



CALIFORNIA STATE UNIVERSITY
Stanislaus

DEPARTMENT OF TEACHER
EDUCATION

Preliminary Education Specialist Credential (ESCP) Program Handbook

Mild/Moderate Disabilities
Moderate/Severe Disabilities

Undergraduate Concentration
(Liberal Studies, Exceptional Children & Youth)

Department of Teacher Education

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For ESCP pre-admission advising, credential program application, and information regarding clearing a credential, go to:

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www.csustan.edu/Credentials

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Please see our webpage for resources and links regarding the Special Education Credential Program at <http://www.csustan.edu/teacher-education/education-specialist-special-ed>

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SECTION 1

OVERVIEW

1.1 Education Specialist Credentials Offered at CSU Stanislaus

California State University, Stanislaus offers the Preliminary Education Specialist Credential in Mild/Moderate Disabilities and Moderate/Severe Disabilities. The Autism Spectrum Disorder (ASD – Added Authorization) is embedded in the Moderate/Severe Disabilities Specialization. The Preliminary Education Specialist Credential is a basic credential and it is a core curriculum that emphasizes competencies for *all* prospective teachers. Candidates may apply for admission to the Preliminary Education Specialist Credential Program as an undergraduate or post-baccalaureate student. Undergraduates are encouraged to combine courses of study in order to have units count toward degree and credential objectives. Please note that all students must take and pass the California Basic Education Skills (CBEST) for entry into the Education Specialist Credential Program.

1.2 Advising

The faculty in the area of Special Education are Dr. Kimy Liu, Dr. Karen Sanford and Dr. Granger Dinwiddie. The faculty can also be reached through the Department of Teacher Education office, (209) 667-3357.

The University does not require students to meet with an advisor prior to registration. However, candidates in the Education Specialist Credential Program and undergraduates in the concentration, Exceptional Children & Youth, are encouraged to do so. Frequent contact with your advisor will alert you to scheduling changes and ensure that the appropriate coursework is taken.

1.3 Undergraduate Students

Undergraduates interested in pursuing an Education Specialist teaching credential are encouraged to major in Liberal Studies and pursue a concentration in Exceptional Children & Youth. The undergraduate concentration or degree minor in Exceptional Children and Youth was developed primarily for students interested in teaching pupils with disabilities.

Students who select the concentration may elect to complete an academic degree and a credential preparation program concurrently. Many of the courses in the concentration are required in the Education Specialist Credential program. With careful planning and frequent advising, a student can complete the Liberal Studies major, concentration in Exceptional Children and Youth, and the Education Specialist Credential Program in a little more than four years.

Be sure to check regularly with your advisor or the program coordinator for current information. The university will make changes to the credential program whenever revisions are required by the Commission on Teacher Credentialing.



1.3.1 The requirements for the minor/concentration in Exceptional Children and Youth are outlined below, a total of **21 units** are required.

Complete the following required courses: (21 Total Units)

- PSYC 2010 - Introduction to Psychology, 3 units
- EDSE 4310* - Introduction to Special Education Programs, 3 units
- EDSE 4330* - Communication and Social Skills for Students with Disabilities, 3 units
- EDSE 4560* - Theory of Instructional Design, 3 units

Human Development – Complete one of the following depending on the program option:

- CDEV 3140* - Human Development I: Childhood, 3 units, *(If applying to Multiple Subjects)*
- OR**
- CDEV 3240* - Human Development II: Adolescence, 3 units *(If applying to Single Subjects)*

Second Language Acquisition – Complete one of the following:

- LIBS 4800 - Language Acquisition and Development for Educators, 3 units,
- OR**
- ENGL 4800 - Second Language Acquisition, 3 units

Select one of the following elective courses: (3 units)

- EDSE 4750* - Applied Behavior Analysis in the Classroom, 3 units
- EDUC 4430** – Cross-cultural Techniques, 3 units
- EDUC 4460** – Cultural Views on Bilingualism, 3 units *(delivered in Spanish)*

**Courses are required in the Education Specialist Credential Program.*

***Courses are required for Multiple Subject Credential with Bilingual Authorization.*

1.4 Post-baccalaureate Students

Admission to the Graduate School and the Education Specialist Credential program are required to pursue a Preliminary Education Specialist Credential: Mild/Moderate or Moderate/Severe Disabilities. Therefore, prospective students must apply to both the University and to the credential program by the application deadlines. If you are an undergraduate and plan to graduate while enrolled in the Education Specialist Credential Program, you must apply for re-admission to the University as a post-baccalaureate student.

The procedure by which students may receive credit for credential courses taken at another college or university is described in **Section 4.7 Petition or Challenge of Program Requirements**.

1.5 The Preliminary Education Specialist Credentials: Mild/Moderate and Moderate/Severe Disabilities; ESCP/MSCP or ESCP/SSCP Concurrent Credential; M.A. in Special Education

Candidates in the Education Specialist Credential Program are encouraged to obtain the Mild/Moderate Disabilities (M/M), or the Moderate/Severe Disabilities (M/S), credentials. The Education Specialist Credential Program in partnership with Multiple Subjects and Single Subjects Credential Programs are concurrently offering a Multiple Subject or Single Subject Credential along with the Education Specialist Credential as an alternative pathway for teachers to attain both credentials. Please see Credential Services, DBH 303, www.csustan.edu/Credentials, or call them at (209) 667-3534; or make an appointment to discuss with the ESCP Program Coordinator, Dr. Kimy Liu, (209) 664-6743, or contact via email at kliu2@csustan.edu

A Master's Degree in Special Education can be pursued upon completion of the Education Specialist Credential program as well.

SECTION 2

Admission Requirements

Recognizing that academic qualifications alone are not sufficient factors for determining program admission, multiple measures are used to determine acceptance into the Education Specialist Credential Program.

Applicants may apply before completing the admission requirements, however, the Co-requisites must be completed before being fully admitted into the program.

2.1 Grade Point Average (GPA)

The minimum GPA established by CSU System is 2.67. Additionally, applicants to the Education Specialist Credential Program must have satisfactorily completed prerequisite courses. Written request for exception to GPA criteria must be included in the application to the program. The request should identify factors that better reflect their ability to complete the Education Specialist Credential Program successfully. Exceptions are limited by Executive Order No. 547, California State University Chancellor's office.

2.2 Subject Matter Competency * www.ctcexams.nesinc.com

Complete **one** of the following:

- a. Elementary level: Pass 3 sections of CSET's Multiple Subject (101, 102, and 103).
- b. Middle and Secondary Level: Pass CSET Single Subject exam or complete a subject matter preparation program (in the areas of Art, Business, English, Foreign Language, Health Science, Mathematics, Music, Social Science, or Science).

2.3 Early Field Experience (Form III)

Candidates are required to have a minimum of 45 hours of documented field experience with students at K-12 grade levels within the last five years, prior to being admitted to the program. The 45 hours may be from observations, volunteering, employment as an instructional aide or substitute teacher, etc., in a public, charter, or private school.

2.4 English Composition

All CSU graduates will have met this requirement as part of their BA/BS degree.

Complete **one** of the following:

- a. Completion of a CSU WP class as part of the undergraduate program (verified by transcripts).
- b. Obtain a 41 or better on the writing portion of the CBEST.
- c. Completion of an upper division composition course with a grade of "C" or better.

2.5 American Government/U.S. Constitution

This requirement can be met by taking PSCI 1201 at CSU, Stanislaus or an equivalent course that covers the U. S. Constitution.

2.6 Child Development

Applicants must satisfactorily complete a course that focuses on child growth and development. CDEV 3140 Human Development I: Childhood (*required for the Multiple Subject Credential* or CDEV 3240 Human Development II (*required for the Single Subject Credential*): Adolescence or its equivalent is required.

2.7 Basic Skills Requirements* (BSR)

Applicants must submit proof of passage of **ONE** of the following options OR registration for either option a or b.

- a. CBEST Exam (pass all 3 sections) www.cbest.nesinc.com
- b. CSET Writing Skills exam www.ctcexams.nesinc.com (*This option is only for students who complete the Multiple Subject CSET's*).
- c. CSU Early Assessment Program (EAP-English and Math taken in spring of 11th grade with a “College Ready” or “Exempt” score).
- d. CSU Placement Examinations – English Placement Test (EPT) with a score of 151 and entry Level Math (ELM) with a score of 50.
Candidates using only the CSU examinations to meet the BSR can combine scores from EAP and EPT/ELM.
- e. College Board SAT Examination – with an English-score of 500 or above and a Math score of 550 or above.
- f. ACT Examination – with an English score of 22 or above and a Math score of 23 or above.
- g. College Board Advanced Placement Examination (AP) – with English score of 3 or above in either AP English Language and Composition OR AP English Literature and Composition; AND a Math score of 3 or above in either AP Calculus AB or AP Calculus BC or AP Statistics.
- h. Pass a Basic Skills Examination from another State. (The list of Basic Skills Examinations from other states accepted by CCTC can be found at <http://www.ctc.ca.gov/credentials/leaflets/c1667.pdf>
Parts of different options may not be combined to meet the Basic Skills Requirement, except the EAP and EPT/ELM as stated in “d” above.

***Passage is required prior to the start of the semester for which an application was submitted.**

2.8 Tuberculosis (TB) Clearance

Applicants must verify TB clearance within the past four years.

2.9 Cardiopulmonary Resuscitation (CPR) Requirement

The California Commission on Teacher Credentialing (CCTC) requires that all students applying for a Preliminary Credential demonstrate they have **infant, child, and adult CPR certification which meets the criteria of the American Heart Association or the American Red Cross.**”

2.10 The Education Specialist Credential Program Application

Application and Admission to CSU Stanislaus and the Credential Program requires Two Separate Applications and Fees.

- **The application to the University** is separate from the application to the Credential Program and requires transcripts. Applications to the University must be submitted electronically online at <http://www.csumentor.edu>
- **The application to the Education Specialist Credential Program is available at** <http://www.csustan.edu/Credentials/applicationsforms.html>. You can pick up an application in Credential Services, DBH 303, (209) 667-3534. Applications must be submitted by the deadline date listed on the application form. Only complete applications will be accepted.



2.11 Certificate of Clearance

Applicants must submit fingerprints via “livescan” and be “cleared” before working with students. The clearance is processed through the California Commission on Teacher Credentialing (CCTC). Background checks are conducted by the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). When “cleared,” a student will receive an email verifying the “Certificate of Clearance.”

Note: Liberal Studies majors and others who have been fingerprinted, but do not have a “Certificate of Clearance” from the California Commission on Teacher Credentialing, **must be** fingerprinted again. Applicants with a **valid** Emergency Teaching Credential/Permit **OR** a Child Center Permit do not need to apply for the “clearance.” To print the most current application for “clearance” go to <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>

To apply for a Certificate of Clearance online simply follow these steps:

- Take the copy of the Livescan 41-4 form to a Live Scan station to have your fingerprints taken. CSU, Stanislaus’ University Public Safety office provides this service on campus. For a list of livescan locations, go to the following link, <http://caag.state.ca.us/fingerprints/publications/contact.html> Your fingerprints will be electronically forwarded to the Commission. Keep a copy for your records.
- Go to the California Commission on Teacher Credentialing online at <https://www.ctc.ca.gov> and click on **“Online Services for Educators”** tab found on the center of the page, scroll down to **“Online Applications”** and choose **“Click here to complete applications or modify your profile on the educator page”** found in the yellow box in the center. You will then be asked to enter your Social Security number and date of birth, click **“ok”** once you enter this information, click on the **“Create Person”** tab found on the left hand side. Enter your personal information and click **“save”**. Complete the same process for your address and click **“save”** and click **“next”**. Under **“Web Applications”** click on the **“create new”** tab and under Document/Authorization, and click on the drop down arrow and select **“Certificate of Clearance”** for both category and title. Click **“next”** for the next process. You will now be asked ten questions, continue clicking **“next”** after you have answered each question and complete the rest of the online application. Using a VISA or MasterCard debit or credit card, pay the authorized transaction fee of **\$37** (*paying a higher fee indicates incorrect process*). Immediately following the successful submission of the online application, an e-mail will be sent containing a confirmation number and a link to the Track Payment web page. **PRINT OUT THIS EMAIL AND PLACE IT IN YOUR CREDENTIAL APPLICATION PACKET TO VERIFY THAT YOU HAVE COMPLETED THIS STEP IN THE PROCESS.**

The normal processing time for the fingerprint and character and identification process is one to three days. If the individual must be reviewed by the Commission’s Division of Professional Practice, the process may take longer to allow for the review process. The online file will indicate that the application is pending additional evaluation.

Certificates of Clearance are valid for five-years. Individuals may view the status of their Certificate of Clearance application on the search for an educator page at www.ctc.ca.gov

2.12 Participate in an Admission Interview

Admission interviews are conducted by members of the Education Specialist Faculty and Advisory Council members. Generally, admission interviews are scheduled one month after the application deadline. Applicants are notified in writing of the decision regarding their admission. The interview team considers information in the application packet and responses to questions during the interview in recommending admission, conditional admission, or rejection. Program faculty review carefully all information provided

in the application packet and the recommendation of the interviewers before decisions regarding admission are made.

2.13 Co-requisite Course

This course should be completed prior to admittance to the credential program, however, it may be taken concurrently.

- EDSE 4310 – Introduction to Special Education Program, 3 units (*with a grade of “B” or better*)

SECTION 3

Credential Program Requirements

3.1 Preliminary Education Specialist Program Requirements

If an offer of admission is made, complete the following courses with a minimum GPA of 3.0:

- Multilingual Education – Take one course, depending on program emphasis:
 - EDMS 4150 – Methods of Multilingual Education, 3 units; **OR**
 - EDSS 4110 – Multilingual Education for Sec Schools, 3 units **OR**
 - EDUC 4400 – Intro and Foundations of Multilingual Education; 3
- EDSE 4110 – Reading and Language Arts in General Education, 2 units
- EDSE 4210 – Reading and Language Arts in Special Education, 3 units
- EDSE 4330 – Communication and Social Skills for Students with Disabilities, 3 units
- EDSE 4410 – Consultation and Collaboration, 3 units
- EDSE 4550 – Practicum with Exceptional Children, 3 units
- EDSE 4560 – Theory of Instructional Design, 3 units
- EDSE 4750 – Applied Behavioral Analysis, 3 units
- EDMS 4121 – Mathematic Methods, 3 units

Select the following course(s) depending on the Credential(s) you are seeking:

If you are seeking the Mild/Moderate or Concurrent Multiple Subject /Mild Moderate credential take:

- EDSE 4450 – Teaching Students Mild/Moderate, 3 units **and**
- EDSE 4440 – Teaching Students Moderate/Severe, 3 units

If you are seeking the Moderate/Severe credential take:

- EDSE 4440 – Teaching Students Moderate/Severe, 3 units

Student Teaching: After completing the coursework with “B” or better and verification of subject matter competence, complete the following courses:

If seeking Mild/Moderate Disabilities or Mild/Moderate-Multiple Subjects concurrent option enroll in:

- EDSE 4815 – Mild/Moderate Disabilities Student Teaching I, 3 units **and**
- EDSE 4816 – Mild/Moderate Disabilities Student Teaching II, 3 units

If seeking Moderate Severe Disabilities, enroll in:

- EDSE 4915 – Moderate/Severe Disabilities Student Teaching I, 3 units **and**
- EDSE 4916 – Moderate/Severe Disabilities Student Teaching II, 3 units

If students are not successful in their first attempt of student teaching, they should take the following course in their second attempt. (*Note: Pre-requisite: Approval of the Program Selection and Review Committee*)

If seeking Mild/Moderate Disabilities, enroll in:

- EDSE 4817 – Mild/Moderate Disabilities Student Teaching I, 3 units

If seeking Moderate/Severe Disabilities, enroll in:

- EDSE 4917 – Moderate/Severe Disabilities Student Teaching II, 3 units

3.2 Pass the Reading Instruction Competency Assessment (RICA) www.ricanesinc.com

All candidates must pass RICA before CSU Stanislaus recommends them for a credential. Test booklets and information are available in Credential Services or online.

3.3 Apply for the Preliminary Education Specialist Credential with Credential Services

3.4 The Education Specialist Professional Clear Credential

Preliminary Education Specialist Credential is valid for five years and must be followed by a Clear Education Specialist Credential. The Clear Education Specialist Credential does not require employment but allows for the induction component to be completed in a school setting. The Clear option is available to those who hold either a Level I Education Specialist credential or a Preliminary Education Specialist credential. CSU Stanislaus does not currently offer the Professional Clear Credential. To complete Education Specialist Clear credential requirements check with another college/university or with your employing school district for a BTSA program.

SECTION 4

PROGRAM POLICIES & PROCEDURES

In addition to the policies and procedures of the Education Specialist Program, students in the Preliminary Education Specialist Credential Program: Mild/Moderate and Moderate Severe Disabilities Credential Program are individually responsible for complying with University policies and procedures (e.g., academic requirements, grade appeal, and plagiarism).

4.1 Enrollment Requirements

Once admitted to the credential program, continuous enrollment is required. Failure to enroll continuously will result in dismissal from the program. However, candidates can request a leave by filling out a Selection & Review petition found online at <http://www.csustan.edu/sites/default/files/TeacherEd/SpecialEd/documents/SelectionandReviewPetition1.15.13.pdf>, under “Special Education Handbooks”, or pick up a copy in the Teacher Education Office, DBH 330, or see page 16. A leave is a voluntary interruption of enrollment at CSU Stanislaus. A written request for a leave is required to postpone entry or take a leave from a program. The request must be filed with the Education Specialist Program Coordinator prior to the period of absence.

Note: Candidates must complete all requirements in 5 years from the semester of admission.

4.2 Leave of Absence

To request a Leave of Absence, candidates in the Education Specialist Credential Program must submit a statement that includes the intent to re-enroll at CSU Stanislaus within a specified period. The request must be filed prior to the period of absence and is subject to approval of the Education Specialist Program Coordinator.

4.3 Grade and Performance Requirements

For all courses in the credential program, students must maintain a “B” average or higher, with no grade lower than a “C.” Candidates are expected to meet professional, as well as academic standards; failure to do so may result in dismissal from program. However, if students earn 1) a “C” grade or less in any letter-grade program course(s), or 2) earn a “NC” (no credit) for EDSE 4550 or student teaching, they will have to retake the course(s) and will be placed on probation. A student can be dismissed from program if they earn any of the following:

- One “C” + One “NC” or
- Two “C’s” or
- Two “NC’s”

4.4 Probation

A candidate's status will change to "probationary" if a grade of "C" or less is earned in the program. A second "C" grade will result in dismissal from the program, unless due to extenuating circumstances the

Education Specialist Program Coordinator discerns that the candidate may remain in program at probationary status.

4.5 Complaint Against Faculty

If a student has a complaint against a faculty member in the Preliminary Education Specialist Credential Program, the student must follow these steps:

- a. Student speaks to the professor to try and resolve the difference.
- b. If the student has spoken with the professor and has not been able to resolve the difference or if the student has a good reason for not first speaking with the professor, the student can make an appointment to see the Education Specialist Program Coordinator.
- c. If the Coordinator deems it appropriate, he/she can send the student back to talk to the professor or the Coordinator can inform the professor of the complaint.
- d. If the student is not able to resolve the concern with the Coordinator, the student can make an appointment to see the Chair of the Department of Teacher Education.
- e. If the student is still not satisfied after talking with the Chair, the student can then follow the University complaint procedures as enumerated in the University Catalog.

4.6 Student Discipline

Candidates in the program are in positions of public trust where a high level of personal and professional integrity, honesty, and actions is expected. A certain level of conduct is necessary to fulfill one's professional obligations and all candidates are expected to meet high ethical standards. Violation of these standards can result in dismissal from the program. Violations include, but are not limited to:

- | | |
|------------------|---|
| a. Lying | f. Violation of certain laws, rules and regulations |
| b. Cheating | g. Slander |
| c. Stealing | h. Libel |
| d. Plagiarism | i. Misappropriation |
| e. Falsification | j. Harassment |

The Student Disciplinary Procedures for the California State University are described in detail in Executive Order No. 628.

4.7 Petition or Challenge of Program Requirements

No more than 12 units of coursework completed at another university may be petitioned or challenged. The petition applies only if you wish to substitute a required course with coursework completed at another university.

University policies and procedures govern Challenge Examinations, an option available to students currently or formally enrolled at CSU Stanislaus. To challenge a course taken candidates must secure a *Request for Credit by Challenge Examination* form from the Enrollment Services Office, obtain the necessary departmental approvals, pay the appropriate examination fee, and file all copies of the completed request with the Testing Office. (See *Course Challenge Examinations* in the current California State University, Stanislaus Catalog under Academic Policies and Procedures.) Courses more than 10 years old will not be accepted.



4.8 Grade Appeal Procedures

To appeal a grade, candidates must follow the timelines and procedures outlined in the current California State University, Stanislaus Catalog online under Academic Policies and Procedures.

The grade assignment and grade appeal procedures of California State University, Stanislaus are based upon the following premises:

- An important duty of teaching faculty is the timely and accurate evaluation of student work and the assignment of appropriate grade.
- It is the responsibility of qualified faculty to assign a grade when the instructor of record does not do so. (p. 374.)

4.9 CONTINUANCE IN GOOD STANDING POLICY

In order to continue in the program in good standing, a Credential Candidate must:

1. Maintain a GPA of 3.0 (B) or better with no grade lower than a “C” and obtain a “Credit” grade in courses graded Credit/No Credit. (Single Subject Program candidates must earn a grade of B or better in the core classes of EDSS 4100, 4300 and 4400).
2. Pass all course assignments and exams with at least a “C.”
3. Follow ethical and professional standards established by CSU Stanislaus Credential Programs, California Commission on Teacher Credentialing (CCTC), and Council for Accreditation of Educator Preparation (CAEP) in all coursework and fieldwork. Standards of conduct are noted in the University catalog, faculty syllabi, and in the Credential Program Handbooks and include:
 - a. Professional Dispositions
 - 1) Demonstrates openness to critical assessments of progress.
 - 2) Believes that all students can learn. A credential candidate seeks to meet the diverse needs of students, including English learners and students with special needs.
 - 3) Values diversity and advocates for social justice. A credential candidate shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation unfairly exclude any student from participation in any program, deny benefits to any student or grant any advantage to any student.
 - 4) Maintains flexibility in planning and implementing instruction to meet the needs of all students.
 - 5) Demonstrates initiative and reliability in successfully completing the credential requirements, coursework, lesson planning, instruction, and daily classroom routines.
 - 6) Participates in required program activities
 - 7) Makes satisfactory progress in meeting requirements.
 - 8) Reflects and self-assesses to improve practice.
 - 9) Collaborates effectively.
 - 10) Handles Confidential Information Professionally. A credential candidate shall not disclose information about students or cooperating teachers obtained in the course of professional service unless such disclosure serves a compelling professional purpose or is required by law. A credential candidate shall not misrepresent, orally or in writing, issues related to students, classrooms or the university programs and faculty.
- b. Effective Communication
 - 1) Communicates effectively, orally and in writing, in university, public school, and educational community related contexts with professionals, colleagues, and parents.
 - 2) Addresses colleagues, university faculty and staff, and school site personnel in a professional and positive manner. Violence, threats of violence, intimidation, stalking and similar behaviors towards K-12 students, university students, school site personnel and/or university employees on the part of credential candidates shall lead to immediate dismissal from the credential program.
 - 3) Deals effectively and professionally with disagreements.
- c. Appropriate Professional Appearance

- 1) Maintains an appropriate professional appearance.
 - 2) Follows the dress code standards set by the school district in which fieldwork or student teaching is taking place.
- d. Punctuality, Late Assignments, Preparedness
- 1) Meets deadlines for assignments.
 - 2) Notifies cooperating teacher/university supervisor/faculty in advance of absences and makes appropriate arrangements for classroom activities/instruction during absences.
 - 3) Attends courses regularly and punctually and/or reports to field site regularly and punctually. Is punctual to classes and fieldwork assignments and maintains appropriate hours at the placement site or university to plan and implement all appropriate teaching and learning tasks. If two (2) unexcused absences or three (3) “tardies” and/or early departures occur in the same class, the Credential Candidate Concern Profile procedure will be initiated.
- e. Academic Integrity
- 1) Plagiarism - All submitted course work must be the credential candidate’s own work and no one else’s, unless expressly permitted by the instructor.
 - 2) Examinations and Quizzes - Credential candidates may not give, receive, or use unauthorized assistance during an examination, from another person’s notes or other communication.
 - 3) Coursework – Credential candidates may not present the same work for credit in more than one course, unless all of the instructors involved give express permission. Student must acknowledge all sources of assistance, whether published or unpublished, that are used in writing a report or paper.
 - 4) Lab, Clinical and Field work – Credential candidates may only submit the results of another student’s lab, clinic or field work as his/her own, or may only accept help from another student in writing a report, if he/she has received prior permission from the instructor to work jointly with other students in preparing or reporting the work.
 - 5) TPA – Follows all the procedures established by CCTC in the preparation and submission of Teacher Performance Assessment tasks. Failure to follow CCTC guidelines on “original work” in the TPA will lead to immediate dismissal from the Credential Program.

Monitoring of Credential Candidate Dispositions

It is the duty of all program faculty and cooperating teachers to monitor the dispositions of candidates in the credential programs.

It should be emphasized that the goal of such monitoring is to allow for and support corrective action on the part of the credential candidate so as to lead the candidate to successful completion of the program.

When a faculty member becomes aware of behaviors that may imperil a candidate’s success in the program, he/she should use the Credential Candidate Concern Profile form, see page 17, and follow the steps delineated in it. Careful documentation should support the use of this form. Documentation should include dates of absences, “tardies,” and/or early departure from class and anecdotal information which support the instructor’s concern.

Procedures for Review of Credential Candidates

A review of all credential candidates, including dispositions, current GPA and professional conduct in classes and/or in fieldwork will be conducted by the Program Coordinator at the end of each semester.

Automatic Recommendation for Probationary Status in the Credential Program

The Program Coordinator will place a credential candidate on probation for the following reasons:

1. Failure to maintain appropriate academic progress in credential coursework. The Education Specialist candidate will be placed on probation after the first semester in which a candidate earns a grade of “C” in any program course.
2. Excessive absences/“tardies” – If a candidate misses 2 class sessions or is “tardy” or leaves class early three (3) times, the candidate shall be placed on probation.
3. A minor violation of an ethical or professional standard of conduct.
The Program Coordinator or, if appropriate, the Selection and Review Committee for that program, will notify the credential candidate in writing of placement on probation. Probation will be removed one semester after the candidate is shown through a review by the Program Coordinator or, if appropriate, the Selection and Review Committee, to be in regular attendance in the program courses and the candidate receives all grades of B or better in program courses and the grade point average in is 3.0 or better.

Placement on Administrative Leave

A Program Coordinator may order the immediate removal and placement on administrative leave of a credential candidate whose behavior is, in the sole judgment of the coordinator, severe. Such leave shall be effective for the time prior to the meeting of the Program S & R Committee and immediately after while awaiting the decision of the Committee. The Program Coordinator shall communicate this decision to the candidate in writing.

Automatic Recommendation for Dismissal from the Credential Program

The Program Coordinator will recommend to the Program Selection and Review Committee that a credential candidate be dismissed from the program:

1. for lack of professional conduct in coursework, fieldwork or in the community.
2. for lack of academic progress under any one of the following circumstances:
 - a. The candidate receives a second “C” in any program course after being on probation
 - b. The candidate receives a “D” or “F” in any program course
 - c. The candidate maintains a grade point average below 3.0 in program courses
 - d. The candidate is unable to pass CSET within two years after being conditionally admitted to the program.
 - e. The candidate receives a “No Credit” in any student teaching placement.
3. for lack of regular and punctual attendance under any one of the following circumstances:
 - a. The candidate continues to be “tardy” to or leave early from the class or field site and does not maintain punctuality after being warned.
 - b. The candidate has more than a total of five unexcused class absences in one semester across all the courses.
4. if the school administrator, cooperating teacher, or university supervisor recommends that the candidate:
 - a. Be removed from the classroom of assignment for student teaching
 - b. Not be allowed to complete the guided solo or solo components of the student teaching program.
 - c.

CREDENTIAL CANDIDATES IN THE MULTIPLE SUBJECT, SINGLE SUBJECT AND/OR EDUCATION SPECIALIST PROGRAMS WHO ARE DISMISSED FROM STUDENT TEACHING PRIOR TO CENSUS DAY MUST DISENROLL FROM PROGRAM COURSES.

Meeting of the Program Selection and Review (S & R) Committee

The Program Coordinator will notify the credential candidate via email, telephone call or letter that he/she is being recommended for dismissal from the credential program. Such notification will include the date, time and location of the meeting and an explanation of the rights of the candidate including the right to review any documents related to the reason for dismissal, present evidence on his/her behalf and be represented by an advocate at the meeting.

Within five (5) academic workdays, the Chair of the S & R Committee will notify the candidate in writing of the decision of the S & R Committee.

Appeals of Decisions of the Selection and Review Committee

A credential candidate in the Multiple Subjects (MSCP), Single Subject (SSCP) or Education Specialist (Special Ed) (ESCP) Credential Programs may appeal a decision of the Program S & R Committee. The appeal is made to the Department of Teacher Education Appeals Committee (DTEAC).

DTEAC will review appeals related only to violations of stated program policies and/or procedures for the following:

1. Admission to program
2. Retention in program

The following will not be reviewed by the DTEAC:

1. Appeals/exceptions to program requirements or deadlines
2. Grade appeals (These must follow University procedures as stated in the CSU Stanislaus *Catalog*).

Appeals Process

1. Before making an appeal, the candidate must request a meeting with the Chair of the Program S & R Committee within five (5) academic workdays of receiving the letter to discuss his/her concerns and to receive guidance concerning the appeal process. The problem may be informally resolved at this level.
2. If the problem is not resolved, the candidate may submit in writing an appeal:
 - a. to the DTEAC
 - b. along with a copies to the appropriate S & R Committee Chair and
 - c. the Chair of the Department of Teacher Education.
The appeal must be submitted within five (5) academic workdays of the meeting with the appropriate S & R Committee Chair. The candidate's appeal must specify what policies and/or procedures were not followed and supply written documentation.
3. The Chair of the Department of Teacher Education will convene the DTEAC within ten (10) academic workdays of the reception of the candidate's written appeal unless extenuating circumstances make it impossible. The Chair of the Program S & R Committee that rendered the decision will forward to the DTEAC all pertinent written documentation regarding the decision the candidate is appealing.
4. The Chair of the DTEAC will notify the candidate via email, telephone call or letter of the date, time and location of the meeting and an explanation of the rights of the candidate including the right to review any documents related to the decision, present evidence on his/her behalf and be represented by an advocate at the meeting. Said meeting will take place within ten (10) academic workdays of the reception of the credential candidate's written appeal, unless extenuating circumstances make it impossible.
5. The Chair of the DTEAC will inform the credential candidate and the appropriate S & R Committee chair in writing of its decision within five (5) academic workdays of the meeting.
6. No further appeal may be made to DTEAC.



Selection and Review Petition Form
Send all copies to: Teacher Education Department, DBH 330
One University Circle, Turlock, CA. 95382

Student Complete Name _____ Date Submitted _____

CSU Stanislaus Student ID # _____ Day Phone _____

Email: _____ Please check one: MSCP SSCP ESCP
 Concurrent ESCP/MSCP

Type of Petition (Fill in all areas that apply)

The decision of the Selection & Review Committee is indicated in the right column.

Leave of Absence for _____ and Return to Program _____ Semester / year semester / year		
The Selection & Review committee has reviewed your request for a leave of absence from the Credential Program. Leaves of absence are approved on a semester by semester basis. You will need to continue to write to us prior to the beginning of each semester to extend your leave of absence. Please be aware that you are held to any new requirements that are instituted until such time as you have completed all requirements for the credential. If you are returning to the program for student teaching, please be aware that all prerequisites, including CSET, must be completed by the specified deadline in order to return. <i>If your leave extends beyond a three – year period, you will be required to re-apply to the program.</i>	Approved	Denied

Course Substitution - Please attach appropriate documentation such as course catalog description, syllabus, etc.

Course Number and Title Requested for Substitution	Institution Where Course Taken	Date Taken	CSUS Equivalent Course # and Title	Approved	Denied

Other Requests for Exceptions to MSCP, SSCP, or ESCP Credential Program Requirements

	Approved	Denied

Selection & Review Meeting Date _____

Committee Chair Signature _____

Please supply name and address here:		
Name _____		
Mailing Address _____		
City _____	State _____	Zip Code _____

***Comments (office use only)**

Credential Candidate Concern Profile Form

Procedures for Use

- Step 1:** For minor violations of policies and/or dispositions, the instructor discusses the behavior privately with the credential candidate. The instructor completes Step 1 of the Credential Candidate Concern Profile and both sign the form. The instructor keeps the signed form. (For significant violations, skip Step 1 and proceed to Step 2).
- Step 2:** For significant violations of policies and/or dispositions or if the credential candidate behavior(s) discussed in Step 1 persists, the instructor completes Step 2 of the Credential Candidate Concern Profile Form and submits it to the Program Coordinator. Along with this new form, the instructor also submits the form completed in Step 1 (for persistent behaviors).
- Step 3:** If Credential Candidate Concern Profile Forms are received from two instructors, the Program Coordinator will convene a meeting of the instructors completing the forms to clarify the concerns and discuss possible remediation.
- Step 4:** The Program Coordinator, in consultation with the instructors who submitted the Credential Candidate Concern Profile Forms, will meet with the candidate to write an improvement plan.
- Step 5:** If the behavior persists after the implementation of the Improvement Plan or new concerns arise, the Program Coordinator will submit this information to the program’s Selection and Review Committee with appropriate

Profile Form

To: Program Coordinator

Credential Candidate: _____ Student ID# _____

Semester/Year: _____ / _____

Instructor: _____ Course: _____

Step 1: Issue was privately discussed with candidate on _____
Sign and date this form below.

Step 2: Complete the Credential Candidate Concern Profile below:

Area of Concern	Evidence
1. Professional Dispositions	
2. Effective Communication	
3. Appropriate Professional Appearance	
4. Punctuality/Late Assignments/Preparedness	
5. Academic Integrity	

Faculty Signature

Date

Candidate Signature *(Signature does not indicate agreement or disagreement)*

Date

The candidate has five (5) workdays to submit in writing any comments pertinent to this matter to the Program Coordinator.