

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

Course Number _____

or Degree Plan(s) _____

Teacher Education Program

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

Changes in Texas Education Code requiring changes in admission criteria. See attachment.

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

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

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A = Approve **Approval** I = Information Item **Chart for Curriculum**¹ R = Advise **Changes & Respond**²

COUNCIL ³												
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	A	A	A				A	--	A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--
7.	Major — Add ^{4,5}	A	A	A	A				A	A	A	I
8.	Major – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
9.	Major – Discontinue (proposed by the Provost)	See below.										
10.	GPA — Revise major or cumulative requirement	A	A	A	A				A	A	A	--
11.	Minor — Revise course selection	A	A	A	I				I	--	I	--
12.	Minor — Add	A	A	A	A				A	--	A	--
13.	Minor – Discontinue (proposed by the department or college)	A	A	A	A				A	--	A	--
14.	Minor – Discontinue (proposed by the Provost)	See below.										
15.	Degree — Add	A	A	A	A				A	A	A	I
16.	Degree – Discontinue (proposed by the department or college)	A	A	A	A				A	A	A	I
17.	Degree – Discontinue (proposed by the Provost)	See below.										
18.	Any change to a graduate degree program	A	A	A	A				A	--	A	--

COUNCIL³

	Provost-Proposed Change	Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	President	Board of Trustees
1.	Major/Graduate Program – Discontinue (proposed by the Provost)	A	R	R		A		A	A	I
2.	Minor – Discontinue (proposed by the Provost)	A	R	R		A		--	A	--
3.	Degree – Discontinue (proposed by the Provost)	A	R	R		A		A	A	I

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A = Approve Approval I= Information Item Chart for

Curriculum¹ R= Advise Changes & Respond²



COUNCIL³

	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--		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

¹ Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

² The Dean and Department should respond to the Provost's recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ 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.

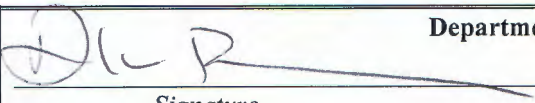
⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

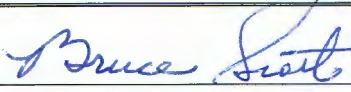
⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

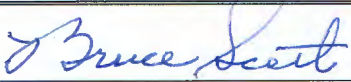
⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

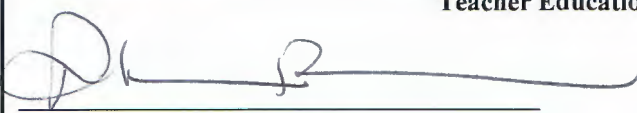
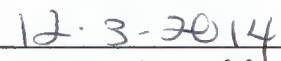
Revised 10-16-13

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
 Signature	 Approval date
_____ Signature	_____ Approval date

College Academic Council(s)	
 Signature	 Approval date
_____ Signature	_____ Approval date

Dean(s)	
 Signature	 Approval date
_____ Signature	_____ Approval date

Teacher Education Council	
 Chair's signature	 Approval date

General Education Council	
_____ Chair's signature	_____ Approval date

Undergraduate Academic Council

Chair's signature

Approval date

Graduate Council

Chair's signature

Approval date

Provost

Signature

Approval date

Faculty

Chair of faculty senate

Approval date

President

Signature

Approval date

Revised November 2, 2011

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. 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 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.);
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. Successfully complete (C or better) EDUC 211 Educational Foundations and Multicultural Perspectives;
8. Successfully complete the Teacher Education Dispositions Review as described in the ACU Teacher Education Student Handbook;
9. Declare a major that includes certification;
10. Successfully complete a student life review;
11. 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.

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.
2. In order to maintain eligibility, candidates must be able to perform the essential functions of teaching as outlined in the ACU Teacher Education Handbook;
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.
4. All professional education courses (EDUC, READ, SPED, and EACH) must be taken in residence.
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

Proposed**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:

12. Complete and submit an application for admission into the Teacher Education Program;
13. Have completed the first 45 semester hours of credit;

14. Successfully complete with a C or better 15 hours in the candidate's chosen content field;
15. Have a minimum overall Grade Point Average (GPA) of 2.75 and a GPA of 2.75 or higher in 15 hours of the chosen content field;
16. 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.);
17. Demonstrate proficiency in reading, writing and math through the following:

ACT Compass Placement Test:

The required Teacher Education Admission scores for the Compass are as follows:

- Compass Algebra score of 52 or higher
- Compass Writing Skills score of 83 or higher
- Compass Reading score of 89 or higher

Note: Candidates are limited to one retake of the Compass. Prior to a second administration of the Compass the candidate must complete an approved test preparation plan.

Exemptions:

ACT: Composite score of 23 or higher with at least a 19 on the English test to be exempt from Compass Writing and Reading and at least a 19 on the math section to be exempt from Compass Math.

SAT: Combined verbal and math score of 1070 with a minimum of 500 on the verbal portion to be exempt from the Compass Writing and Reading and a minimum of 500 on the math portion to be exempt from Compass Math.

University Core Math: Candidates who earn a grade of C or higher in Math 120 (or higher) will be exempt from the Math Compass.

18. Successfully complete (C or better) EDUC 211 Educational Foundations and Multicultural Perspectives;
19. Successfully complete the Teacher Education Dispositions Review as described in the ACU Teacher Education Student Handbook;
20. Declare a major that includes certification;
21. Successfully complete a student life review;
22. 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.

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:

7. 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.
8. In order to maintain eligibility, candidates must be able to perform the essential functions of teaching as outlined in the ACU Teacher Education Handbook;
9. 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.
10. All professional education courses (EDUC, READ, SPED, and EACH) must be taken in residence.
11. Junior and senior transfer students must demonstrate proficiency in reading, writing and math through scores on the ACT, SAT or Compass Placement Test outlined above.
12. 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:

6. An overall GPA of 2.75 or higher in the last 60 hours
7. A GPA of 2.75 in the teaching content field with no grade lower than a C
8. No university disciplinary actions filed – academic or otherwise
9. 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
10. An interview with the Teacher Education Admissions Committee