



Eriksson College of Education

***Master of Arts in Teaching  
(MAT) Program  
Student Guidelines***

## Table of Contents

Introduction .....	3
Vision and Mission Statement .....	3
Nondiscrimination Statement and Statement of Support for an Anti-Racist Education.....	4
Accreditation .....	5
Performance Standards of APSU Educator Preparation Programs .....	5
Disposition Policy and Reasons for Program Dismissal .....	7
MAT Program Description.....	8
Admissions Requirements .....	10
Advising and Pre-registration Checklist.....	10
Health Requirements .....	11
Progression Requirements.....	13
Questions Regarding Licensure .....	14
Field Experience Placement Overview.....	16
Rules and Responsibilities for All Candidates .....	16
Legal Considerations .....	17
Special Programs and Opportunities.....	17
Eriksson College of Education Key Contacts .....	20
Appendices .....	21
- <b>Appendix A:</b> PRAXIS II Exam Requirements	
- <b>Appendix B:</b> Transition Points Checklist	
- <b>Appendix C:</b> Appeal process	
- <b>Appendix D:</b> Background check and fingerprinting	

## Introduction

The Eriksson College of Education at Austin Peay State University prepares candidates to teach Prekindergarten through secondary school.

The Department of Teaching and Learning, housed in the Eriksson College of Education, offers a variety of degree programs at both the undergraduate and graduate levels. Those who hold an undergraduate degree that are seeking teaching licensure will have the opportunity to interact in classes with peers who are pursuing similar licenses and with instructors who have had extensive classroom teaching experience.

## Vision and Mission Statement

The Eriksson College of Education prepares dynamic teachers and educational leaders to positively impact communities and schools in the 21<sup>st</sup> century.

The mission of the Eriksson College of Education at Austin Peay State University is to prepare educators who are ethical, engaged, and effective leaders. We do so by modeling reflective practice and connecting theory to student-centered learning. We leverage the strengths of our community to foster continuous improvement to reimagine how schools can work.

## Commitments

- 1. Promote Curiosity through Experiential Learning**  
Our student-centered programs, practices and curricula foster intellectual curiosity, problem-solving, and inquiry based on research and theory.
- 2. Support Reflective Practitioners**  
Our faculty and students engage in honest self-reflection and strive to meet the needs of a diverse society.
- 3. Empower Change Agents and Ethical Leaders**  
We are deeply committed to social justice.

#### **4. Value Diversity and Equity**

We seek opportunities to learn from multiple perspectives and diverse voices.

#### **5. Foster Campus and Community Relationships**

Our partnerships extend within and beyond the campus to build collaborative relationships with school districts and community leaders.

### **Nondiscrimination Statement**

“Austin Peay State University (APSU) does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex (including pregnancy), sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by APSU.”

Office of Equity, Access and Inclusion

<https://www.apsu.edu/equity-access/>

### **Statement of Support for an Anti-Racist Education**

The Austin Peay State University (APSU) Eriksson College of Education is committed to anti-racist, anti-bias (ABAR) initiatives in each of our teaching and learning programs. We are committed to examining and disrupting/dismantling the history, biases, and exclusionary practices that hinder the integrity, dignity, and inclusion of all students. We prioritize learning opportunities focused on culturally and racially diverse backgrounds that promote respect, empathy, equity, and ethical learning within each course. We will take action toward these commitments by:

- Using inclusive, people-first language;
- Discovering ways to be(come) activist and abolitionist educators;
- Calling others in when we encounter bias/racism;
- Engaging in professional development and reflection to increase our own knowledge;

- Recognizing and privileging the voices and work of Black, Indigenous, and other educators/researchers of color;
- Supporting students and partners in developing their own capacity in ABAR work;
- Purposefully and intentionally seeking out learning and unlearning opportunities

## **Accreditation**

The Eriksson College of Education at Austin Peay State University has been accredited over sixty years. Our last accreditation was in Spring 2021 by the Council for the Accreditation of Educator Preparation (CAEP). Accreditation is the seal of approval that verifies quality in educator preparation.

## **Performance Standards of APSU Educator Preparation Programs**

Candidates of the Eriksson College of Education follow a specific degree program, which addresses the ten Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standards. InTASC is a consortium of state education agencies and national educational organizations dedicated to the reform of the preparation, licensing, and ongoing professional development of teachers.

<https://ccsso.org/resource-library/intasc-model-core-teaching-standards>

### **The Learner and Learning**

Standards #1 & 2: Learner Development and Learning Differences  
Standard #3: Learning Environments

### **Content Knowledge**

Standard #4: Content Knowledge  
Standard #5: Application of Content

## **Instructional Practice**

Standard #6: Assessment

Standard #7: Planning for Instruction

Standard #8: Instructional Strategies

## **Professional Responsibility**

Standard #9: Professional Learning and Ethical Practice

Standard #10: Leadership and Collaboration

## **Professional Commitments and Dispositions**

Students in education courses at Austin Peay State University are expected to demonstrate the following positive professional dispositions. Failure to do so may result in dismissal from the Teacher Education program. These dispositions will be evaluated by university professors and classroom teachers and are aligned with InTASC and CAEP standards.

1. **Collaboration** – Collaborates with others and makes positive contributions toward productive, collaborative work.
2. **Attitude** - Demonstrates a positive attitude in typical and challenging situations.
3. **Relationship with Adults** - Maintains positive relationships with adults at all times.
4. **Communication** – Communicates effectively with all stakeholders and uses verbal, non-verbal, and written communication techniques to foster positive interactions and promote learning in the classroom and school environment.
5. **Attendance** – Knows and adheres to university, school, and/or district policies regarding attendance and punctuality.
6. **Relationship with Students** - Interacts appropriately and positively with students and provides instruction that respects and aligns with the intellectual, social, cultural, emotional, and physical needs of the age group.
7. **Initiative** - Initiates and completes responsibilities without prompting.

8. **Professional Appearance** - Is clean and neat and adheres to university, school, and/or district policies for professional appearance.
9. **Legal and Ethical Conduct** - Knowledgeable of and adheres to university, school, and/or district policies related to legal and ethical standards of behavior.
10. **Diversity** - Listens and responds appropriately to others' opinions and exhibits respect for those of different cultural backgrounds, cognitive and physical abilities, and personal ideologies.
11. **Learning Environment** - Demonstrates a commitment to creating a positive, low-risk learning environment by providing students with choices, making relevant connections, building understanding, and developing relationships that create a sense of belonging between and among learners.
12. **Time Management** - Demonstrates effective use of time through thoughtful planning, thorough preparation, and efficient organization.
13. **Commitment to Student Learning** - Demonstrates commitment to student learning by evaluating student strengths and needs.
14. **Commitment to Continuous Improvement** - Demonstrates commitment to continuous improvement as an educator through intentional use of information and feedback related to professional practice.

## **Disposition Policy and Reasons for Program Dismissal**

Students in education courses at Austin Peay State University are expected to demonstrate positive professional dispositions. Failure to do so may result in dismissal from the Teacher Education program. These dispositions will be evaluated by university professors and classroom teachers and are aligned with InTASC and CAEP standards.

<https://www.apsu.edu/education/currentstudents/index.php>

### **Overview of Process for Negative Dispositions**

**Step 1:** [Dispositions for Candidates](#) will be discussed in EDUC 5500 or equivalent course and provided to students.

**Step 2:** Dispositions Rubric will be completed by faculty in LiveText in each course. For courses that require a field experience, the Dispositions Rubric will be completed by the Mentor Teacher.

**Step 3:** For two negative reports, a candidate's advisor will be notified. The advisor and candidate will meet to discuss specific concerns that need to be addressed and complete a Dispositional Action Plan.

**Step 4:** For third negative report, the Director of Teacher Education will meet with the candidate. The Director makes the decision about candidate's future in the program.

**Step 5:** Candidate may appeal any negative decision to the College of Education Appeals Committee.

**Step 6:** Candidate may appeal the committee's decision to the Dean of the College of Education.

## **MAT Program Description**

The Master of Arts in Teaching Education Program of the Eriksson College of Education at Austin Peay State University is designed for candidates who hold a Bachelor's degree and who are seeking licensure in Early Childhood Education (PreK-3), Elementary Education (K-5), Middle Grades Math (6-8), Middle Grades Science (6-8), Secondary Education (6-12), Secondary Science (Chemistry & Biology Concentrations 6-12), Secondary Education (Visual Arts, Health, Music K-12), Secondary Education (Foreign Language – Latin, French, German & Spanish 6-12), and Special Education (K-8 Interventionist). A non-licensure certificate (18 hrs) or MAT (30 hrs) is available in Teaching English to Speakers of Other Languages (TESOL).

Candidates have multiple opportunities for field and clinical experiences in schools within the designated licensure areas. These field and clinical experiences are provided to the student by the Office of Clinical Teaching, then culminate with a full semester of student teaching. Job-embedded candidates will complete coursework and assessment requirements while



they are employed as the teacher of record with a school district. Job-embedded candidates will enroll in the edTPA seminar course during their final semester.

The total number of credit hours to complete each program are located in Program Finder. <https://www.apsu.edu/programs/>

Purchase of LiveText software is required. This can be obtained at the bookstore or at <https://www.livetext.com/>

The following licensure and/or degree pathways are available to students:

Licensure Pathway		Non-Licensure Pathway	
<i>Job-Embedded</i>		<i>Not Job-Embedded</i>	
<u>Seeking MAT</u>	<u>Not Seeking MAT</u>		
<p>The Candidate will:</p> <ul style="list-style-type: none"> <li>• Successfully complete all credit hours associated with their chosen concentration.</li> <li>• Maintain full-time employment with a school district as a teacher of record for a course connected to a valid state course code for the duration of the program.</li> <li>• Successfully complete all required PRAXIS exams in the applicable concentration.</li> <li>• Successfully complete edTPA (Teacher Performance Assessment).</li> </ul>	<p>The Candidate will:</p> <ul style="list-style-type: none"> <li>• Successfully complete a 21 credit hour education focused program.</li> <li>• Maintain full-time employment with a school district as a teacher of record for a course connected to a valid state course code for the duration of the program.</li> <li>• Successfully complete all required PRAXIS exams in the applicable concentration.</li> <li>• Successfully complete edTPA (Teacher Performance Assessment).</li> </ul>	<p>The Candidate will:</p> <ul style="list-style-type: none"> <li>• Successfully complete all credit hours associated with their chosen concentration.</li> <li>• Successfully complete a semester of student teaching.</li> <li>• Successfully complete all required PRAXIS exams in the applicable concentration.</li> <li>• Successfully complete edTPA (Teacher Performance Assessment).</li> </ul>	<p>The Candidate will:</p> <ul style="list-style-type: none"> <li>• Successfully complete all credit hours associated with their chosen concentration.</li> <li>• Successfully complete a comprehensive examination.</li> </ul>
<p><i>After all requirements are completed:</i></p> <p><i>the candidate will be recommended for initial licensure.</i></p> <p><i>The candidate will be recommended for confirmation of the MAT degree.</i></p>	<p><i>After all requirements are completed:</i></p> <p><i>the candidate will be recommended for initial licensure.</i></p> <p><i>The candidate will NOT be eligible for confirmation of the MAT degree.</i></p>	<p><i>After all requirements are completed:</i></p> <p><i>the candidate will be recommended for initial licensure.</i></p> <p><i>The candidate will be recommended for confirmation of the MAT degree.</i></p>	<p><i>After all requirements are completed:</i></p> <p><i>the candidate will NOT be recommended for initial licensure.</i></p> <p><i>The candidate will be recommended for confirmation of the MAT degree.</i></p>

## Admissions Requirements

Please follow the application process for graduate admission to Austin Peay State University found at <https://www.apsu.edu/grad-studies/apply-admission.php>

Candidates may be admitted with a conditional status. The terms of conditional admission will be communicated to applicants.

## Advising

The MAT Graduate Coordinator is the initial advisor for students in the MAT program. Students should schedule an appointment with the Graduate Coordinator immediately upon being accepted into the MAT program. In addition, students should schedule appointments with their assigned advisor prior to the beginning of each semester to determine their progress toward licensure and/or graduation.

## Pre-registration Checklist

### Pre-registration Checklist

Transfer and newly admitted students may use this checklist as a brief summary of what they need to complete their registration.

- Submit an admission application and official transcript(s) from each institution attended. A guide to equivalent courses at Tennessee and other area colleges has been compiled to help facilitate your transfer to Austin Peay.
  - Submit ALL transcripts even if no credit is awarded
  - Official transcripts are identified as those sent from institution to Austin Peay State University, Office of Admissions, P.O. Box 4548, Clarksville, TN 37044.
  - Hand carried transcripts are **NOT ACCEPTED**
  - If admitted as a transfer student, cumulative GPA will include hours attempted and quality points earned from all regionally accredited institutions.
- After admission is approved, the student will:

- Be advised and cleared for registration in the appropriate term.
- All Registration Holds must be removed prior to registration. The types of Holds that may prevent students from registering are (list is not inclusive):
  - Financial Aid debt
  - Graduate maximum hours
  - Health Services fees due
  - Library fines/overdue books
  - Traffic fines
- Access One Stop to register. Students may make adjustments to their schedule through One Stop.
- Fee Statement/Fee Payment
 

Summer term - Fee statements are sent electronically. Notices are sent to the official university email address.

  - Spring/Fall semesters - Fee statements are sent electronically. Notices are sent to the official university email address.
  - Several ways to pay fees
    - In person at the Browning Building (Refer to University Academic Calendar for dates)
    - By mail (Refer to University Academic Calendar for dates)
    - By Credit card (American Express, VISA & MasterCard) through OneStop or at cashiers' windows (8:00 a.m. - 4:00 p.m. M-F)
- Confirm Classes
  - Confirmation is necessary to prevent classes from being dropped. Even with a zero-credit balance, students must complete the confirmation process to retain their classes. See step by step instructions on confirming classes through OneStop.

## **Health Requirements**

### **Immunization Requirements**

It is a State of Tennessee requirement that all international students attending the university provide:

- proof of two immunizations against measles, mumps and rubella (MMR)
- proof of two immunizations against varicella (chickenpox) -- or documented proof from a healthcare provider of having the

disease, or documented laboratory evidence of immunity to the disease. (Unless born before January 1, 1980)

- proof of a negative tuberculosis (TB) test based on a chest x-ray or skin test (this is in addition to the BCG vaccine). Must be dated within 30 days of start of classes.
- if less than 22 years old and living on campus, proof of a meningococcal vaccine (MCV4) within the past 5 years.

First time students must also complete a Health History form concerning meningococcal meningitis and hepatitis B.

**All of these documents are required at the time of registration.** It is strongly encouraged that students submit these documents with the initial application whenever possible. Failure to submit this documentation may result in denial of admission or termination of student status.

### **Insurance Requirement**

To enroll in the university international student insurance policy, use this website <https://coverage2u.com/school/austin-peay-state-university/>

- Insurance may be purchased through the university; students may also purchase it separately, but it should provide the same coverage, including "medical evacuation and repatriation" coverage should the student need to return to their country.

**Proof of Insurance:** Students will need to give a copy of their health insurance policy showing full name, term of enrollment, confirmation of payment dates and coverage benefits.

- If appropriate coverage is not available at registration the student will be given information on how to enroll in the APSU student insurance program.
- **Students not enrolled in an insurance program by the end of the first week of classes cannot attend classes until this is completed. These missed classes will be counted as unexcused absences, which will affect their attendance record.**

For details on the plan through the university, what it covers, what it does not cover, and how to file a claim, please check the insurance company website at <https://coverage2u.com/school/austin-peay-state-university/>

## **APSU Boyd Health Services**

ESL Institute students who pay the optional Program Services Fee (PSF) may utilize the APSU Health Services facilities.

- A \$75 deposit will be collected at registration and held to offset charges at the Health Services office; any unused portion of the deposit will be returned to the student when they complete the ESL program.
- Students who have not paid the PSF will not have access to university health services; however, there are numerous clinics and health facilities in the Clarksville area from which to obtain needed services.

For more information on insurance see <https://www.apsu.edu/esl/f1-students/health.php>

## **Progression Requirements**

### **Transition Points and Licensure**

Advancement in the program requires achieving a series of Transition Points (See *Appendix B-subject to change*).

#### **Transition Point I (Pre-Admission to Teacher Education)**

Candidates must successfully complete EDUC 5500 with a grade of “C” or better. A minimum GPA of 3.00 is required for this status. Candidates will have completed a security clearance conducted by the Tennessee Bureau of Investigation (TBI) or the Federal Bureau of Investigation (FBI).

Transition Point I also requires evidence of professional dispositions which will be evaluated by the instructor in EDUC 5500. Once this transition point is achieved, candidates will be eligible to enroll in additional courses in their selected program.

#### **Transition Point II (Required Before Student Teaching)**

Prerequisite of EDUC 5500, successfully complete EDUC 5540. As part of this course (EDUC 5540), candidates will complete an application for admission to the Eriksson College of Education. A cumulative GPA of 3.0

or above is required. Candidates will be evaluated on professional dispositions by the instructor in EDUC 5540.

### **Transition Point III**

Prerequisite of EDUC 5540, successful completion of all courses required for licensure. Cumulative 3.0 GPA is required. The PRAXIS II exams must be completed with the minimum test score requirements prior to student teaching (See *Appendix A-updated regularly*).

Once Transition Point III has been approved, candidates will be eligible to begin their clinical placements which consist of 15 weeks of student teaching in two placements. Taking additional courses during student teaching is not allowed. Minimum grade of C in EDUC 5940 (Student Teaching Seminar) OR EDUC 5620 (Job-Embedded).

Transition Point III is the culmination of the MAT Program where candidates are approved for licensure based on successful completion of course requirements and the Teaching Performance Assessment (edTPA). Continued evidence of professional dispositions is a part of this transition point based on evaluations submitted by the university supervisor and the clinical teacher. PRAXIS II licensure exams have been passed and candidates have successfully completed clinical placements and seminars.

Once candidates have met the requirements for Transition Point III, they are required to complete and submit the Application for Licensure. This is usually completed during the Student Teaching Mid-Term Seminar. In addition, a complete set of official transcripts must be submitted to the Austin Peay State University Licensure Office, located in the Claxton Building, Room 288. Meeting Tennessee licensure requirements and submitting the application for the Tennessee license are required.

## **Questions Regarding Licensure**

### **When will I receive my Tennessee Teaching License?**

You must complete all the necessary coursework, Praxis II Exams, Clinical Teaching/Job-embedded and edTPA to obtain a Tennessee Teaching

License. Once your degree is posted to your transcript, the Certification Officer will apply for your teaching license with the State of Tennessee.

### **Do I fill out paperwork to apply for my License?**

Yes. The Certification Officer will work with you during your last semester (Clinical Teaching Semester/Job-Embedded) to complete all the necessary paperwork to apply for your license.

### **Is there a fee to obtain my license?**

Currently, the State of Tennessee does not charge a fee to process your license.

### **Will my license transfer to another state?**

Yes. Most states require a form to be filled out by the university to verify your training to be a teacher. In some cases, another state may require you to take an additional test or coursework that is specific to that state to complete your license. It is your responsibility to determine what will be required of you in a different state. APSU only prepares you to teach in Tennessee.

### **Does the education program at APSU prepare me for a Kentucky Teaching License?**

No. APSU will only prepare you to teach in Tennessee, however, you may transfer your Tennessee Teaching license to Kentucky. Once again, it is your responsibility to determine what will be required of you in a different state.

### **How long is my license valid?**

Initially, your Practitioners license will be valid for three years. It can be renewed once for an additional three years, or advanced to a Professional License. The Professional License is valid for six years, and can be renewed infinitely during your teaching career.

### **What if my teaching license expires?**

If your license expires, you will have to retake **all of your Praxis II Exams.** Don't let your license expire!

<https://www.tn.gov/education/licensing/educator-licensure/licensed-educators.html>

## Field Experience Placement Overview

Candidates completing the MAT program have many opportunities to be in area schools to observe, teach, and reflect. The earliest field experiences begin in EDUC 5500 and continue in various courses culminating in a semester of student teaching. Candidates have opportunities to teach individuals and small groups of students.

In order to participate in field experiences, a background check and fingerprinting will occur during EDUC 5500. (See *Appendix D*)

### Rules and Responsibilities for All Candidates

**Absences:** Attendance and full participation in MAT Program classes and field experiences is expected, and is required for licensure. Time within any semester is very limited for making up missed hours; repeated absences from classes and field experiences will jeopardize a candidate's MAT Program completion and licensure.

**Confidentiality:** Candidates in the field shall not discuss students outside of school. If a candidate uses classroom-related material in a University course, the students' names must be removed to protect their privacy.

**Social Media Statement:** Professional conduct demonstrated by the appropriate use of social media by students is expected in the MAT program of study. Candidates are expected to model high standards such as confidentiality, fairness, honesty, and professional integrity. Any inappropriate photos, comments, memberships, or posted sites on social media could have a negative impact on the candidate's reputation. Students should make all social media accounts private during the time they represent the university in the field. Postings on social media sites such as Facebook, Twitter, and Instagram considered inappropriate or unprofessional by the College of Education or public-school placement site may lead to disciplinary actions. Unprofessional activity, including sharing confidential information or negatively commenting about the mentor teacher, students, or placement site using social media, may result in disciplinary actions.



**Internet Acceptable Use Policy:** Students will adhere to the Internet Acceptable Use Policy of their placement school site. The schools will require student teachers to read and sign an agreement to the school's policy before internet access is granted. Inappropriate use of the internet in the classroom will expose the school to risks as well as adversely impacting the students. Violation of a school's internet policy may lead to disciplinary actions.

## Legal Considerations

**Problems and Conflicts:** If a candidate encounters a conflict in their field experience, it is the candidate's responsibility to discuss the matter first with the supervising teacher in the field. If, after notifying the supervising teacher of the problem, the conflict cannot be resolved, the candidate should contact the University supervisor.

**Liability Insurance:** Prior to any field experience candidates need to purchase liability insurance through the Student Teacher Education Association (STEA) or the Professional Educator Association

<https://ims.nea.org/JoinNea/type.do>

<https://www.proedtn.org/page/LiabilityCoverage>

## Special Programs and Opportunities

### Academic Support

**Writing Center:** Free individual assistance with any paper, for any class, in any writing style, for APSU students. To schedule sessions with a writing tutor, please stop by the Writing Center (in the Library) or call (931) 221-6550.

**Workshops:** GMAT Prep., GRE Prep., TEAS Prep., PRAXIS Core Prep., and more are available.

**Learning Resource Center:** Helps students succeed academically and to develop effective life-long learning habits. For more information contact the director, Samantha Mallory at (931) 221-6553

<http://www.apsu.edu/lrc>

**Student Tennessee Education Association (STEA):** The Student Tennessee Education Association offers students the opportunity to participate in a professional association for pre-service teachers affiliated with the National Education Association Student Program (NEA-SP). STEA is part of the 50,000 member Tennessee Education Association (TEA) and the 3.2-million-member NEA. Student members are assisted in making a smooth transition from the campus environment to the classroom environment. <https://www.apsu.edu/education/currentstudents/stea.php>

**Office of Student Research and Innovation (OSRI):** The OSRI supports the incorporation of research training in the areas of Business, Education, Humanities, Social Sciences, and STEM into the APSU experience as a means to engage, retain, and promote students and their success. Undergraduate/graduate research is an opportunity available to our MAT majors. <http://www.apsu.edu/osri/>

**Study Abroad:** The mission of Austin Peay State University's Office of Study Abroad and International Exchange is to support and engage all students with diverse global opportunities. Students will have experiences that will allow them to gain knowledge of the world and grow both academically and personally. These experiences will prepare students to compete in today's globalizing world.

<http://www.apsu.edu/study-abroad-exchange/study-abroad/>

**Scholarships:** Several scholarships are available to education majors at Austin Peay State University. A complete description and criteria for each award can be found at the following link:

<https://www.apsu.edu/scholarships/>

Diversity fellowship grant forms can be found on the Diversity Fellowship Grant page. <https://www.apsu.edu/grad-studies/graduate-assistantships-financial-support/diversity-fellowship-grant.php>

**Graduate Student Forms:** Current graduate students may find useful forms at on the Graduate Studies website. Most forms are interactive but must be filled out, printed and signed for appropriate processing. For graduate assistant forms, please visit the Graduate Assistant Forms page.

<https://www.apsu.edu/grad-studies/current-students/graduate-student-forms.php>

<https://www.apsu.edu/grad-studies/graduate-assistantships-financial-support/graduate-assistant-forms.php>

## **Graduation Requirements**

Graduation requirements from Austin Peay State University can be found at <https://www.apsu.edu/commencement/graduation-requirements.php>

### **GPA Requirement for Graduate Candidates**

In order to graduate students must have earned a 3.0 cumulative overall grade point average for all APSU course work.

### **Cancellation**

Please notify the Office of the Registrar in writing of any changes in your graduation plans or address. Students will be assessed a cancellation fee if they cancel/revise their application after the deadline.

## Eriksson College of Education Key Contacts

Dr. Prentice Chandler, Dean  
Claxton 210-B, (931) 221-7511, [chandlerp@apsu.edu](mailto:chandlerp@apsu.edu)

Academic Associate to the Dean: Ms. Theresa Dezelle  
Claxton 210-A, (931) 221-7511, [dezellemt@apsu.edu](mailto:dezellemt@apsu.edu)

<b>Name</b>	<b>Location</b>	<b>Telephone</b>	<b>Email</b>
Dr. Lisa Barron Director of Teacher Education and Partnerships	Claxton 228	(931) 221-7190	<a href="mailto:barronl@apsu.edu">barronl@apsu.edu</a>
Mr. Kevin Fee Coordinator Certification, Licensure and MAT	Claxton 233	(931) 221-6182	<a href="mailto:Feek@apsu.edu">Feek@apsu.edu</a>
Mrs. Judith Castleberry Master Clinician	Claxton 302B	(931) 221-7520	<a href="mailto:castleberryj@apsu.edu">castleberryj@apsu.edu</a>
Ms. Carol Nesbitt Master Clinician	Claxton 302D	(931) 221-7522	<a href="mailto:nesbittc@apsu.edu">nesbittc@apsu.edu</a>
Mrs. Amy Barrett Certification Analyst	Claxton 228	(931) 221-7441	<a href="mailto:Barretta@apsu.edu">Barretta@apsu.edu</a>
Dr. Charles Gonzalez MAT Coordinator	Claxton 219	(931) 221-1114	<a href="mailto:gonzalezc@apsu.edu">gonzalezc@apsu.edu</a>
Dr. Cheryl Lambert Department Chair	Claxton 209	(931) 221-6195	<a href="mailto:lambertc@apsu.edu">lambertc@apsu.edu</a>
Dr. Philip Short MAT Coordinator, Science	Claxton 101-C	(931) 221-7513	<a href="mailto:shortp@apsu.edu">shortp@apsu.edu</a>
Dr. Ling Wang TESOL Non-Licensure Coordinator	Claxton 315	(931) 221-1249	<a href="mailto:wangl@apsu.edu">wangl@apsu.edu</a>

## Appendices

- **Appendix A:** PRAXIS II Exam Requirements (updated by state annually)
- **Appendix B:** Transition Points Checklist
- **Appendix C:** Appeal process
- **Appendix D:** Background check and fingerprinting

# Appendix A

## Praxis Series and National Evaluation Series Test Requirements 2021-2022

### Admission to Teacher Education Milestone 2

#### Undergraduate Requirements

Core Academic Skills for Educators (CASE)

Test Code		Passing Score
5713	Reading	156
5723	Writing	162
5733	Mathematics	150

OR

ACT Composite Score of 21 or  
SAT Combined Score of 1080

#### Graduate requirements

GRE

	Passing Score
Verbal Score	143
Quantitative Score	140
Analytic Writing	Required
Required: MAT Admission	

### Admission to Student Teaching Milestone 3

Endorsement Area	Code	Test Title	Passing Score
427 Visual Arts K-12	5135	Art: Content and Analysis	161
126 Biology 6-12	5235	Biology: Content Knowledge	148
127 Chemistry 6-12	5245	Chemistry: Content Knowledge	152
467 Early Child Ed PreK-3	5025	Early Childhood Education	160
	5024	Education of Young Children	156
	5205	Teaching Reading: Elementary Education	159
130 Economics 6-12	5911	Economics	150
120 Elementary K-5	5001	Elementary Education: Multiple Subjects*	
		5002: Reading and Language Arts Subtest	157
5003: Mathematics Subtest		157	
5004: Social Studies Subtest		155	
5005: Science Subtest		159	
	5205	Teaching Reading: Elementary Education	159
159 English 6-12	5038	English Language Arts: Content Knowledge	167
490 English as Second Language	5362	English to Speakers of Other Languages (dual and add on)	155
163 French 6-12	5174	French: World Language	160
131 Geography 6-12	5921	Geography	149
164 German 6-12	5183	German: World Language	163
132 Government 6-12	5931	Government/Political Science	149
419 Health K-12	5551	Health Education	144
133 History 6-12	5941	World and U.S. History	157
167 Latin 6-12	5601	Latin	148
122 Middle School Mathematics 6-8	5205	Teaching Reading: Elementary Education **Must take NES Test 105 in addition to the Teaching Reading	159
123 Middle School Science 6-8	5440	Middle School Science	150
	5205	Teaching Reading: Elementary Education	162
428 Music (Vocal/Gen.) K-12	5114	Music: Content and Instruction	162
429 Music (Instrumental) K-12	5114	Music: Content and Instruction	162
420 Physical Education K-12	5095	P.E.: Content and Design	169
486 Reading Specialist	5301	Reading Specialist	164
169 Spanish 6-12	5195	Spanish: World Language	163
461 SPED-Comprehensive K-12	5545	SPED: Core Knowledge & Severe to Profound Applications	158
	5205	Teaching Reading: Elementary Education	159
144 SPED-Interventionist K-8	5543	SPED: Core Knowledge & Mild to Moderate Applications	158
	5205	Teaching Reading: Elementary Education	159
145 SPED-Interventionist 6-12	5543	SPED: Core Knowledge & Mild to Moderate Applications	158
	5205	Teaching Reading: Elementary Education	159

[www.ets.org/praxis](http://www.ets.org/praxis)

\*5001 Elementary Education To pass the Elementary Education: Multiple Subjects test you must receive a passing score on each subtest. If you wish to take all four subtests (5002, 5003, 5004, 5005) at the same time, select Elementary Education: Multiple Subjects (5001) when registering. If you wish to take or retake an individual subtest, you may register to take just that subtest.

### National Evaluation Series for Mathematics

125	Mathematics 6-12	304	Mathematics OR the Praxis II For Mathematics: 5161 Minimum Score of 160	220
122	Middle School Mathematics 6-8	105	Mathematics (Middle Grades and Early Secondary) **Must take the Praxis II 5205 in addition to the NES 105	220

[www.nestest.com](http://www.nestest.com)

Revised 07/12/2021

## Appendix B

### Transition Points Checklist

Transition Points	Date Met	Evaluation Criteria
<b>Transition Point I</b>  <b>Pre-Admission to Teacher Education</b>		Minimum 3.0 GPA
		Minimum grade of C in EDUC 5500
		Admission to College of Graduate Studies
		Evidence of professional dispositions
		Completion of security clearance by TBI/FBI
		Clearance by Student Affairs for no incidents on campus
<b>Transition Point II</b>  <b>Required Before Student Teaching</b>		Minimum 3.00 GPA
		Minimum grade of C in EDUC 5540
		Evidence of professional disposition
		Maintenance of Security Clearance by TBI/FBI
		Clearance by Student Affairs for no incidents on campus
<b>Transition Point III</b>		Minimum 3.00 GPA
		Completion of all courses required for licensure
		Passing scores on all required Praxis II exams
		Minimum grade of C in EDUC 5940 (Student Teaching Seminar) OR EDUC 5620 (Job Embedded)
		Successful completion of key assessments
		Evidence of professional dispositions
		Maintenance of security clearance by TBI/FBI
		Clearance by Student Affairs for no incidents on campus

## ***Appendix C***

### **Appeal Process for Teacher Education**

Students who have not met the requirements for advancing through Transition Points I, II, or III, have the option of appealing for a waiver of the requirement and temporary admission to the program.

To begin the appeal process, each student must submit a letter of explanation, a current transcript, a copy of required test scores (Praxis I or Praxis II), a completed Appeals Application Form, and two letters of support from faculty. In order for an appeal to be considered, it must be turned in at least one week before the first day of classes of any given semester. The completed form, transcript, and letters of support should be turned in to the Office of Teacher Licensing in Claxton 228 by the deadline.

<http://www.apsu.edu/education/appeals.php>

### **GPA Appeal Process**

Students with a GPA below the minimum may appeal to advance in their program by submitting an advisor approved plan for increasing their GPA to the required level.

All decisions regarding appeals will be made by the Appeals Committee of the College of Education. The student will be notified in writing of the committee's decision.



## ***Appendix D***

### **Background Checks and Fingerprinting**

The State of Tennessee requires a criminal history check for each student wishing to enter a teacher education program. The fingerprinting must be completed and your criminal background report must be on file in the Office of Teacher Licensure before you may enter a K-12 school. Please follow the steps below:

- Complete the fingerprint release form.
- Register online at <https://www.identogo.com/> • Search by state then follow the online directions.
- Our agency name is: Non-DCS Child Care/Adoption Providers
- Applicant type: Child-Related Worker Volunteer (Private)
- ORI number: TNCC63013
- Enter zip code 37044 for Austin Peay, or choose a zip code closer to you.
- Select your location, date, and time for your appointment.
- Enter the applicant information.
- You must prepay for your fingerprint service online with credit card or eCheck, or bring a money order or cashier's check with you to the appointment. You cannot pay by credit or debit card on site. The cost is \$32.65.
- Arrive 15 minutes early, bring your registration ID, a valid form of identification (state issued driver's license), and payment if not paid online.