

West Chester University of PA
FATE DELAY PERMIT

Request for permit to register for advanced teacher education courses when one requirement for
 Formal Admission to Teacher Education has not been met

Guidelines & Procedures On Back

- Formal Admission to Teacher Education requires a minimum of 1) 48 earned credits, 2) a cumulative GPA of 2.8 or higher, 3) three credits of college-level English composition, 4) three credits of English literature, 5) six credits of college-level math, 6) passing scores on all three Praxis PPST exams, 7) the completion of the Community Service Experience (if required), and 8) and any other requirements required by your BSEd program.
- Procedures for completing the permit are listed on the back of this form.
- You are only eligible for a permit when you have met ALL requirements for formal admission except one. Examples of eligible permit requests include: missing one of the PPST exams; having completed only 3 credits of math; or not completing the Community Service Experience (if required).
- Permits are not issued for deficient GPA (lower than 2.8).
- Permits are issued during the fall semester for the following spring semester OR during spring for both the upcoming summer and/or fall terms. Please complete two separate forms if seeking permits for both summer and fall.
- Permits may be approved only once during your initial certification program.
- Permits may not be issued to student teach.
- Permits apply only to "open" sections of a class. You cannot get a permit for a closed class.

Name: _____ WCU ID#: _____

E-mail: _____ Local Address: _____

City: _____ State: _____ Zip Code: _____

Local or cell phone: _____ Major: _____

Student: For semester _____ 20____. I seek a permit for admission to the following courses (list classes in boxes):

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Check reason for permit request (select only one):

- | | | |
|-------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> 1.1 PPST Reading | <input type="checkbox"/> 3.1 Literature Course | <input type="checkbox"/> 4.2 Community Service Experience |
| <input type="checkbox"/> 1.2 PPST Writing | <input type="checkbox"/> 3.2 Second Math Course | <input type="checkbox"/> 5.1 Special Circumstances |
| <input type="checkbox"/> 1.3 PPST Mathematics | <input type="checkbox"/> 3.3 Composition Course | <input type="checkbox"/> 6.1 GPA (automatic denial) |
| <input type="checkbox"/> 2.1 <48 credits earned | <input type="checkbox"/> 4.1 Formal Admission not Verified | |

 Student's Signature Date

Student's Academic Department Chairperson or Program Coordinator Recommend: _____ Approval _____ Denial

 Signature Date

Professional & Secondary Education Chairperson Recommend: _____ Approval _____ Denial

 Signature Date

Undergraduate Program Counselor, College of Education Decision: _____ Approval _____ Denial

Check reason for decision:

- | | | |
|-------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> 1.1 PPST Reading | <input type="checkbox"/> 3.1 Literature Course | <input type="checkbox"/> 4.2 Community Service Experience |
| <input type="checkbox"/> 1.2 PPST Writing | <input type="checkbox"/> 3.2 Second Math Course | <input type="checkbox"/> 5.1 Special Circumstances |
| <input type="checkbox"/> 1.3 PPST Mathematics | <input type="checkbox"/> 3.3 Composition Course | <input type="checkbox"/> 6.1 GPA (automatic denial) |
| <input type="checkbox"/> 2.1 <48 credits earned | <input type="checkbox"/> 4.1 Formal Admission not Verified | |

 Signature (Judith A. MacDonald) Date

GENERAL GUIDELINES AND PROCEDURES

GPA

No PERMITS will be approved if your GPA is below 2.8. Until candidates achieve the minimum overall GPA of 2.8, they will not receive formal admission to the teacher education program. The minimum GPA is non-negotiable. Please note that effective September 1, 2003, the minimum cumulative GPA of 3.0 is required to apply for a Pennsylvania Teacher Certificate.

Praxis I - Pre-Professional Skills Test (PPST)

Passing the Praxis I exams may be accomplished in one of two ways:

Method 1: Passing scores of 172 - Reading, 173 - Writing, and 173 - Math OR

Method 2: Minimum scores of 169 - Reading, 170 - Writing, 170 - Math WITH a minimum composite score of 521. Candidates who have achieved all formal admission requirements EXCEPT a passing score on one of the three PPST tests (under Method 1), or a pass and a minimum score (under Method 2), are eligible for a permit of one semester. They may enroll in advanced teacher education courses during that semester only.

Transfer students enrolled in their first semester at WCU are eligible for a permit of one semester in order to pass **all** PPSTs. They may enroll in advanced teacher education courses during that semester.

Earned Credit Hours

Candidates who have achieved all formal admission requirements and have earned at least **43 credit hours** of college-level coursework will be granted a permit to enroll in advanced teacher education courses.

Second Mathematics and English Courses

Candidates who have achieved the required GPA, the minimum 48 credits, and passing scores on the PPSTs, will be granted a permit to complete either a second math course or the required English composition or literature course.

Community Service Experience

All early and middle grades and special education candidates are required to complete 20 hours of pre-approved community service in order to be eligible for formal admission. This applies to all first-year candidates who entered the University in Fall 2006 or after, as well as all internal or external transfer students who transferred into those programs as undergraduate entering Spring 2007 or after. This applies to post-baccalaureate elementary education candidates entering in Spring 2007 or after and post-baccalaureate early childhood and special education candidates entering from Spring 2007 to Summer 2008. Having met all other stipulations for formal admission, a candidate with a signed community service pre-approval form will be granted a permit in order to complete their required 20 hours.

Student Teaching

Formal admission to teacher education is required to student teach. Under no circumstances will a permit be granted for student teaching.

Procedure for Completing Permit Form

Candidate:

- _____ 1. Obtain permit form(s) from the academic department. Complete the candidate's portion including the list of courses requiring the permit to enroll. Candidates must sign and date the form(s).
- _____ 2. Attach a signed condensed unofficial transcript from My WCU and a copy of Praxis I scores.
- _____ 3. Attach an explanation if 5.1 is selected.
- _____ 4. Meet with academic chairperson or program coordinator (and, if applicable, professional and secondary education chairperson or coordinator) to request approval and obtain required signature(s).
- _____ 5. Present permit form(s) and supporting documents to the Undergraduate Program Counselor, College of Education, in 251 FHG Library for the final decision and signature.
- _____ 6. Present original approved permit form(s) to Registrar, during assigned scheduling period, for adding the approved course(s). The candidate is aware that any permit granted is temporary and does not eliminate any degree or certification requirement; all deficiencies must be fulfilled to obtain formal admission to teacher education. By accepting this one-semester permit, the candidate may not request another or be eligible for a second one.

Student's Signature _____ Date _____