To: Jeff Dembo, Chair, UK Senate Council
From: Rosetta Sandidge, Associate Dean, UK College of Education
       Robert Shapiro, Associate Dean, UK College of Education
RE: Revision to the College of Education Admission, Retention, Completion Policy
Date: August 25, 2003

Dear Jeff:

With this memo, we are requesting that the Senate Council approve substituting the language in the attached College of Education Admission, Retention, and Completion policy for the current College of Education Admission, Retention, and Completion rules which are included in the UK Bulletin and the Senate Rules. As per our previous discussions, the Senate Council’s approval would be pending approval by the Undergraduate and Graduate Councils.

We have sent you two versions of the revised policy. The first uses strikeouts and underline-and-bold to indicate where changes have been made to the current policy. The second is the clean version of the policy, which we hope to include in the Bulletin.

From time to time, changes are made in the policy in accordance with changes in Kentucky Education Professional Standards Board (EPSB) policies and requirements, and as improvements are proposed and accepted by the educator preparation programs Program Faculty Chairs Committee. Within the UK and COE governance structure, changes to the policy are submitted to the College of Education Courses and Curricula Committee, and upon approval, to the College Faculty. After being approved by the College Faculty, changes are forwarded to the Chair of the Senate Council for relevant review and incorporation in the Senate Rules and UK Bulletin.

The revised policy that is included here has fairly extensive revisions from the current published policy. Our program faculties have been working on these changes over the last two years.

Here is a brief summary of the changes, which include the following: (Please reference the edited version, as that is the version used to establish page numbers.)

1. Further editing of language, particularly to broaden the concept of "teacher" certification programs to more general "educator" preparation programs. (Pg. 1, preamble)

2. Makes it possible for students to use earned masters or doctoral degrees in lieu of required overall GPAs on the undergraduate degree. (pg. 1, section II.2)

3. Broadens reviews of students at admission, retention, and exit to include functional demands, skills and dispositions. Deletes sections of the old policy that are superseded by the addition of the functional demands, skills and dispositions. (pg. 1, section II.3)
4. Tightens reviews at retention and exit to require assessments of progress towards meeting appropriate standards (pg. 3, section III.C)

5. Adds a section on legal background checks. (pg. 3, section III.A.(d) also pg. 5, section VIII.)

6. Adds a section on appeals (pg. 5, section IX)

7 Clarifies GPA subject matter requirements by inserting language requiring that candidates demonstrate a 2.50 minimum GPA for all related studies course work, *unless the program includes less than six hours of related studies*. This change brings the admission, retention, and completion policy in line with historic practice in the college. (pg. 1, section II.2)

8. Incorporates language suggested by EPSB certificate regulation changes of 12/21/01.
   a. Incorporates language to establish the concept that program faculties will consider all pieces of evidence required to apply for admission to a teacher education program, but that there is flexibility in how the pieces of evidence are used. (pg. 1, section II)
   
   b. Makes standardized testing one piece of evidence in an overall plan to determine the academic competence of candidates for admission to teacher education. Standardized test scores are required and expected scores are specified. (pg. 2, section II.4)
   
   c. Continues to require minimum GPA’s of 2.50 in all currently required areas. However, incorporate the EPSB’s intent to broaden this standard by allowing candidates with less than 2.50 overall to utilize a 3.0 GPA in the last 60 hours. Restrict the last 60 hours to courses on either the undergraduate or graduate transcript showing the award of degree. (pg. 4, Section VII)
   
   d. Broadens the rule concerning overall GPA’s so that students may either utilize a minimum 2.50 career undergraduate GPA as listed on the transcript showing award of degree, OR present evidence of an earned Master’s Degree or earned Doctorate. (pg. 1, section II.2, or pg. 4-5, section VII.B.5)
   
   e. Specifies that UK will not round the GPA on a transcript. (EPSB rules do allow for rounding, so that the effective minimum GPA requirement is 2.45 rather than 2.50.) (pg. 4, section VII.B.1)

9. References the new GRE format. This change indicates that students will be expected to demonstrate an 800 composite score on the verbal and quantitative exams, and to present a score from the analytic writing exam of at least 4.

10. Drops the rule that no test older than eight years may be used for admission to TEP purposes. (p. 3, section II.4 (Rules…..))

11. Adds a rule that students must pass the Kentucky state-mandated standardized tests in order to be eligible for a state teaching license (certificate). (pg. 1, preamble, par. 2)

**Anticipated Effects of these Changes:**

1. The revised policy provides program faculties increased flexibility when recruiting students, particularly returning and non-traditional students, while also maintaining high standards.

2. Aligns the COE policy more closely with current EPSB regulations on admissions and completion of programs.
3. Introduces language to incorporate the use of the new GRE format into COE rules.
4. Strengthens the concept of a standards-based teacher education program by adding items relating to:
   a) the demonstration that all applicable standards have been met; and
   b) the necessity of successfully completing state-mandated testing before a program can be considered to have been completed and a student recommended for a state teaching credential.

**Anticipated implementation Date:** As soon as approval is secured from the Chair of the Senate Council.

Thanks for your attention to this matter. We are hoping that this language substitution can be expedited, so that it may be reflected in the University Bulletin as soon as possible.

Sincerely,

Rosetta Sandidge 

Robert Shapiro

CC: Graduate Council Members