



Application for Admission to the Secondary Education Degree Program

Important: Admission to the teacher education programs is *separate* from and in addition to admission to the University. Enrollment in the programs is limited and students must meet certain eligibility standards to be considered for admission. Secondary students are admitted once annually at the beginning of the spring semester. **Please see your Content Program Coordinator for details and deadlines.**

Secondary Program for which you are applying (check one):

BIOLOGY

ENGLISH

HISTORY

MATHEMATICS

Full "Legal" Name _____ Birth Date _____

Laker ID Number: _____ Gender: _____ Ethnicity: Choose one: Hispanic or Latino Not Hispanic or Latino

Do you have an associate's degree? Yes No
If so, from what college? _____ Race: Please choose one:
Black or African American White Asian

List other colleges attended _____ American Indian or Alaska Native

CSU E-Mail _____ Native Hawaiian or Other Pacific Islander

Personal E-Mail _____ Two or more races Unknown

Primary Phone: _____ Secondary Phone: _____

Permanent Address _____
City State Zip

Portfolio Admission Checklist (Check those criteria that have been met and attach supporting documents).

____ Overall GPA (2.5 required) ____ Institutional GPA (2.5 required)
____ Completed Georgia Educator Ethics Exam (documentation required)
____ Date Passed All Program Admission GACE Reading _____ Writing _____ Math _____
____ Exempt PAA based on SAT ____ GRE ____ ACT ____ (*see criteria for exemption at the bottom of the page – documentation required)

- Admission to Clayton State University
- Met with an Academic Advisor. Advisor name: _____
- Completion of at least 45 semester hours of general education college credit
- Successful completion (minimum grade of C) in all required content discipline and education courses
- Demonstrated writing proficiency or completion of English 1101 with grade of C or better
- Successful completion of EDUC 2110, 2120, and 2130 with grade of C or better
- Attendance at a CSU Teacher Education Information Session
- Passing score on all sections of the GACE Program Admissions Assessment (reading, writing and mathematics). Available: <http://www.gace.ets.org> (Exemption of GACE Basic Skills: SAT-V and SAT-M of 1000 or higher; Combined ACT-E and ACT-M of 43 or higher, or GRE composite score of 1030 or higher. **Documentation Required**)
- A one-page essay explaining why you want to become a secondary school (grades 6-12) teacher in your field
- Attach a typed explanation of any specific circumstances to be considered by the Professional Education Programs Committee.

Once conditionally admitted into the Secondary Education Program, you will apply for a Pre-Service Certificate. This includes completing Personal Affirmation Questions, a signed notarized Verification of Lawful Presence (VLP) with supporting documentation for VLP, and a signature authorizing a criminal background check. The application will be submitted by the Teacher Education Department to the Georgia Professional Standards Commission where they will verify the documents and Georgia Crime Information Center will conduct a criminal record check. **IN ORDER TO REMAIN IN OUR PROGRAM AT CLAYTON STATE AND GRADUATE WITH A CERTIFICATION IN SECONDARY EDUCATION, YOU MUST BE ISSUED A PRE-SERVICE CERTIFICATE.** If application for a Pre-Service Certificate is denied, you must withdraw from our program.

* Passing scores on all sections (reading, writing, and mathematics) of GACE Program Admission Assessments (all sections must be passed prior to program admission). You may be exempt from the GACE Program Admission Assessment requirement if you have qualifying scores on any of these tests: **SAT:** minimum score 1,000 (Critical Reading+Mathematics); **GRE:** minimum score 1,030 (Verbal+Quantitative) OR 297 if taken after August 1, 2011; **ACT:** minimum score 43 (English+Mathematics). **Documentation is REQUIRED.**

Secondary Education Program

This program is designed to lead to licensure/certification in Secondary Teaching. Majors will select concentrations from among the four areas of mathematics, science, English, and history to complement education components that are field-based. Degree completion requires a minimum of 120 semester credit hours excluding institutional credit. The teacher education program has been developed through a collaborative partnership of classroom teachers, education experts, and Clayton State University faculty. The Clayton State University teacher education program is maintained in partnership with the six school systems in the University's primary service area -- Clayton, Fayette, Fulton, Henry, Rockdale, and Griffin-Spalding. All on-site education experiences will be provided by these systems. The Professional Education Advisory Council serves as an external advisory group for teacher education.

PROFESSIONAL EDUCATION OUTCOMES Students must satisfy the Professional Education Outcomes which have been specifically designed to produce graduates who are well prepared for teaching positions in secondary education: Diagnoses Learning Needs, Plans for Student Learning, Facilitates Student Learning, Demonstrates Appropriate Knowledge, Fosters Student Well-Being to Support Learning, Assumes the Role of Professional Teacher.

ATTENDANCE AND SCHEDULING EXPECTATIONS Admission to the teacher education program is separate from and in addition to admission to the University. Enrollment in the Bachelor of Arts degree program in teacher education is limited, and students must meet the eligibility standards listed below to be considered for admission. The program will fill available slots with those eligible students who, in the judgment of the faculty, are most likely to be successful. Meeting the minimum requirements for admission eligibility does NOT guarantee admission to the program. Upper division courses involve considerable on-site activity in authentic school settings. Students who enter the program must have scheduling flexibility. Students are responsible for providing their own transportation, at their own expense, including liability insurance. Students must execute a waiver of liability form. Because courses are offered in sequence and are not available every semester, students must be willing to commit to full-time attendance in order to stay on track for graduation.

APPLICATION AND ADMISSION ELIGIBILITY STANDARDS Items below form the *minimum* eligibility to submit an application for admission to the Secondary Education Program. All items must be complete to be considered for admission.

1. Admission to Clayton State University.
2. Overall and Institutional GPA of 2.5 or higher.
3. Completed Georgia Educator Ethics Exam
4. Pass all three areas of GACE Program Admission Assessment OR be exempt based on SAT, ACT or GRE scores.
5. Meet with an advisor
6. Completion of at least 45 semester hours of college credit (minimum requirement to submit application)
7. Students are required to complete all courses in Areas A-F with grades of A, B, C, or K before formal admission to program. This includes Grades of A, B, or C in EDUC 2110, EDUC 2120, and EDUC 2130.
8. Demonstrated writing proficiency; C or better in ENGL 1101
9. Attendance at Information Session (If an information session is not available, see Secondary Program Coordinator for make-up)
10. A one-page essay on why you want to be a secondary teacher in your field.
11. You must be issued a Pre-Service Certificate to remain in the program.

NOTE: Students who fail to sustain these criteria after notification, but before they actually begin taking courses in the teacher education program, will have their admission revoked. Upon written request, such students will be reconsidered when they again meet the eligibility criteria.

CONDITIONAL ADMISSION POLICY Conditional admission may be granted to students with no more than three core (Areas A-F) courses left to complete.

ELIGIBILITY TO BEGIN TAKING COURSES IN THE TEACHER EDUCATION PROGRAM Once conditionally admitted into the Secondary Education Program, you will apply for a Pre-Service Certificate. This includes completing Personal Affirmation Questions, a signed notarized Verification of Lawful Presence (VLP) with supporting documentation for VLP, and a signature authorizing a criminal background check. The application will be submitted by the Teacher Education Department to the Georgia Professional Standards Commission where they will verify the documents and Georgia Crime Information Center will conduct a criminal record check. **IN ORDER TO REMAIN IN OUR PROGRAM AT CLAYTON STATE AND GRADUATE WITH TEACHER CERTIFICATION, YOU MUST BE ISSUED A PRE-SERVICE CERTIFICATE.** If application for a Pre-Service Certificate is denied, you must withdraw from our program. Teacher candidates must provide evidence of liability insurance prior to participation in specific field-based or clinical experiences by submitting documentation of SGAE or PAGE membership or evidence of liability insurance.

APPLICATION AND ADMISSION PROCEDURES

1. Applicants who meet the criteria explained above should submit a teacher education application form and supporting documentation to the Clayton State University Department of Teacher Education. (Application forms are available from the Department of Teacher Education or on the Teacher Education website.)
2. Applications should be submitted to content coordinators.
3. All complete and eligible applications received by the published deadlines will be considered for the available positions in the programs for the appropriate semester. Complete applications must include *all* required documentation. The date that an application is completed is not a factor in the admission decision process for applications received by the deadline.
4. Applicants not admitted during a given admission cycle and individuals who fall below minimum standards after notification of admission may, upon written request to the Department of Teacher Education, have their applications reconsidered during the next admission cycle. Reconsideration is not automatic; written request is required, and additional information may be submitted.
5. Applicants selected for admission during each admission cycle will be notified in writing. The admission notice will indicate a date by which the individual must formally accept or decline admission; those who fail to respond within the allotted time will have their admission offers revoked, and their spaces will be allotted to other eligible applicants.
6. The following courses must be taken at Clayton State University: EDUC 3030, EDUC 3200, EDUC 3210, EDUC 4003 and EDUC 4730/31. The teacher education program will evaluate equivalencies for other courses in the program. Every effort will be made to accept transfer credit that is reasonably equivalent to Clayton State University courses. However, the University reserves the right to request additional documentation and/or to require specific site-based experiences or directed readings to validate credit and/or to meet certification requirements. Applicants will be notified in writing of such requirements.

PROGRAM WRITING REQUIREMENTS The teacher education program places high emphasis on the ability of graduates to communicate effectively. Accordingly, these skills are assessed and monitored throughout the program, and academic support is provided. As stipulated in the Application and Admission Eligibility Standards section, all students applying to enter the program must show proficiency in writing using the Clayton State University writing criteria. Students demonstrate this proficiency through a grade of C or better in English 1101. Coursework and/or tutoring may be required until the student has demonstrated writing proficiency. Through writing experiences in other teacher education courses and assistance in the Writers' Studio, the student's writing skills should continue to improve. Obtaining the required proficiency is a prerequisite for EDUC 4730/31 (senior-year internship).

I have read and understand all requirements for the Clayton State University Secondary Education Program.

Student Signature _____

Date _____

Return completed form and portfolio documentation to your Content Coordinator.

Clayton State University is an equal employment, equal access, and equal educational opportunity and affirmative action institution. It is the policy of the University to recruit, hire, train, promote and educate persons without regard to race, color, national or ethnic origin, age, disability, gender, religion, sexual orientation, gender identity or veteran status as required by applicable state and federal laws (including Title VI, Title VII, Title IX, Sections 503, and 504, AREA, ADA, E.O. 11246, and Rev. Proc. 75-50). Clayton State University is an Affirmative Action/Equal Opportunity Institution.