

**Rowan University  
College of Education  
Student Service Center  
Policies and Procedures  
Spring 2011**



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## Introduction

The College of Education's primary mission is to ensure that faculty and undergraduate and graduate candidates develop the knowledge, skills, and dispositions needed to foster academic achievement, social responsibility, personal responsibility and social justice in themselves so that they can, in turn, facilitate high achievement in P-16 learners. Our programs provide an intellectually rigorous and challenging environment for all candidates. Built upon a liberal education, the College's programs combine the study of research, theory, and wisdom of practice in diverse settings with a variety of opportunities to apply knowledge, skills and dispositions to practice.

The mission of the Student Services Center (SSC) is to provide students with the necessary support and guidance as they pursue their educational goals and courses through the College of Education. It is a resource that offers program advisement for current and prospective students, field placement information and assistance in application for professional education licensure. The Center is focused on providing accurate and timely information to assist students who are working toward a degree and/or licensure in a number of professional education careers.

This document includes information regarding policies and procedures relevant to advising, field placements, certification, and available resources for COE students. All candidates will follow this College of Education Placement Policy.

All field experiences will be arranged in consultation with the respective program coordinators. The Office of Field Experiences makes the final determination of placement. The Office of Field Experiences takes all factors into consideration when making its decision.

**Note:** The structure of PDS and Partnership agreements and other specialized programs may permit some exceptions for candidates in these programs.

## Overview of the Student Services Center (SSC)

The SSC comprises four distinct entities: The Office of Field Experiences (OFE), COE Advising Center, COE Certification Office, and the John J. Schaub Instructional Technology Center.

The SSC performs the following functions for the college:

- Provides all academic advising for undergraduate, CGCE, and many graduate programs within the college
- Serves as the point of contact for our Preschool – 12<sup>th</sup> grade (P-12) partner schools in the region
- Arranges all field placements for undergraduate and some graduate students within the College of Education
- Verifies, processes, and submits all licensure applications for students within the college
- Provides resources for education candidates through the Schaub IT Center

### Office of Field Experiences

The major focus of the Office of Field Experiences is the placement of students requiring field experience in a school or clinical setting. The office also provides training opportunities for cooperating teachers who will be mentoring Rowan's teacher candidates. The Office of Field Experiences works in consultation with department chairs and faculty within the College of Education to solicit placement recommendations.

### College of Education Advising Center

The College of Education Advising Center is designed to assist all education majors and minors with thorough advisement throughout undergraduate and graduate coursework. Advisors are dedicated to remaining in contact with the academic departments in order to stay current with various changes and updates to the curriculum. Each advisor has been trained in providing accurate suggestions for course selection each semester. Advisors are also responsible for identifying students for benchmarking and signing off on graduation recommendations.

### Certification Office

This office processes New Jersey certification applications for College of Education students who have completed one or more undergraduate, post-baccalaureate, and/or graduate certification programs.

### John J. Schaub Instructional Materials Center

The Schaub Instructional Materials Center, located on the first floor of Education Hall, serves the faculty and students of Rowan University's College of Education. The facility houses a wide range of sample teaching materials, teacher texts and workbooks, teaching kits, print resource materials, professional journals, and instructional audio-visually. The specialized collection supports and augments the College of Education's various professional education courses. The Instructional Materials Center offers laminating, binding and copying services, as well as Ellison "lettering machines" and assorted Ellison die cut shapes.

## Field Experience Placements

### Preamble

New Jersey courts and the legislature have consistently found that the State Constitution stipulates that the maintenance and support of a thorough and efficient system of free public schools for the instruction of all the children in the State between the ages of 5 and 18 years is a legislative responsibility. To meet this responsibility, the legislature created the New Jersey State Board of Education, assigning the Board the mission of “. . . the general supervision and control of public education in the state . . .” (NJSA 18A: 4-10); and, giving the Board the general rule-making power (18A: 4-15) to make, enforce, and alter and repeal, rules for implementing and carrying out the school laws of the state under which it has jurisdiction.

Given this responsibility, among the many rules promulgated by the Board are those rules pertaining to the professional licensure and standards for public school teachers and other educational professionals, and for institutions of higher education involved in the preparation of individuals who require certification to teach in the public schools of New Jersey (NJAC 6A:9), in particular, (NJAC 6A:9-10) describes the “Standards for New Jersey Educator Preparation Programs in Higher Education”.

Rowan University, in compliance with the above referenced laws and regulations, and in compliance with the standards of Interstate New Teacher Assessment and Support Consortium (INTASC) of the Council of Chief State School Officers (CCSSO); and the National Council for the Accreditation of Teacher Education (NCATE), has established a “Field Experience Placement Policy.”

### Field Experience Placement Policy

#### Diverse Experiences

Accrediting agencies require that the College of Education provides candidate field experiences in socially, economically, and culturally diverse settings. The Office of Field Experiences is responsible for tracking each candidate to ensure diverse experiences using criteria such as the New Jersey Department of Education District Factor Groupings and the Teacher Cancellation Low Income Directory.

#### Placement Criteria

Criteria for these placements include the quality of the setting and qualifications of the cooperating teachers/other school professionals.

#### 1. Setting

An *appropriate* setting for field experience placements meets the following criteria:

- a. Exist in a public or New Jersey-approved charter school district or private school/state agency (as appropriate for special education programs) within the following counties:
  - Atlantic
  - Burlington
  - Camden
  - Cape May
  - Cumberland
  - Gloucester
  - Salem
  - Other counties may be permissible but require advanced approval from the Department. Such requests will be handled on a case by case basis.
- b. Be representative of schools in the State of New Jersey in terms of social, economic, intellectual, ethnic, religious, and abilities including special needs.
- c. Have a majority of the teachers in the designated school hold New Jersey Certification.
- d. Offer a balanced curriculum consistent with New Jersey Statutes and Administrative Code, and focusing on New Jersey Core Curriculum Content Standards and Common Core Standards.
- e. Provide, if a Non-Public school or agency, liability insurance coverage for candidates to observe and practice their skills in accord with their program and as notified and required by the Office of Field Experience in the College of Education.

- f. Interns in the school counseling program are permitted to have out-of-state placements if advanced approval is granted by the program coordinator.
- g. Field placements for graduate and post-baccalaureate programs are permitted to take place in states other than New Jersey

An *inappropriate* setting for field experience placements includes but is not limited to:

- a. For all candidates, a district in which the candidate substitute teaches
- b. For initial licensure candidates, a district in which the candidate substitute teaches or is otherwise employed during the semester of placement, excluding TLCI.

## **2. Cooperating teachers/other school professionals**

Per NJAC 6A:9-10.3 District faculty assigned to supervise teacher candidates shall:

- a. Be approved by the principal and district office with input from the teacher candidate's preparing institution of higher education;
- b. Have a minimum of three years of successful teaching/counseling experience, including one within the district;
- c. Possess a standard instructional certificate;
- d. Have appropriate certification that coincides with the area of instruction for which the candidate is being prepared; and
- e. Be a full-time district faculty member with demonstrated expertise in the field of mentoring/supervision.

In addition, cooperating teachers must meet the following criteria:

- f. Be willing to participate in the program as a professional responsibility.
- g. Be able to serve as a proper role model for the teacher candidate.
- h. Demonstrate teaching proficiency as evidenced by positive impact on student learning.
- i. Maintain active membership and participation in relevant professional organizations at the state, regional, and national levels.
- j. Demonstrate high-quality on-the-job performance.
- k. Know the basic principles and best practices of working with teacher candidates and be willing to prepare for this.
- l. Provide continuous supervision and weekly conferences to assist teacher candidates in professional development.

## **Candidate Responsibilities in Preparation for Field Experiences, Clinical Practice and Teacher Certification**

### **Program Eligibility Affidavit**

The State requires that any individual who has a criminal history as defined in the New Jersey statutes N.J.S.A.15A: 6-7.1 et seq. or N.J.S.A.: 6-4.13 and listed on the above-noted form cannot be employed in a school and should not apply for a teaching certificate. Any individual who has a conviction and/or charges pending for a crime or offense listed on the "Applicant Authorization and Certification" form should inform his/her advisor or the Assistant Dean of the Office of the Student Services Center about the situation. Failure to comply may necessitate withdrawal from the program.

All students seeking field placement are required to sign the College of Education Certification Program Eligibility Affidavit verifying no convictions or pending charges.

### **Criminal Background Check**

At times, upon the request of a school district, Education Major and Minor students must be fingerprinted and have a criminal background check or hold a substitute teacher certification in order to be placed for a field experience. This policy went into effect spring 2010. Any individual applying for a position in a public or private school in New Jersey will be required to undergo a criminal background check. Each candidate needs to contact his/her assigned school district to determine whether the district requires Rowan students in Clinical Practice to comply.

### **Mantoux Intradermal Tuberculin Test**

It is mandated by the State of New Jersey that every college student who works indoors and has contact with pupils for at least 20 hours per month be tested for tuberculosis within six months of coming in contact with pupils in the schools of New Jersey, Appendix IIC. A Mantoux Intradermal Tuberculin Test is required. If a student has been tested within six months of contact with pupils, they must take proof to the Student Health Center in Linden Hall, where it will be recorded for future reference. If students do not have evidence of a Mantoux Test within the required six months, they must complete this requirement before beginning any field experience in a New Jersey public school setting. College students transferring between school districts within New Jersey do not have to be retested if there is a documented record of a Mantoux Test. It is the student's responsibility to provide a copy of this documentation to the school nurse or designee of the school/agency placement assignment.

Tests can be taken at local county agencies or a candidate may have his or her own personal physician do the Mantoux Test, but he/she must take proof of the test to the Student Health Center where it will be recorded. Students must include the date of his/her last Mantoux Test on the Clinical Practice Application packet.

## Insurance

### Candidate Injury and Sickness Insurance

New Jersey law requires that all students attending state colleges and universities have current health and accident insurance. Rowan University and some school districts require our students to sign a "Statement of Understanding and Agreement Regarding Student Participation in Off-Campus Activities, Field Trips, Etc." This document requires a candidate to assume responsibility should he/she be injured while involved in University activities off-campus or at a school district. Further, that Statement requires that candidates indemnify and hold harmless the university/school district against any claim that may arise out of personal injury.

Therefore, it is important that every candidate's health/accident insurance be current while enrolled at Rowan University. NOTE: Failure to have health/accident insurance will prohibit participation in field experience and clinical practice activities. It is the candidate's responsibility to ensure that the Bursar has his/her current health and accident insurance information on file.

At Rowan University a student has two options for meeting his/her insurance obligation:

1. Provide evidence of enrollment in an appropriate medical insurance plan (such as HMO or conventional medical plan) or
2. Purchase coverage from the carrier selected by Rowan University to provide the Student Injury and Sickness Plan.

It is the responsibility of each Rowan student to ensure that he/she has adequate insurance coverage.

### Liability Insurance Required of Placements

N.J.S.A. 18A: 16-6 requires public boards of education in New Jersey to defray all the costs of defending a teacher candidate in an action brought against the teacher candidate arising out of his/her performance of the duties of the position. In addition, the board must save harmless and protect such persons from any financial loss resulting from the action. The board is authorized by the same statute to arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

With regard to Rowan University placing students in non-school settings, such as social service agencies, N.J.S.A. 59:1-1 et seq., 59:13-1 et seq. and the New Jersey Torts Claims and Contractual Liability Acts applies to Rowan University liability. In summary, a claimant would need to file suit against the State of New Jersey and prove negligence for Rowan to be liable. The non-public agency or school needs to provide insurance to cover the cost of defending a teacher candidate that covers all such advantages, losses, and expenses.

Note: Nursing and School Nursing program students are not permitted to medicate any student or staff during any field experience.

School Counseling Field Experience students are required to obtain malpractice insurance available through membership in professional organizations.

### Travel Liability Insurance

With regard to students traveling to and from assignments and classes, travel liability rests with the individual student driver. Therefore, if faculty and staff are involved in recommending or arranging ride-sharing situations, it is incumbent upon the staff member to guarantee that the driver does in fact have current auto liability insurance.

## Initial Teacher Licensure Clinical Practice (Student Teaching) Policies

### Setting for Initial Teacher Licensure Clinical Practice

It is the policy of the College of Education not to place candidates for clinical practice in the same district where they:

- have attended school,
- have children attending,
- are related to employees,
- have been or presently are employed, full or part time,
- have been or presently are members of the Board of Education,
- are related to members of the Board of Education.

It is the policy of the College of Education not to place candidates for clinical practice in the same classroom:

- with a cooperating teacher that he/she has worked with as a paraprofessional, or
- in a placement where he/she is being paid.

### Substituting during Initial Teacher Licensure Clinical Practice

Candidates may not substitute teach *at all* during the Clinical Practice semester.

### Clinical Practice Application Policies

- Students must apply in person in the Student Services Center on the 2<sup>nd</sup> floor of Education Hall during regular business hours.
- If the ending application date falls on a weekend or holiday, applications will be accepted on the following business day.
- Applications may be downloaded during the application period only.
- Late applicants must pay a late fee of \$100 and file a request for an extension to submit an application to the Assistant Dean of the Student Services Center.

### Clinical Practice Attendance Policy:

The senior level clinical practice experience is the singular most important and productive period of a prospective teaching candidate's undergraduate professional development. A teacher candidate should strive to avoid absences from the teaching assignment. The candidate's responsibility to the clinical practice placement assumes that attendance every day is expected.

### Related Procedures:

The following guidelines are to be followed if there must be missed days:

- The teacher candidate must notify both the cooperating teacher and the college supervisor before the missed time.
- More than three absences per semester will result in a departmental review of the necessity to make up missed time.
- The college supervisor will coordinate with the cooperating teacher/ the field placement administrator and the Field Experience Office of the College of Education to develop a suitable timetable, which extends the clinical practice experience to provide the necessary make-up time.
- In those rare and exceptional situations where make-up time necessitates the college supervisor to assign a grade of Incomplete, then the College policy for removal of the incomplete grade will be followed.

It is expected that the teacher candidate view clinical practice as a full time job and that the clinical practice responsibilities should take precedence over any other job or recreational activity.

### Supervision of Teacher Candidates in Clinical Practice

It is the minimum requirement that the assigned college supervisor will visit all teacher candidates at least once every two weeks. Except for the initial, possibly the mid-term and final visit, all visits should include an observation of at least one complete lesson or activity conducted by the teacher candidate. Each observation will be followed by a conference between the teacher candidate and supervisor. A pre-observation conference is also recommended. Communication with the cooperating teacher is expected to be an ongoing process.

The university supervisor will visit all assigned schools during the first eight work days and introduce himself/herself to the principals and cooperating teachers. During the first visit, the supervisor will discuss expectations, roles, avenues of communication, and other matters of mutual concern.

On all visits, the supervisor will check in at the office upon entering the building.

### **Ten-Day Remediation Plan**

In the event that a student is performing at levels below the expectations of the program, the following procedures will be followed:

- As soon as the university supervisor becomes aware of a problem, an on-site conference with the candidate and cooperating teacher will be initiated. The building administrator and/or university department chair may be included.
- The problem will be defined, and a written remedial plan with a timeline will be developed in consultation with the student, cooperating teacher and supervisor. The university supervisor will keep anecdotal records of progress or lack thereof.
- If the problem cannot be remediated within 10 working days, a meeting will be held at the University with the supervisor, teacher candidate, department chair, and Assistant Dean of the Student Services Center or designee. The supervisor will bring the following documents to the meeting:
  - The previous remediation plan with an explanation of why it was not successful,
  - All supervisor's observations, evaluations and records, and
  - All cooperating teacher and district input.
- After reviewing all pertinent data and following a discussion of this data as well as other pertinent information with attendees, the committee will make one of the following recommendations:
  - Allow the student to remain in the current placement.
  - Remove and secure a new placement for the student for the current semester/quarter with suggestions for successful placement. Replacement can occur when requirements for successful placement have been met. The department will assume responsibility for monitoring student progress toward completion of the requirements for successful replacement.
  - Discontinue the candidate from Clinical Practice. The department chair, in consultation with the supervisor, will complete the Discontinuance Form Clinical Practice form (available on the Office of Field Experiences website); make copies for the student, supervisor and department, and forward the original to the Office of Field Experiences (OFE). If replacement of the student is to occur, the department will arrange for a consultation with the Office of Field Experiences director to ensure that OFE plans collaboratively with the department and the candidate to effect a successful replacement.

### **Discontinuance of Clinical Practice Assignment**

There are occasions, during the clinical practice quarter/semester, when consideration must be given to the removal of the teacher candidate from the Clinical Practice setting.

- **Discontinuance Due to Poor Performance in the Field**  
In instances where it appears that the teacher candidate is having problems, which may result in placement discontinuance, identification of problem areas and a 10 day plan for resolving these problems should be initiated and monitored by the supervisor
- **Discontinuance by Partner School/District**  
In several situations, the New Jersey Commissioner of Education has ruled that pre-service teaching is a privilege extended by local school districts to colleges and their students. Emphasis is placed on the fact that it is a privilege rather than a right for Rowan University students to be accommodated by a school for their clinical practice assignments. This privilege can be terminated at any time by the school district. Though all initial efforts shall be directed toward resolving the problem at the school, the University will comply with a district's request to remove a teacher candidate from a particular assignment.

If a school requests that a student be moved, the supervisor will contact the Department Chair and the Assistant Dean of the Student Services Center to explain the problem and plan to remove the student as soon as possible.

If the supervisor recommends the placement be changed, and *if* upon review by the Chair or proper coordinator a move is deemed appropriate, then such recommendation should be forwarded to OFE. This action is contingent upon the availability of another board of education-approved field placement.

- **Discontinuance by Rowan University**

The University also has the authority to terminate clinical practice assignments. The College of Education, through the approved program of teacher certification, is entrusted with the responsibility to recommend for certification only those individuals who can show that they possess the competencies necessary for becoming a successful teacher. Pursuant to this obligation, Rowan University must make assessments concerning a teacher candidate's competence in the field. If, during the clinical practice period, in the professional judgment of the University supervisor, the department chair, Assistant Dean of the Student Services Center, and/or the administration of the College of Education, it is concluded that the teacher candidate does not demonstrate the appropriate knowledge, skills and dispositions for becoming a successful teacher, the student may be removed from the assignment. In addition to issues raised in the field, failure to comply with any College of Education regulation or University regulations concerning the code of conduct may be cause for termination of the assignment.

- **Discontinuance by Teacher Candidate**

Candidates may discontinue clinical practice for reasons of serious illness or other extenuating circumstances. Candidates must notify their supervisor, the department chair, and the Assistant Dean of the Student Services Center if they must discontinue Clinical Practice.

In the event that discontinuance is deemed necessary, the teacher candidate will be removed immediately from the assignment with a follow-up meeting at the University within three (3) working days.

#### **Discontinuance and Course Withdrawal**

- **Discontinuance up to Mid-Semester** If discontinuance is to occur, and reassignment for the current semester is not recommended, the teacher candidate will initiate and sign a "Withdrawal from Course Request" form, available from the Registrar's Office. Upon receipt of this form, the Registrar will enter a "W" on the student's transcript. The withdraw notation of "W" is not a grade.
- **Discontinuance after Mid-Semester** Candidates' requests for withdrawals after mid-semester are considered exceptional and are only granted for sufficient reasons beyond the candidate's control. The withdrawal process will follow the policies and procedures of the University. A withdrawal after mid- semester will result in the notation of "WP" (withdrawal with passing academic standards) or "WF" (withdrawal with academic failure). The notation of "WP" or "WF", although not considered a grade, will be entered on the student's transcript.

#### **"Incomplete" in Clinical Practice**

An "Incomplete" grade in clinical practice is considered exceptional and will be given only if there are sufficient reasons for it and if the following criteria are met:

- Both written and fieldwork can be satisfied by a deadline agreed upon by the supervisor, the cooperating teacher and the teacher candidate. In the event there is no agreement about the granting of the Incomplete, the options to not receiving an Incomplete are either to receive an appropriate grade or to withdraw from the course prior to the last day of the current semester.
- The present university supervisor and cooperating teacher are willing to supervise the teacher candidate during that extension without additional compensation.
- The school system approves the extension of time.

The department shall consult with the Office of Field Experiences prior to giving the Incomplete, if that incomplete grade is during the same academic year.

#### **Reapplication for Clinical Practice**

A candidate may reapply for clinical practice within two years after all suggestions for remediation have been met, as long as the program has not been discontinued. With permission from his/her department the candidate will reenroll in clinical practice and pay all tuition and fees as listed.

## **Counseling Placement Policies**

### **Setting for Counseling Placements**

It is the policy of the College of Education not to place counseling candidates in the same district where they:

- have children attending,
- are related to employees,
- have been or presently are members of the Board of Education,
- are related to members of the Board of Education,

### **Supervision of Counseling Interns**

Counseling Interns are supervised by the on-site mentor. Rowan Faculty meets with the mentor once at the beginning of the field experience.

## Additional Policies of the Student Services Center

### Changing Field Placement Courses

Student schedules that include courses with field components will be considered final as (i.e., will not be able to be changed) after the last day of Final Registration of each semester. **Students may not change these courses during the Drop/Add period.**

### Student Requests to Take More than 18 Hours

- a) Student must have a GPA of 3.0 or higher.
- b) Advisor will ascertain in writing the rationale/reasons for the overload request and how the student plans to do the extra work.
- c) Student will fill out a Course Overload Request Form.
- d) Advisor will meet with the student.
- e) Advisor will attach student's rationale/reasons for the request.
- f) Student will sign form.
- g) Advisor will sign form and add any comments if necessary.
- h) Advisor will send to Dean/Associate Dean for approval.

### Overrides and Waivers

- 1) No Advisor (except the HES Advisor) is to sign a course override (which would allow a student to register for a closed course).
- 2) COE Advisors will sign prerequisite waivers for these reasons only:
  - o Pending transfer credit
  - o Unknown registration problems
- 3) When an override or waiver is written, a specific CRN must be included.
- 4) No prerequisite waivers will be signed for non-matriculated students.
- 5) Any other waiver requests should be sent to the appropriate Department Chair.
- 6) Any student who is waived by Teacher Ed, HPE, or Sp Ed must notify the Office of Field Experience via e-mail on the day the student is registered.

The College of Education will follow Rowan University's approved policy for the Pass/No Credit option. The Pass/No Credit option is not applicable for any core or specialized courses required for the BA in Education. Any questions regarding the Pass/No Credit option for dual/content area major requirements/courses must be obtained from that advisor/department.

### Benchmarking

All education minors and majors are required to go through benchmarking at various points throughout their programs. Current benchmark requirements can be obtained through each program advisor.

### Removing Candidates at Benchmark Points

- Advisors evaluate students' transcripts at program benchmarks. (If a student has any D's, F's or Incompletes, missing PRAXIS scores, omitted required courses, any negative dispositional evaluations++, and/or below-mark GPAs at a benchmark evaluation, he or she cannot proceed to the next level of Education classes.)
- Advisors will forward a list of ineligible students to Department Chairs, their secretaries, OFE, and the Director of SSC for removal by May 30<sup>th</sup> for Fall and upon receipt of final grades for Spring semester or no later than January 8.
- It is the Department Chair's responsibility (or the Department Chair's designee's responsibility) to notify the students of their removal from courses via e-mail to the student's Rowan e-mail address.
- Advisors will send a courtesy email to the students informing them of their current status with suggestions as to how to alter their schedules on drop/add dates.

*\*\*\*Between benchmarks, it is the Department Chair or Department Chair Designee's responsibility to notify students of removal due to D/F/Inc course grades (Education courses only), keeping the advisors involved.*

*\*\*This **requires** that professors submit scores (on the appropriate spreadsheet) from dispositional forms at the same time that grades are submitted. When a professor is aware that a candidate is in jeopardy of not meeting a benchmark, it is requested that he or she communicates this in writing with the candidate's advisor immediately.*

Only matriculated education majors may enroll in core or specialization courses required for BA in Education.

## Student Appeals – Department of Teacher Education

A Teacher Education Student Appeals Committee will be established by the Department Chair to hear all student requests for exceptions to benchmark requirements.

- a) Members will be:
  - Department Chair (or Assistant Chair)
  - Assistant Dean of the Student Services Center
  - Advisor Coordinator and/or Program Representative (faculty member)
  - Associate Dean (*ex officio*) when possible
  - Advisor (*ex officio*) when possible
- b) The Department Chair will convene the committee to meet no later than the second week of July for Fall semester and no later than one week prior to the beginning of the Spring semester to review and hear appeals for all courses except Clinical Practice. Clinical Practice hearings will be held no later than the fourth week in October for Spring and the second week of January for Fall.
- c) Procedure
  - i) Advisors will submit a list of ineligible students to the Department Chair, secretaries, OFE, and the Assistant Dean of SSC by November 10<sup>th</sup> for Spring and May 15<sup>th</sup> for Fall.
  - ii) On or before November 20<sup>th</sup> for Spring and May 30<sup>th</sup> for Fall, the Teacher Education secretary must e-mail letters containing the Student Appeals Form to the ineligible students' Rowan e-mail addresses.
  - iii) All appeals must be submitted (using the Student Appeals Form) to Teacher Education secretary as soon as the candidate learns of ineligibility or no later than December 5 for the Spring and not later than July 1 for Fall semester.
  - iv) Committee members will read the formal appeal during the second week of July, seek information from all involved parties, then have the Teacher Education secretary contact candidates for hearing dates and times, if necessary. Not all appeals will require a hearing.
  - v) Dates for hearings will be the first week of January for Spring and the third week of July for Fall.
  - vi) At the hearing, the candidate will be allowed to present his or her case.
  - vii) After the hearing, the Committee will deliberate. No decisions will be made until deliberation is complete.
  - viii) The Teacher Education secretary will notify the candidates of the outcomes of the hearings within two business days.
  - ix) Candidates who do not submit a written appeal (using the Student Appeals Form) by the due date will not be granted a hearing.

### Course Credit

Grades of “D,” “F,” or “Inc” (incomplete) are not acceptable for any general education, dual/content area major, or core specialization courses required for BA in Education.

Core and specialization courses required for the BA in Education may only be attempted twice.

Core and specialization courses required for the BA in Education have an expiration date of 10 years from the date of completion and must be retaken if older than 10 years.

### Praxis Test Policies

#### Basic Proficiency in Reading, Mathematics, and Writing

The College of Education requires teacher candidates to demonstrate minimum proficiency in the areas of reading, mathematics, and writing for entry into our undergraduate and post-baccalaureate initial teacher certification programs. We base this demonstration on a standardized test, the PRAXIS I.

#### Eligibility via PRAXIS I Test Only

A candidate demonstrates proficiency in each area when the following minimum passing scores are met:

- Reading: 175
- Mathematics: 174
- Writing: 173

#### Eligibility via PRAXIS I Test and Coursework

If a candidate fails any part of the PRAXIS I but scores within 3 points of passing, that candidate may be exempt from taking that part of Praxis I again if he or she has met the following criteria:

- Reading:
  - PRAXIS I subscore of 172
  - B+ or higher in 2 literature courses (minimum 6 credits)
    - Courses **must** be broad-based general education literature (LIT) courses
    - At least 1 of these courses must be taken through Rowan
  
- Mathematics:
  - PRAXIS I subscore of 171
  - B+ or higher in 2 mathematics courses (minimum 6 credits)
    - Elementary and Early Childhood Education Majors:
      - Courses **must** be Structures of Math and Contemporary Math
      - At least 1 of these courses must be taken at Rowan
    - Health and Physical Education and Subject-Matter Education Majors:
      - The 2 courses can be any math courses accepted for college-level credit by Rowan
      - At least 1 of these courses must be taken through Rowan
  
- Writing:
  - PRAXIS I subscore of 170
  - B+ or higher in 2 college composition courses (minimum 6 credits)
    - Courses **must** be College Comp I, College Comp II or writing intensive (WI) courses
    - At least 1 of these courses must be taken through Rowan

A candidate is not eligible for entry into the certification program until one of the above criteria has been met for each area. To be considered for **eligibility via PRAXIS I Test and Coursework**, the candidate must meet with his/her advisor to review the form (see page 21).

#### **Praxis I Due Dates**

- **Praxis I – Must be passed by November 1\* to be admitted into January** Junior field experiences
- **Praxis I – Must be passed by April 1\* to be admitted into September** Junior field experiences

#### **Praxis II Due Dates**

- **Praxis II** – It is the candidate’s responsibility to schedule and pass the appropriate PRAXIS II TEST within the required timeframe (semester prior to clinical practice). Candidates are required to submit evidence of passing Praxis II scores on their Clinical Practice application. Without official passing PRAXIS II test scores the candidate will not be able to participate in Clinical Practice. See program advisor for specific requirements.

Please Note: Registration and test scoring process may be prolonged, as well as the processing of test results. It is the student’s responsibility to request Educational Testing Service to forward their test results to:

**Office of the Dean  
College of Education  
Rowan University  
201 Mullica Hill Road**

#### **Student Request to to Rematriculate into the BA in Education**

A student who was matriculated into the BA in Education and has met the following criteria will be allowed to rematriculate into the BA in Education (within the same specialization) to complete Clinical Practice:

- Completed all course requirements except for Clinical Practice;
- Met *all* GPA (overall and dual major) requirements for entry into Clinical Practice;
- Provided documentation to the College of Education Student Services Center of earning a passing score on all of the appropriate PRAXIS II tests;
- Earned all positive dispositions reports; and
- Graduated with a certification-eligible dual major degree from Rowan within the last two (2) years (4 semesters),

The College of Education will be notified of any such student in writing immediately upon the students' rematriculation.

A student making this request must complete the application and meet the application deadline for Clinical Practice for the semester prior to his or her going out for Clinical Practice (3rd Monday in September for Spring and 3rd Monday in December for Fall).

### **Minor in Education**

There are 4 general audiences for the Minor in Education:

- Students who are not currently Education majors but who are interested in becoming Early Childhood (P-3), Elementary (K-5) or Subject-Matter (K-12) Education majors via the internal transfer process;
- Students who see having some Education courses as a benefit to their future professional goals (The Health Care industry and other corporate entities offer many opportunities for people to be engaged in educational work, but these environments do not require that one be a certified teacher);
- Students who are currently Education majors but who do not wish to continue the program after the sophomore-level courses; and
- Students who are currently Education majors but who, for a variety of reasons, do not meet Junior-level benchmarks required to move forward in the program.

In each of these cases, those who complete the Minor in Education will have recognition on their transcripts for the completion of this coursework. The Minor in Education in and of itself does not qualify one for certification. Completion of the minor does not guarantee admission to the major.

#### **To Apply to the Minor:**

Demonstrate an interest in education by completing two (2) of the following courses with grades of B or better:

- FNDS 21.150 History of American Education (Gen Ed)
- FNDS 21.230 Characteristics of Knowledge Acquisition (Gen Ed)
- SPED 08.130 Human Exceptionality

Students must schedule an appointment with a Program Advisor and complete the application.

#### **Application for Admission and Transition from Minor to Major**

- **Fall** applications\* for the Education Minor will be accepted from February 1 to March 1
  - **Spring** applications for the Education Minor will be accepted from October 1 to November 1
- \*Praxis I scores must be attached to the major application. Students who are not going into the major are not required to take the Praxis I Exam.

## Certification

Students in programs leading to state licensure are eligible to apply for their certifications through Rowan University's streamlined process with the New Jersey State Department of Education. Applications for certification are accepted three times a year during the Fall, Spring, and Summer semesters. Students are required to submit their applications the semester they finish their programs. The application, deadline dates, frequently asked questions, as well as links to all State Departments of Education nationwide are posted on the certification website: [www.rowan.edu/colleges/education/studentservices/certification](http://www.rowan.edu/colleges/education/studentservices/certification).

The Certification Specialist is a staff member in the Student Services Center which is located on the second floor of Education Hall and who can be reached by dialing 856-256-4420.

Students must complete the academic major and/or dual major appropriate to their field of teacher certification. At the end of their sophomore year, all students must file an application for formal admission into the teacher certification program. Admission to certification requires passing scores on the Praxis I: Pre-Professional Skills Test. Students must maintain a minimum overall grade point average (GPA) of 2.5 to continue as a student in good standing in their program. To be eligible for senior student teaching, and institutional recommendation for teacher certification, students must maintain a 3.0 average in teacher preparation courses, a 3.0 average in their subject matter major, dual major for Early Childhood is a 2.75, and Math and Science majors a 2.75. Elementary Education majors must maintain the GPA required by their dual major program. An overall GPA of 2.75 is required. Grades of "C" or better are required for all coursework. Additional information is available in the Rowan University Catalog, the Student Services Center, departmental advisement sheets or by visiting <http://www.rowan.edu/colleges/education/ssc/certification>.

Applications for the teaching certificate must be submitted to the Student Services Center according to the deadlines for the semester in which the student anticipates completing all requirements for initial certification, including clinical practice and graduation. The New Jersey State Department of Education's Office of Licensure and Credentials is the official certificate-granting agency. Successful completion of Praxis II test is needed prior to clinical experience. Students should see their academic advisors to obtain further information about graduation.

Graduates of the approved program in teacher education who have met all conditions stated above will be eligible for a one-year certificate of eligibility with advanced standing. Graduates will qualify for the standard (permanent) certificate after one year of successful employment as a provisional teacher in a state-approved school district or non-public school. During the provisional year, the candidate will receive support, assistance and evaluation from a school-based professional support team (N.J.S.C. 6.11-5).

Rowan University reserves the right to modify its requirements for teacher preparation program candidacy and completion as directed by the N.J. State Department of Education or the Rowan University Board of Trustees. Detailed certification requirements are available from the appropriate academic departments and the Student Services Center.

## Graduation

The graduation application can be obtained through the Registrar's Office.

### John J. Schaub Instructional Materials Center

The center is open to the entire Rowan community during posted hours. Teaching materials, kits, print and AV resources, copier, laminator, binder and Ellison machines are available for use within the center

### Circulation Policies

Borrowing privileges are normally not available to students. Special circumstances may warrant consideration of the loan of select material (main area college textbooks, Enrichment Collection items, manipulatives, and posters) utilizing their professor's account. Students may not borrow teaching kits. Faculty/staff requests for their students must include the name, the requested item's title, and must be forwarded via email to the center director. Materials on loan may be renewed twice providing others have not requested them. Renewals may be requested in person, via email, or by phone. All circulating materials are recalled at the end of the semester.

**Borrower Responsibilities**

Patrons are fully responsible for all materials charged out to their account. In the event that an item is damaged or lost, the center will charge the cost of the item plus a \$6.00 processing fee. If a lost item is found and returned within 90 days, the cost of the item will be refunded. The processing fee will not be refunded.

**Late Notices**

Notices are emailed to the borrower's official Rowan address, and are sent 7, 14, and 21 days after an item is due. No fines are charged for overdue materials. An item is considered lost after the third late notice. A fourth notification, sent to the patron and their department chair, will result in a suspension of the patron's borrowing privileges.

## Forms

- **Statement of Understanding and Agreement Regarding Student Participation in Off-Campus Activities, Field Trips, Etc.**
- **Certification Program Eligibility Affidavit**
- **Praxis I Equivalency Policy**

**STATEMENT OF UNDERSTANDING AND AGREEMENT REGARDING STUDENT PARTICIPATION IN OFF-CAMPUS ACTIVITIES, FIELD TRIPS, ETC.**

Rowan University students, while away from the university campus on field trips and other university associated activities, including but not limited to academic, drama, music, athletic, volunteer and other activities, as well as college sponsored affiliated or approved clubs, etc., are expected to conform their behavior to Rowan University policies.

In consideration to participate in activities of Rowan University, I agree to conduct myself in conformance with policies established by the university and agree to be under the general authority and supervision of the club/class sponsor/faculty member or other college approved and designated supervisor.

I understand that the class/club sponsor/faculty member, designated supervisor and the university are not responsible for negligence or misconduct on account of my behavior or in case of accidents, damage and/or injuries I may suffer while participating in the activity. I agree to release the university and discharge it from any and all liability, and agree not to sue Rowan University, its faculty, trustees, staff, employees, and agents ("released parties") for any personal injury or other damage resulting from my participation in the university activity.

I agree that if a claim arises out of personal injury, I shall indemnify and hold harmless released parties against any such claims, including attorney's fees incurred by the university in defending such claims.

I have read and understand this release and waiver of liability and agree to the terms and stipulations of the above statements. The release and waiver of liability shall be binding on my executors, survivors, heirs and assigns.

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Participant Signature                      Participant Name, printed clearly      Date

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Witness Signature                      Witness Name, printed clearly      Date

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Parent/Guardian Signature, if student is under 18 years of age      Date

Reviewed by Deputy Attorney General 11/20/01  
Approved by Office of Provost 11/21/01

ROWAN UNIVERSITY  
College of Education  
Certification Program Eligibility Affidavit

*This form is to be completed by those students who are applying for entrance into a teacher education certification program. The State of New Jersey will not issue a teaching certificate, in most cases, to anyone with a criminal history per N.J.A.C. 18A:6-7.1.*

I, \_\_\_\_\_ swear/affirm that I have not been convicted nor do I have any charges pending for the following crimes or offenses:

- Any crime of the first or second degree;
- Any sexual offense, as set forth in Chapter 14 of Title 2C of the New Jersey Statutes;
- Any crime of endangering the welfare of a child or an incompetent person, including sexual conduct which would impair or debauch the morals of a child or incompetent, pursuant to N.J.S.A. 2C:24-4 and N.J.S.A. 2C:24-7;
- A crime of child abuse, abandonment, cruelty or neglect, pursuant to N.J.S.A. 9:6-1 et seq.;
- An offense of resisting arrest or eluding an officer, pursuant to N.J.S.A. 2C:29-2;
- An offense involving the manufacture, transportation, sale, possession, distribution or habitual use of a “controlled dangerous substance” as defined at N.J.S.A. 2C:35-1 et seq. or of “drug paraphernalia” as defined pursuant to N.J.S.A. 2C:36-1 et seq.;
- A crime involving the use of force or the threat of force to or upon a person or property, including, but not limited to, robbery, aggravated assault, stalking, kidnapping, arson, manslaughter and murder;
- Any crime of possessing a dangerous weapon, as set forth in N.J.S.A. 2C:39-1 et seq.;
- A third degree crime of theft or a related offense, as set forth in N.J.S.A. 26:20-1 et seq.;
- Recklessly endangering another person, N.J.S.A. 2C:12-2;
- Issuing terroristic threats, N.J.S.A. 2C:12-3;
- Criminal restraint, N.J.S.A. 2C:13-2;
- Luring or enticing a child into a motor vehicle, structure or isolated area, P.L. 1993, c. 291;
- Causing or risking widespread injury or damage, N.J.S.A. 2C:17-2;
- Criminal mischief, N.J.S.A. 2C:17-3;
- Burglary, N.J.S.A. 2C:18-2;
- Usury, N.J.S.A. 2C:21-19;
- or other improper influence, N.J.S.A. 2C:27-3;
- Perjury and false swearing, N.J.S.A. 2C:28-3;
- Resisting arrest, N.J.S.A. 2C:29-2;
- Escape, N.J.S.A. 2C:29-5; or
- Conspiracy to commit or an attempt to commit any of the crimes described above.

I have read and understand this statement to be true and accurate. I am aware that if I sign this statement and the statement is false I could be subject to punishment. Further, I agree to inform Rowan University immediately if I am charged with or convicted of any of the above listed crimes or offenses subsequent to the date of my signature.

_____ Candidate Signature	_____ Date	_____ Witness Signature (Must be 18 years of age or older)	_____ Date
Approved: March 29, 2001 Revised: June 1, 2003	<b>If you are uncomfortable in signing this document, contact the Director, Office of Field Experiences, or your advisor for guidance.</b>		

## Praxis I Equivalency Policy

### **Basic Proficiency in Reading, Mathematics, and Writing**

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A candidate is not eligible for entry into the certification program until one of the above criteria has been met for each area.

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To be considered for **eligibility via PRAXIS I Test and Coursework**, the candidate must meet with his/her advisor to review this form.

Candidate's Name \_\_\_\_\_ Banner # \_\_\_\_\_

Praxis I Scores: Reading \_\_\_\_\_ Math \_\_\_\_\_ Writing \_\_\_\_\_

Candidates Signature \_\_\_\_\_

