Application Date:

**APPLICATION FOR ADMISSION**

**to the**

**TEACHER EDUCATION PROGRAM**

**Except for your signature, all information requested is to be word processed.**

Applicant's last name first name (maiden name)

Home Address (street & #, city, state, zip) Telephone number

Local address (if different from home address) Telephone number

Email address

**A. EDUCATIONAL INFORMATION:**

 Early Childhood Education Major: [ ]  Elementary Major: [ ]  Secondary Major: [ ]  Secondary Concentration:

 Semester in which Student Teaching experience is planned

 Semester in which graduation from Southwestern College is planned

 Current Advisor

**B. ACADEMIC PROGRESS:**

 Semester Grade Point Average

Major Grade Point Average

 Cumulative Grade Point Average

**C. STATE OF KANSAS RULES AND REGULATIONS**

1. Have you been convicted of a felony or a crime involving dishonesty, a controlled substance, or a child?

[ ] No [ ] Yes (If yes, please submit a certified copy of court order)

1. Have you ever entered into a criminal diversion agreement?

[ ]  No [ ]  Yes (Please submit a certified copy of agreement)

1. Have you ever had a teaching certificate revoked in any state?

[ ]  No [ ]  Yes If yes, what state(s)?

1. Have you ever had a certificate suspended in any state(s)?

 [ ]  No [ ]  Yes If yes, what state(s)?

1. Have you ever been denied a certificate in any state(s)?

[ ]  No [ ]  Yes If yes, what state(s)?

**Application for Admission to the Teacher Education Program, page 2**

**D. AGREEMENT BY APPLICANTS AND PARTICIPANTS IN THE TEACHER EDUCATION PROGRAM, SOUTHWESTERN COLLEGE, WINFIELD, KANSAS:**

The Education Division of Southwestern College, Winfield, Kansas, recognizes the importance of careful selection of persons admitted and retained in the program of said division. The division also recognizes the importance of the proper removal from the program of students who violate the standards of the program and that the student(s) have certain rights of due process in the event of such occurrence.

The "Application for Admission to Teacher Education" form shall include a statement as follows:

 "Having requested admission to a program that requires certain high standards of character and professional competence and that includes off-campus assignments in public school classrooms, I understand that my admission to the Teacher Education Program may be deferred, disapproved, or that, if I am accepted, I may be removed subsequently from the program for the following cause(s):

 1. immoral character,

 2. conduct unbecoming a teacher in training,

 3. insubordination,

 4. failure to obey reasonable rules promulgated by the college and/or the cooperating school district, and/or

 5. failure to show normal improvement and evidence of professional training,

 I further understand that, in the event of disapproval of this application, or of deferment, or of subsequent removal from the Teacher Education Program following acceptance, I am entitled to certain rights as set forth herein."

Students may access the due process procedure through either the Education Division Dean or the chair of the Hearing Panel of the Teacher Education Committee (named annually).

The procedure for due process for a student who has his/her application rejected or deferred, and requests a hearing, is stated below.

1. The student is notified in writing of the date, time, and place of a hearing before representatives of the TeacherEducation Committee of Southwestern College. Said hearing shall take place not later than ten days following the mailing of the notice of the hearing.

2. The student has the right to counsel of his/her own choosing present at the hearing and the right to receive the advice of such counsel or such other person as may be selected.

3. The student may have parent(s) or guardian(s) present at the hearing if s/he wishes to do so.

4. A summary of testimony of witnesses, if any, shall be read at the hearing. If requested in advance, the witnesses shall testify in person at the hearing.

5. The student shall have the right to present witnesses in his/her behalf who shall testify either in person or by affidavit.

6. The student shall have the right to testify in his/her own behalf and shall have the right to cross-examine any witnesses who will testify against him/her.

7. The committee shall render a fair and impartial decision based upon the evidence presented.

8. The student shall be informed in writing within ten days after the hearing of the decision of the TeacherEducation Committee and of his/her status in the Teacher Education Program.

In the event that a student has been advised that he/she has been removed from an off-campus assignment, the following procedure will be a part of due process.

1. If the cooperating school initiates action for removal from an off-campus assignment, the supervising teacher will notify the principal who in turn will contact the college coordinator and will furnish him/her with statements of the nature of the difficulty, signed by the supervising teacher and the principal.

2. All the rights of the student as set forth above in the procedure for due process shall apply in this situation.

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**E. REQUIREMENTS FOR ADMISSION TO THE TEACHER EDUCATION PROGRAM:**

Students seeking admission to the teacher education program must first demonstrate their readiness by completing the following requirements:

1. PSYC 112 General Psychology with grade of “C” or better.
2. EDUC 218 Child Psychology with grade of “C” or better.
3. Sophomore standing with a GPA of at least 2.5.
4. Demonstration of communication skills by completion of ENG 110 College Writing1, ENG 120 College Writing 2, and COMM 102 Elements of Oral Communication with at least a 2.5 cumulative GPA in the three courses. • Successful completion of Pre-Professional Skills Test (PPST) with scores that meet or exceed program requirements in the Reading (PPST 173), Math (PPST 172), and Writing (PPST 172) sections. Or, successful completion of the Core Assessment Skills for Educators (CORE) with scores that meet or exceed program requirements in Reading (CORE 156), Math (CORE 150), and Writing (CORE 162).
5. EDUC 150 Introduction to Education OR EDUC 212 Education Entrance Seminar with grade of “C” or better.
6. EDUC 215 Foundations of Education with grade of “C” or better.
7. Submission of formal application to Teacher Education Committee.
8. Successful completion of Peer Jury or Initial Teacher Interview.

Admission requirements for transfer students:

1. transfer credit that meets the requirements and standards above, including GPA requirements;

**F. Licensure Requirements for States Other than Kansas**

Completion of Southwestern College’s approved programs for teacher licensure and added endorsements do not automatically guarantee that you will be able to obtain a license or endorsement in another state.  It will be important for you to check with the state department of education in the state in which you plan to obtain a license, well in advance of completing SC’s program. You may also contact your education division advisor or the SC Licensure Officer, at 620-221-2900, for assistance in obtaining information regarding licensure in that state.

The SC educator preparation program recommends that you apply first for a Kansas teaching license whether you plan to teach in Kansas or not.  This sometimes provides a smoother, quicker process when applying for the out-of-state license.  However, each state has its own licensure requirements, so it is best to contact the relevant state department of education or our department prior to beginning your program.

NOTE: NOTIFICATION OF ADMISSION STATUS FOR THE TEACHER EDUCATION PROGRAM FOLLOWS A REVIEW OF THE SUBMITTED MATERIALS.

**I have read and understand all the provisions of this document.**

(Complete application, print application, sign and have a witness sign, then submit the application to: Division of Education, 100 College St., Winfield, KS 67156, or word process your name on the signature line and e-mail the file as an attachment to education@sckans.edu

 (student signature) (date)

Student's name printed

Catalog of record

 (academic year)

 (witness)

If e-mailed, the contact information for the witness must be included in the e-mail.

Office Use Only

Date Rec’d: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rec’d by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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