an educator preparation program must continue to meet all standards for admission and retention at the time of exit completion.

B. At the point of program completion, all teacher certification educator preparation candidates must present an Exit a Final Portfolio for review by the appropriate program faculty. The exit final portfolio will be organized by the New Teacher appropriate educator Standards and will include a mix of items selected by the candidate and required by the particular program faculty.
C. The program faculty must certify that a review of the Exit Final Portfolio, and other pertinent documents has demonstrated that the candidate has met all of the applicable Kentucky New Teacher Educator Standards as a prerequisite to recommending the candidate for a teaching license (certificate).

D. Prior to exit from the teacher certification program, candidates must have successfully completed all On-demand Portfolio Tasks required by the Kentucky Education Professional Standards Board.

V. State Mandated Testing And The Kentucky Teacher Internship

A. Successful completion of the examinations required by the Kentucky EPSB is a precondition for recommending the candidate for a the granting of an Educator teaching License (Certificate).

B. Upon being recommended by the College of Education for a Kentucky Teaching Educator License (Certificate), a candidate will be issued a Kentucky Letter of Eligibility for the Kentucky Teacher Internship Program (KTIP). Upon employment in a Kentucky P-12 school, the candidate will receive a one year license to practice as a fully qualified intern teacher educator. After successfully completing the internship year, the candidate will be eligible for a regular Kentucky Professional Teaching Educator License (Certificate).

C. Information concerning licensure in other states is available from the College of Education office of Academic Services and Teacher Certification.

VI. Admission And Graduation For Secondary Education College of Education Students Not Seeking Admission To an Teacher Certification Educator Preparation Program

A. All College of Education students pursuing a secondary education major without teacher educator certification must be admitted to advanced standing.

B. To be admitted to advanced standing a student must have completed at least 60 semester hours.

C. Student must demonstrate academic achievement by earning a minimum overall GPA of 2.50 at the time of applying for advanced standing. At the time of graduation, students must demonstrate not only a minimum overall GPA of 2.50, but also a minimum GPA of 2.50 in the teaching subject matter field(s). Students pursuing the Kinesiology Exercise Science or Business options must meet a minimum 2.00 GPA requirement for admission to advanced standing and for graduation.

D. All requests for admission to advanced standing must be reviewed by appropriate faculty advisors. Students not recommended for advanced standing by an appropriate advisor are ineligible to continue or graduate from College of Education programs.

VII. Calculation of GPAs for Admission to Initial Educator Certification Programs

A. GPA Rules

1. All candidates for admission to a UK initial teacher certification educator preparation program must present an undergraduate cumulative GPA of at least 2.50. Post baccalaureate graduate or graduate students may substitute the GPA on an earned Master's or Doctoral degree.

2. In addition, candidates for admission to a graduate level initial certification program, i.e., secondary programs, vocational education, must present GPA's in their subject area fields of at least 2.50.

3. Master's degree initial certification programs require a cumulative GPA of 3.0 for all graduate work prior to admission to the program.

4. UK cumulative GPA's are figured using the rules of the UK registrar.

5. Undergraduate initial certification programs typically require a UK cumulative GPA of 2.50 calculated after the completion of at least twelve credit hours.

6. Any courses (UK or not UK) used to satisfy subject matter certification requirements are used to calculate subject matter GPA's. Verification of subject matter GPA's requires the use of any applicable non-UK transcripts for information about grades, credit hours and quality points.

7. Master's degree initial certification programs require an overall GPA of 2.50, but do not require a UK cumulative GPA prior to admission.

8. Post bachelor's baccalaureate graduate or graduate degree initial certification programs require an undergraduate overall GPA of 2.50, or the GPA on an earned master's degree or doctoral degree, but do not require a UK cumulative GPA prior to admission.

B. Determination of GPA’s for Admission to Initial Educator Certification Programs

1. If the initial certification program requires a UK GPA, the GPA would be calculated using the rules of the UK Registrar. UK rules do not permit rounding of GPA.
2. If the initial certification program does not require a UK GPA, the required cumulative GPA of at least 2.50 is taken directly from the transcript which shows the award of the Bachelor’s, Master's or Doctoral degree.

3. If an initial program requires review of the graduate GPA, all graduate courses taken on all transcripts are used to calculate the graduate GPA of at least 3.0.

4. Candidates for admission to a post-bachelor's baccalaureate graduate or graduate initial certification program with less than a 2.50 cumulative GPA may establish a UK undergraduate GPA for the purposes of admission to the program. The UK GPA calculated for this purpose must include at least 12 hours taken from four sections of the UK University Studies categories and approved courses lists, may substitute a 3.0 GPA calculated utilizing the last 60 semester hours recorded on the undergraduate OR graduate transcript showing the award of a degree.

5. Subject area GPA’s are calculated using all courses included on the candidate’s approved subject area course listing form.

VIII. Legal Background Checks

All students seeking admission to, retention in, or completion of a UK educator preparation program, must complete a state mandated character and fitness review. In addition, students with records of misconduct beyond simple traffic violations must provide complete documentation of this misconduct utilizing written procedures available in the office of Academic Services and Teacher Certification. Records of misconduct will be available for use by program faculties in making decisions about admission, retention and completion of the program. Students must also complete any state-mandated background checks, which may include a national check of FBI records. By Kentucky statute, persons with records of serious legal misconduct are ineligible for student teaching, state teaching licensure, or employment in the public schools. Students are responsible for completing all required background check procedures in a timely manner so that decisions about their movement through the program may be made.

IX. Appeals

A. Candidates who are denied admission to an educator certification program, not retained in the program, or denied completion of the program, may appeal the decision of the program faculty.

B. The first appeal is for the program faculty to reconsider its initial decision. Candidates must request a reconsideration within 30 days of the date on the letter of denial. The request for reconsideration must be presented to the program faculty chair, who with call a meeting of the program faculty to review the original decision. The program faculty chair will notify the Director of Academic Services and Teacher Certification of the faculty's decision, and the Director will notify candidate in writing.

C. If the program faculty does not alter its initial decision, the candidate may appeal to the College of Education standing committee on Undergraduate Admissions and Standards or the College of Education standing committee on Graduate Admissions and Standards. Candidates wishing to appeal to one of these admissions and standards committees must present their request for committee review to either the Associate Dean for Academic and Student Services or the Associate Dean for Research and Graduate Studies. The Associate Dean will assemble the necessary materials, call the committee together to hear the appeal, and inform the candidate of the committee's decision. The Associate Dean will also notify the Director of Academic Services and Teacher Certification so that student records may be updated. For
purposes of admission, retention or completion of educator certification programs, the decision of the admissions and standards committee is final.