





College of Arts and Sciences

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TO: Larry Strizich

FROM: Will Rawn

A handwritten signature in black ink, appearing to read "Will Rawn".

DATE: March 25, 2004

RE: Catalog copy changes

The Department of Education has requested catalog copy changes for Admission and Retention in the teacher education program. Changes are indicated by strike out or bold on attached draft. I am forwarding this to the Academic Senate for information purposes only.

cc: Sandra Copenhaver

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**Admission to Teacher Education**

Upon declaring an education major, students will be classified as a pre-education major. Each student is assigned an education ~~faculty~~ advisor. With the assistance of an advisor, each student should plan a program of studies study and work toward Level One Admission to Teacher Education.

All students seeking admission to the undergraduate education program for initial educator license are required to apply to the College of Education for Admission to Level One Teacher Education. Level One (~~pre-student teaching~~) Admission to Teacher Education is required of all students prior to their enrolling in any professional education core courses at the 300 level or above. Upon admission to Level One, students will be referred to as candidates and be classified as education majors.

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Admission to Level One of the Teacher Education Program is granted by the Teacher Education Admission and Retention Committee after a thorough evaluation of the ~~candidate's~~ student's application. The application packet is available in the Education Office.

Student applicants will be notified according to the following classifications:

1. Approved for ~~final~~ Level One admission
2. Granted provisional admission (one semester only)
3. Not approved ~~and dropped from the teacher education program~~

~~An applicant~~ A student who is granted provisional admission will be monitored for progress in the professional sequence and will be dropped from the Teacher Education Program if he/she fails to meet the provisions specified when granted the for provisional status are not met. ~~An applicant~~ A student who is not approved or a candidate who is suspended from the program may petition appeal the decision the Teacher Education Admission and Retention Committee. The first step in the appeals process is to by notifying the Chair/Dean of the College of Education, Arts & Sciences, and Nursing and Graduate Studies in writing. The complete appeals process is outlined in the Student Handbook. It is the responsibility of the student to familiarize themselves with the policy. Additional copies of the handbook are available from the education department. Other department information is available at [www.msun.edu/education](http://www.msun.edu/education).

**No required professional education major, minor, or area of concentration courses may be taken on a pass-fail basis (except EDUC 400 and EDUC 450 and EDUC 475).**

**Students not admitted to the program, candidates who do not have the required prerequisites, or students suspended from the program who are registered for EDUC courses above the 300 level will be administratively withdrawn from the course(s).**

**Grades below C are not accepted in required professional education courses or in courses included in the major, minor, or areas of concentration.**

**Coursework seven (7) years or older will be evaluated on a case-by-case basis for matriculation into the program.**

### **Student Teacher Practicum**

~~Students~~ Candidates seeking to be recommended for an educator license through the Teacher Education Program at Montana State University-Northern will must successfully complete a teaching practicum in their senior year. The ~~student~~ candidate must apply and have acquired Final Admission to Level Two of the Teacher Education Program the semester prior to enrolling in EDUC 400 Elementary Teaching Practicum and Seminar, EDUC 450 Secondary Teaching Practicum and Seminar, or EDUC 475 Elementary and Secondary Teaching Practicum and Seminar. In addition, the ~~student~~ candidate must have completed ~~appropriate~~ all professional education courses. The teaching practicum is a full time responsibility, therefore, ~~the student should not engage in outside work or~~ the candidate will not be allowed to enroll in additional courses during this time. Additionally, candidates are strongly discouraged from outside work. ~~Students~~ Candidates wishing to student teach ~~outside the State of Montana~~ must apply by mid-term the semester before they plan to student teach. A \$100 fee is assessed to all candidates enrolled in EDUC 400, EDUC 450 or EDUC 475.