

Approval Chart for Curriculum Changes

A = Approval I = Information*

Degree Plan(s) Admission to Teacher Education

State the requested change and reason. A memo may be attached if more space is necessary.

See the attached with current criteria for admission and proposed new criteria for admission. Justification for each change is inserted after the change. Changes are highlighted.

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

COUNCIL**

	Change to a Course	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	President
1.	Title (description unchanged)	A	A	A		I			I	I
2.	Description (not affecting content)	A	A	A		I			I	I
3.	Content (substantive change)	A	A	A		I			A	A
4.	Number of hours (lecture, lab, contact)	A	A	A		A			A	A
5.	Course number within the hundred	A	A	I		I			I	I
6.	Course number beyond the hundred	A	A	A		A			A	A
7.	Prerequisites	A	A	A		I			I	I
8.	Course fee(s)	A	--	A		--			A	I
9.	From U to G or G to U	A	A	A		A			A	A
10.	Cross list with another dept: U or G level	A	A	A		A			A	A
11.	Department of record	A	A	A		A			A	A
12.	Open or close a course	A	A	A		A			A	A
13.	New course — See Adams Center for packet. This change includes combining or splitting a course(s).	A	A	A		A			A	A

* Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

**Courses offered only to students seeking teacher certification must go through the Teacher Education Council.

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

Approval Chart for Curriculum Changes

A = Approval

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	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	COUNCIL			Provost	Faculty	President
						UGEC	UUAC	GRAD			
1.	University Requirements — Change in approved course content**	A	A	A		A			A	--	A
2.	University Requirements — Add or drop a required course from the University Requirements chart**	A	A	A		A			A	A	A
3.	University Requirements — Add or drop a course from a menu within the University Requirements**	A	A	A		A			A	--	A
4.	University Requirements — Change hours within a menu on the University Requirements chart**	A	A	A		A			A	A	A
4.	Major — Revision of major ♦ ‡	A	A	A		A			A	--	A
5.	Major — Adopt or change admission requirements	A	A	A		A			A	--	A
6.	Major — Add or discontinue	A	A	A		A			A	A	A
7.	GPA — Revise major or cumulative requirement	A	A	A		A			A	A	A
8.	Minor — Revise course selection	A	A	A		I			I	--	I
	Minor — Add or discontinue	A	A	A		A			A	--	A
9.	Degree — Add or discontinue	A	A	A		A			A	A	A
10.	Any change to a graduate degree program*	A	A	A		A			A	--	A

♦ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

‡ Program or course changes applying to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

* All graduate degree plan changes must go through the Graduate Council.

** Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and corequisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

Note: The Board of Trustees is informed when a major or degree is added or discontinued.

Revised 4-18-12

Approval Chart for Academic Information Changes

	Change to the Catalog	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
1.	General requirements for graduation including course requirements that are common to all majors for all degrees*	--	--	--		A		A	A	A	--
2.	Admission requirements	--	--	--		A		A	A	A	--
3.	Policies governing academic probation and suspension	--	--	--		A		A	A	A	--
4.	Requirements for graduating with honors	--	--	--		A		A	A	A	--
5.	Other academic policy changes	--	--	--		A		A	--	A	

* The UUAC approved the clarification that "general requirements for graduation" means the seventeen items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 3-2-11

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

College Academic Council(s)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

Dean(s)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

Teacher Education Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

General Education Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Undergraduate Academic Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Graduate Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Provost	
_____ <i>Signature</i>	_____ <i>Approval date</i>

Faculty	
_____ <i>Chair of faculty senate</i>	_____ <i>Approval date</i>

President	
_____ <i>Signature</i>	_____ <i>Approval date</i>

Current Criteria for Admission to ACU Teacher Education

In accordance with Texas state law, the ACU Teacher Education Program has established the following criteria for admission to Teacher Education. Before taking more than 6 hours EDUC a student must first be admitted to the Teacher Education Program. To be admitted to the Teacher Education Program, a student must:

1. Complete and submit an application for admission into the Teacher Education Program;
2. Be enrolled in or have completed the first 45 semester hours of credit;
3. Successfully complete with a C or better 12 hours in the candidate's chosen content field;
4. Have a minimum overall Grade Point Average (GPA) of 2.75 and a GPA of 2.75 or higher in the content field;
5. Complete 6 hours of University Core English with no grade lower than a "C" (In order to maintain admission status the candidate must earn a C or better in all core English courses.);
6. Pass all three sections of the Texas Higher Education Assessment (THEA) test, with a score on the reading section of 260 or higher, a score on the math section of 230 or higher and a score on the writing section of 240 or higher; Students may retake the THEA once if the required level is not earned in the first administration. Acceptance of scores from a third administration of the THEA are subject to review by the Teacher Education Admissions Committee;
7. Be enrolled in or successfully complete (C or better) EDUC 211 - Educational Foundations and Multicultural Perspectives (If admitted before completion of EDUC 211, admission will be contingent upon completing the course with a C or better. In the event that the student does not complete this course successfully, admission to the program will be suspended until this requirement is fulfilled.)
8. Successfully complete the ACU Teacher Education formal writing sample administered in EDUC 211;
9. Successfully complete first submission of the Teacher Education E-portfolio as described in the ACU Teacher Education Student Handbook;
10. Successfully complete the Teacher Education Dispositions Review as described in the ACU Teacher Education Student Handbook;
11. Declare a major that includes certification;
12. Receive approval from the Teacher Education Admissions and Review Committee. An interview with the committee may be required.

Any exemptions or modification to the above requirements due to special circumstances must be requested through the chair of the Department of Teacher Education. All requests will be reviewed and must be approved by the Teacher Education Admissions and Review Committee. In addition, admission to Teacher Education is not the final step in the process. In order to remain in the program the prospective teacher must continue to meet the GPA requirement (2.75). Approval to take Education Block classes (411/412 and 431/432) and to enroll in student teaching must be obtained from the Teacher Education Admissions and Review Committee before enrolling in those classes.

English Language Proficiency Assessment Requirement:

International students with primary languages other than English must demonstrate English language proficiency by the following:

Obtain an official TOEFL score of at least 600 (computer-based score of 250, iBT of 100)

Additional requirements for maintaining program admission status:

1. In order to remain in the Teacher Education Program, an overall GPA of 2.75, 2.75 in the content field, and continued approval of the Teacher Education Admissions Committee must be maintained.
2. A grade of C or better is required for all majors courses.
3. Junior and senior transfer students must take the THEA and be admitted to the Teacher Education Program during their first semester at Abilene Christian University to continue in professional education course work. Arrangements to take the THEA should be made as quickly as possible by contacting the Office of Career and Academic Development.

Note:

A candidate who does not have an overall GPA of 2.75 or higher **may** be conditionally admitted to the program if **all** other admissions criteria are met and if **all** of the following are true:

1. An overall GPA of 2.75 or higher in the last 60 hours
2. A GPA of 2.75 in the teaching content field
3. No university disciplinary actions filed – academic or otherwise
4. A formal letter of request submitted to the admissions committee describing the candidate's academic history and articulating motivations for wanting to enter the teaching profession
5. An interview with the Teacher Education Admissions Committee

**Proposed New Criteria for Admission to
ACU Teacher Education**

In accordance with Texas state law, the ACU Teacher Education Program has established the following criteria for admission to Teacher Education. Before taking more than 6 hours EDUC a student must first be admitted to the Teacher Education Program. To be admitted to the Teacher Education Program, a student must:

13. Complete and submit an application for admission into the Teacher Education Program;
14. Have completed the first 45 semester hours of credit;
15. Successfully complete with a C or better 12 hours in the candidate's chosen content field;
16. Have a minimum overall Grade Point Average (GPA) of 2.75 and a GPA of 2.75 or higher in the content field;
17. Complete 6 hours of University English requirements with no grade lower than a "C" (In order to maintain admission status the candidate must earn a C or better in all university required English courses.);
18. Pass all three sections of the Texas Higher Education Assessment (THEA) test, with a score on the reading section of 260 or higher, a score on the math section of 230 or higher and a score on the writing section of 240 or higher; Students may retake the THEA once if the required level is not earned in the first administration. Acceptance of scores from a third administration of the THEA are subject to review by the Teacher Education Admissions Committee;

19. Successfully complete (C or better) EDUC 211 Educational Foundations and Multicultural Perspectives;
20. Successfully complete the Teacher Education Dispositions Review as described in the ACU Teacher Education Student Handbook;
21. Declare a major that includes certification;
22. **Successfully complete a student life review; Justification – A student life review has been a part of the process for at least 18 years. It was important to state this explicitly in the criteria.**
23. Receive approval from the Teacher Education Admissions and Review Committee. An interview with the committee may be required.

Any exemptions or modification to the above requirements due to special circumstances must be requested through the chair of the Department of Teacher Education. All requests will be reviewed and must be approved by the Teacher Education Admissions and Review Committee. In addition, admission to Teacher Education is not the final step in the process. In order to remain in the program the prospective teacher must continue to meet the GPA requirement (2.75).

Note: Candidates must meet criteria for admission in place at the time of application to Teacher Education. Justification – Changes are often made in response to state policy. It is critical that candidates meet criteria at the time of admission to the program.

English Language Proficiency Assessment Requirement:

International students with primary languages other than English must demonstrate English language proficiency by an official TOEFL score of at least 600 (computer-based score of 250, iBT of 100)

Additional program requirements:

1. In order to remain in the Teacher Education Program, an overall GPA of 2.75, 2.75 in the content field, and continued approval of the Teacher Education Admissions Committee must be maintained. **If the GPA falls below the standard, the candidate's admission to Teacher Education will be revoked. If the GPA later meets the standard the candidate must reapply to the program and meet the standards at the time of reapplication. If the GPA falls below criteria again, the candidate's admission to Teacher Education will be permanently revoked and the candidate will not be eligible for readmission. Justification: A review of the data indicates that candidates who frequently drop below the GPA requirement are at high risk for failure of the certification exams. In addition, repeated retakes are costly and we feel a lack of integrity in encouraging this practice. Finally, if students are committed to their professional development and to learning their content, they should be able to maintain the required GPA. Failure to do so is either a reflection of dispositional issues or perhaps academic ability. Either is a concern when the student is seeking certification.**
2. **In order to maintain eligibility the candidate must be able to perform the essential functions of teaching as outlined in the ACU Teacher Education Handbook. Justification: In consultation with the legal office and with Scott Self, we have articulated the essential functions of teaching. It lacks integrity to allow a candidate to proceed in the program if it will be impossible for that candidate to secure employment. In addition, our candidates must perform the essential functions of teaching in order to complete the degree. The successful completion of required field experiences is dependent upon possessing these abilities. You will find the essential functions at the end of this document.**
3. **A grade of C or better is required for all courses in the candidate's teaching field, all professional education courses, and all courses in the major. Justification: While this language is redundant in some cases, it eliminates any possible confusion. The banner**

reports do not always catch all relevant courses and so this language makes clear the courses that must be included in this policy.

4. All professional education courses (EDUC, READ, SPED, and EACH) must be taken in residence. **Justification: We are held accountable for the preparation of all students that we certify. If we are accountable for the preparation, we must provide that preparation.**
5. Junior and senior transfer students must take the THEA and be admitted to the Teacher Education Program during their first semester at Abilene Christian University to continue in professional education course work. Arrangements to take the THEA should be made as quickly as possible by contacting the Office of Career and Academic Development.
6. Any appeals related to admission will be directed first to the chair of Teacher Education. If the candidate does not feel the issue is resolved, the appeal will be forwarded to the dean of the College of Education and Human Services.

Note:

A candidate who does not have an overall GPA of 2.75 or higher **may** be admitted to the program if **all** other admissions criteria are met and if **all** of the following are true:

1. An overall GPA of 2.75 or higher in the last 60 hours
2. A GPA of 2.75 in the teaching content field with no grade lower than a C
3. No university disciplinary actions filed – academic or otherwise
4. A formal letter of request submitted to the admissions committee describing the candidate's academic history and articulating motivations for wanting to enter the teaching profession
5. An interview with the Teacher Education Admissions Committee

Note: The following information is not included in the catalog. It is in the Teacher Education Handbook and provided here only for your reference.

Essential Functions of Teaching

As a credentialing institution of the State of Texas, our primary mission is to prepare teachers for service in public school settings. As such, our students are required to complete multiple field placements as part of coursework in which they must be able to perform the essential functions of teaching. Therefore, ability to perform these essential functions is a requirement for **continued eligibility** in the ACU Teacher Education Program.

The educational environment includes specific physical and mental demands. The demands described here are representative of those that must be met by an individual to successfully perform the essential teaching functions required necessary to complete required field experiences in teacher education courses.

Physical/Environmental Demands

- moving small stacks of textbooks, media equipment, desks, and other classroom equipment;
- occasional district-wide travel;
- occasional prolonged and irregular hours;
- prolonged use of computer and repetitive hand motions;
- monitor students in a variety of locations with noise, activity, and inclement weather; and
- independently sit, reach, grab, pull, hear, see, speak and move about the classroom and campus on a daily basis.

Mental Demands

- maintain emotional control under stress;
- communicate effectively (verbal and written);
- provide instruction;
- interpret policy;
- monitor students for understanding of instruction, personal safety, and behavior management.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Contact the ADA Compliance Officer for information about reasonable accommodations.

The foregoing statements describe the general physical and mental demands and are not an exhaustive list.