

---

# POLICIES AND PROCEDURES MANUAL

---

## Arkansas Tech University College of Education



---

ARKANSAS  
TECH  
UNIVERSITY

---

*College of Education*

Required for ELED, MLED, SEED, & MAT

## Table of Contents

Policies and Procedures Manual.....	1
<b>University and College of Education Vision and Mission Statements</b> .....	1
<b>Teacher Education Council</b> .....	2
Undergraduate Policies and Procedures.....	3
Admission to Stage II .....	3
<b>Disability Services and Appeals in the Teacher Education Program</b> .....	4
<b>Retention and Advising</b> .....	4
Repeating of Professional Education Courses .....	4
Grade Point Average Computation .....	5
CLEP Credit.....	5
Transfer Credit for Courses in Professional Education .....	5
Clinical Field Experience .....	5
Admission to Internship II .....	6
<b>Requirements for Admission to Internship II</b> .....	6
<b>Admission of Individuals Already Holding a Baccalaureate Degree</b> .....	6
<b>Internship II Placement</b> .....	7
<b>Site Selection Policy</b> .....	7
<b>Internship Attendance Requirements</b> .....	7
<b>Dress Code</b> .....	8
<b>Exit Portfolio</b> .....	8
<b>Appeals Policy</b> .....	8
Evidence Required to Apply for an Initial Arkansas License .....	8
Arkansas Educator Licensure System (AELS) Background Check .....	9
Graduate Policies and Procedures .....	10
<b>Admission Policy</b> .....	10
<b>Academic Advisors</b> .....	10
<b>Admission to Candidacy</b> .....	11

Degree Requirements for the Master of Arts in Teaching (MAT) Degree and the Master of Education (MED) Degree .....11

**Special Conditions of Graduate Credit** .....11

Academic Clemency Request.....13

# COLLEGE OF EDUCATION

## Policies and Procedures Manual

The governing unit for teacher education programs on the Arkansas Tech University campus is the College of Education. The responsibility and authority for teacher education programs reside with the Dean of Education. The Teacher Education Council serves the College of Education and the Dean of the College as a campus-wide advisory body on matters of policy and curriculum for teacher education. This manual describes the Office of Teacher Education Student Services policies and procedures involving students. The Office of Teacher Education Student Services serves under the authority of the Dean of the College of Education and considers the decisions of the Teacher Education Council in its operation.

## University and College of Education Vision and Mission Statements

### ***University Vision Statement***

Arkansas Tech University where students succeed, innovation thrives, and communities flourish.

### ***University Mission Statement***

Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

### ***University Strategic Plan Opening Statement***

Arkansas Tech University is a comprehensive public higher education institution that is committed to teaching and learning supported by scholarship and service.

### ***Our Vision***

The Arkansas Tech University College of Education is dedicated to developing successful and innovative professionals who will internalize, initiate, and sustain a commitment to impact individuals in diverse and evolving communities.

### ***Our Mission***

The Arkansas Tech University College of Education prepares professionals, who will positively impact learners, systems, and communities, by providing competency- and outcomes-based undergraduate and graduate programs.

The mission of the College of Education is aligned with the mission of the university and is founded upon a set of core values, which drive the college's mission and vision. The mission and vision then guide the development of programs and the delivery of courses within each program. Our core values, mission, and vision align with our goal of excellence in teaching, which is related to the "primary" function of Arkansas Tech University. It is our expectation that our students meet established national, state, and unit standards and expectations for teaching and learning. To ensure this, we review curriculum experiences and expectations in all programs with a vision of "impacting individuals in diverse and evolving communities" while seeking to develop professionals who are innovative and life-long learners.

## **Teacher Education Council**

The Teacher Education Council consists of seventeen members including the Dean of Education who serves as the permanent non-voting chair and the Dean of the Graduate College who serves in a non-voting, ex-officio capacity. Other permanent members of the Council are the Director of Teacher Education Student Services, the Department Head of Curriculum & Instruction, and the President of the ATU National Education Association - Student Program. The Vice President for Academic Affairs appoints all other members for a term of one calendar year in consultation with the Dean of Education.

The Council is constituted as follows:

- Chair – Dean of Education (non-voting)
- Vice-Chair – Department Head, Curriculum & Instruction
- Secretary – Director of Teacher Education Student Services
- Representatives – College of Education (3)
- Representative – College of Engineering and Applied Sciences (1)
- Representative – College of Natural and Health Sciences (1)
- Representative – College of Arts and Humanities (1)
- Representative – College of Business (1)
- Representative – Public School Administrator (1)
- Representatives – Public School Teachers K-12 (3)
- Representative – ATU National Education Association - Student Program President (1)
- Graduate Student (1)
- Dean of the Graduate College (Ex-Officio, non-voting)

### ***Function of the Council***

The council serves as an advisory body to the Dean of Education, reviews and recommends changes in the teacher education programs, approves course additions and deletions, studies and recommends changes related to policies and admission standards, and coordinates the transmission of information from faculty and committees to the Council and other University committees. The function of the council is enhanced and supported by working committees.

Course offerings and curricular changes pertaining to the teacher education program (undergraduate and graduate) are reviewed by the Teacher Education Council before being forwarded to the appropriate committee for action. Curricular items at the undergraduate level must be approved through the Curriculum Committee prior to submission to the Faculty Senate for action; items at the graduate level are submitted to the Graduate Council. Proposals approved by the Faculty Senate/Graduate Council are transmitted to the Vice President for Academic Affairs for implementation.

### ***Committees of the Council***

Membership on Council committees may be expanded to include faculty and/or student members involved in teacher education who are not members of the Teacher Education Council. This arrangement broadens the base of teacher education in the University community. All committees are chaired by Council members. All non-designated members are appointed by the Chair of the Council.

## ***Appeals, Admissions, and Retention Committee***

The Appeals Committee is composed of five members, which includes the Director of Teacher Education Student Services of the College of Education (Chair) and four additional faculty members. The committee, chaired by the Director of Teacher Education Student Services, monitors admission & retention standards, receives admission appeals and makes recommendations to the Department Head of Curriculum and Instruction who then archives this recommendation and notifies the Dean of Education.

## **Undergraduate Policies and Procedures**

### ***Admission Policy***

Admission to any stage of the Teacher Education Program at Arkansas Tech University will be granted to those students who meet the admission requirements as determined by the Director of Teacher Education Student Services. Admission requirements include the most current criteria for state approval of Teacher Education programs and for the initial licensure of teachers in the state of Arkansas, and will supersede any requirements published in Arkansas Tech University catalogs or in this manual should changes occur following such publication.

### **Admission to Stage II**

**Students wishing to enter Stage II must submit a Stage II Application to the Office of Teacher Education Student Services.** Applications and application instructions are available online at <https://www.atu.edu/teachereducation/>.

The requirements for admission to the undergraduate teacher education programs (involving professional education coursework), referred to as Stage II, are:

1. Maintaining a cumulative grade point average of 2.70 on a 4.0 scale.
2. Submitting a fully completed online application to the Office of Teacher Education Student Services (See above web address.).
4. Completing one of the following options (as applicable to the selected degree program) with a grade of "C" or better.
  - a. ELED 2003: Educational Research and the Teacher as Lifelong Learner
  - b. MLED 2003: Introduction to Education
  - c. SEED 2002: Introduction to Secondary Education
5. Completing all the following with a grade of "C" or better:
  - a. Six (6) hours of general courses in written communication (English Composition – ENGL 1013 and ENGL 1023)
  - b. Three (3) hours of oral communication (SPCH 2003 Public Speaking or SPCH 2173 Business and Professional Speaking contingent upon the major program of study)
  - c. Three (3) hours of Mathematics (MATH 1113 College Algebra OR MATH 1003 College Mathematics) contingent upon program of study per major
6. Earning a "C" or better in all course grades in the ELED and MLED major programs.
7. Completing an interview and receiving recommendation from an education advisor (if a secondary major, interview and an additional recommendation by the content advisor)
8. Meeting all Stage II requirements that are in effect at the time of application

Updated 8/4/21

9. Provided evidence of the completion of a successful background check
10. Receiving approval of the Director of Teacher Education Student Services in consultation, if necessary, with the College of Education Associate Dean

## **Disability Services and Appeals in the Teacher Education Program**

***Students with disabilities.*** In order for a teacher candidate to be eligible for special services due to a disability, the teacher candidate must be registered with the Office of Disability Services located in Doc Bryan.

All admission criteria are in compliance with the Americans with Disabilities Act. A qualified individual with a disability will not be excluded from nor denied the benefits of services, programs or activities. Teacher candidates who require special accommodations should contact their advisor for assistance in completing a Stage II admission application.

A teacher candidate with disabilities will be granted conditional admission status pending the determination that the teacher candidate is qualified to perform the essential functions of each clinical assignment. A detailed description of the essential functions of each clinical experience will be provided in the application process. The teacher candidate is responsible for advising the Director of Teacher Education Student Services of the type(s) of accommodation(s) which will be needed. The Director of Teacher Education Student Services and the Appeals, Admission, and Retention Committee of the Teacher Education Council will determine the final admission status of the teacher candidate.

***Other teacher candidates.*** Those teacher candidates who do not meet all of the requirements for admission, may submit a written petition to the Appeals, Admission, and Retention Committee for a special dispensation which would allow them to proceed in the teacher education program. Approval to enter the program under these conditions would be subject to the approval of the Dean of Education upon recommendation by the Appeals, Admission, and Retention Committee. Admission to the Internship component will be contingent upon meeting **all** requirements for admission to the program.

## **Retention and Advising**

Advising for secondary education teacher candidates is accomplished through dual advisors: one from the area of specialization and one from the secondary education area. The advisors work cooperatively to counsel and plan the program of study for the teacher candidate. Advising for elementary education and middle level education is accomplished through a single advisor from the College of Education.

Teacher candidates admitted to the teacher education program must maintain a cumulative GPA of 2.70. A teacher candidate cannot enter internship unless his or her cumulative GPA is 2.70 or higher.

During the period of enrollment for each term, the faculty advisors review with the teacher candidate the progress made toward the completion of the program. Pertinent information including, but not limited to, grade point average, identified strengths, essentials of professional competency, areas for improvement and/or concerns are reviewed. This information is used to plan the teacher candidate's schedule for the subsequent semester.

## **Repeating of Professional Education Courses**

Professional education courses that are more than eight years old may not be counted toward completion of the Teacher Education Program's requirements. In the case of work more than eight years old, the courses must be repeated regardless of the grade earned in the course. The teacher education candidate should be aware that the Praxis Series of tests required for licensure in Arkansas are revised frequently based on the increasingly evolving research and knowledge base in education. Candidates

should consider this factor when considering whether or not to re-enroll in a course(s) that was/were previously completed.

### Grade Point Average Computation

For the purpose of computing grade point average in the area of specialization and professional education for admission, the highest grade in a given course shall apply. Adjustment in the number of hours attempted and quality points earned shall be made to reflect that the course was taken only one time for the highest grade. The computation of grade point average shall include all work accepted by ATU in transfer.

### CLEP Credit

CLEP credit will not be accepted as a substitute for any Stage II course.

### Transfer Credit for Courses in Professional Education

Teacher candidates wishing to transfer credit for professional education (Stage II) courses must provide evidence that they had been admitted to the teacher education program at the institution granting credit at the time the courses were taken. The institution must be accredited by the Council for the Accreditation of Educator Preparation (CAEP) or an equivalent accreditor.

### Clinical Field Experience

Clinical field experiences are a necessary component to obtaining teacher licensure. Many ATU education courses require a clinical field experience as part of the curriculum. During these experiences, ATU students receive classroom experience while working with local educators.

The Office of Teacher Education Student Services will place students in area schools for these experiences. Placement guidelines include:

- Students must have an approved McMAT *or* AELS background clearance for **pre-Stage II** courses before receiving notification of placement.
- Students must have an approved AELS background clearance for **Stage II and Stage III** courses before receiving notification of placement.
- Students must complete clinical field experiences in a variety of diverse school settings. These experiences are designed to help teacher candidates achieve an understanding of and ability to better educate students from a diverse array of backgrounds and experiences. To ensure this and to meet national accreditation and state expectations, the Office of Teacher Education Student Services follows a clinical field experiences placement rotation schedule in its placement efforts.
- Students will NOT complete a clinical field placement in schools where the following applies:
  - He/she is employed.
  - He/she has children in attendance.
  - He/she has any relative/spouse currently employed.
  - He/she graduated, if a secondary education major.

During these experiences, students should be engaged in the teaching/learning at all times. Therefore, it is important that ATU clinical field experience students maintain professional behavior at all times, follow the ATU dress code, and refrain from cell phone use when completing these experiences.



During each clinical field experience, candidates are evaluated by the supervising teacher based upon their professional, ethical, and social behavior within the classroom setting. These evaluations are reviewed and contribute to course grades. Evaluations are also used to inform personal improvement efforts with candidates when necessary.

Experiences and specific assignments will be supervised by ATU course instructors. Students are responsible for securing transportation and scheduling visits with assigned area educators. Failure to complete a clinical field experience could result in an "I" (Incomplete) or an "F" in the course.

### Admission to Internship II

Students wishing to enter the semester-long, whole-day Internship experience (Internship II) in the Fall must submit an Internship Application to the ATU Office of Teacher Education Student Services by March 15. Students wishing to enter this Internship in the Spring must submit an Internship Application to the ATU Office of Teacher Education Student Services by October 15. More information on this process and the application form may be located at: <https://www.atu.edu/teachereducation/stagell.php> under Stage III/Internship II Student Application.

### Requirements for Admission to Internship II

1. Admission to Stage II.
2. Completion of a minimum of ninety (90) semester hours with a minimum of twelve (12) semester hours in residence at ATU.
3. Have in progress all professional education courses (ELED, MLED, SEED) and have no more than three (3) semester hours left in the area of specialization at the completion of the semester prior to Internship.
4. A minimum cumulative grade point average of 2.70 and a minimum grade point of 2.70 in the area of specialization.
5. SEED majors – No grade below a "C" in either the field of specialization or in professional education courses. ELED and MLED majors – no grade below a "C" in any course.
6. Submission of the application to the Director of Teacher Education Student Services by **October 15** if the request is for the spring semester of the same academic year or **March 15** if the request is for the fall semester of the succeeding academic year.
7. Maintain a satisfactory disciplinary record as well as behavior in classes and other University related events.
8. Successful completion of the appropriate specialty area test of Praxis II: Subject Assessments Specialty Area Test, with a score equal to that established by the Arkansas Department of Education. These scores can be found at [www.ets.org](http://www.ets.org).

School districts require photo copies of Praxis Exam scores for hiring purposes; therefore, candidates should file scores in a safe place for future reference.

### Admission of Individuals Already Holding a Baccalaureate Degree

Any teacher candidate entering the Teacher Education Program with a degree must meet the entire program requirements for the area of licensure sought as identified in the catalog, the College of Education Policies and Procedures Manual, and the rules and regulations for licensure of the Arkansas Department of Education.

Updated 8/4/21

## Internship II Placement

Placement decisions provide for the teacher candidate a quality experience. It is important that a prospective teacher have experiences in several schools. Teacher candidates will be exposed to students in a variety of cultural and philosophical environments. Teacher candidates submit their applications for internship through the Office of Teacher Education Student Services and are placed in the field by the Director of this office. Teacher candidates are not to make their own placements. **Any extenuating circumstances concerning a placement should be addressed to the Director before placement activities begin.**

## Site Selection Policy

Experience in the field is designed to complement the theory and applications presented in the various courses. The selection of quality field sites is of primary concern. The following guidelines will be used in the selection of sites. This guideline applies to individual school buildings since the State will accredit individual schools as well as districts.

1. The district will have a written agreement with Arkansas Tech University outlining the appropriate responsibilities of each party (referred to as a Memorandum of Understanding [MOU]).
2. The district and/or school will cooperate with the Director of Teacher Education Student Services in the placement of Arkansas Tech University students.
3. Field sites must be in approved locations to Arkansas Tech University to allow for adequate campus-based supervision.
4. In cases where students receive placements beyond a sixty-mile radius from the campus, special costs and/or modifications may be necessary. In cases where teacher candidates are allowed to intern at a distance that will not allow Arkansas Tech University faculty to supervise, a CAEP or an equivalent accredited school must agree to provide supervision with the teacher candidate absorbing any additional expense of the placement.
5. Field sites may vary semester to semester and are evaluated each semester of placement.

## Internship Attendance Requirements

Promptness and dependability are professional characteristics. Any employing school district has a right to expect that teachers of that district possess and demonstrate these characteristics. Therefore, any school district accepting placement of a teacher candidate has a right to expect the same characteristics. *The teacher candidate should be aware that during any clinical field experience(s), including the internship experience, a cooperating school may request to have the teacher candidate removed from the school should she or he not exhibit the behaviors and dispositions expected of today's education professionals.* If a student is removed from a clinical field experience including internship, it may result in both course and/or program repercussions.

The Internship experience is a full day requirement for an entire semester. Secondary interns are required to be concurrently enrolled in SEED 4503 during their internship experience. Elementary interns are required to be concurrently enrolled in RDNG 4023 during their internship experience. The full day is defined by the policy of the school as to what constitutes the school day. For example, Russellville schools define the school day as being from 7:45 a.m. to 3:45 p.m. Each intern is expected to be present the full school day. Any deviation might include such things as arriving late, leaving early, or leaving campus during the conference or planning period. Continuous infractions may result in being dropped from internship. **Any absence requires that the Campus Based Supervisor, Mentor Teacher, and the**

Updated 8/4/21

**Director of Teacher Education Student Services be notified as early as possible.** If the cause is an emergency, the Campus-Based Supervisor, Supervising Teacher, Building Principal, and Director of Teacher Education Student Services should be contacted as soon as possible. **Any days missed, for whatever reason, will be required to be made up later in the semester. If more than one consecutive day is missed, a doctor's note must be provided to the Director of Teacher Education Student Services including the dates missed, and the date allowed back must be provided on the note. This does not excuse the candidate from completing the days missed in the future.**

## Dress Code

Students must adhere to the ATU Curriculum & Instruction Dress Code Policy found at <https://www.atu.edu/teachereducation/docs/DressCodePolicy.pdf>.

## Exit Portfolio

Guidelines for completion of the Internship II Exit Portfolio are found online at <https://www.atu.edu/teachereducation/> and in the Taskstream Exit Portfolio.

## Appeals Policy

(NOTE: An appeal should follow the denial of admission to Stage II or Stage III/Internship II and be based upon exceptional or extenuating circumstances and/or other pertinent information not previously available or considered.)

1. Locate the Appeals Application on the Teacher Education website (<https://www.atu.edu/teachereducation/>) and complete the application. The Appeals Application is located within both the Stage II and Stage III/Internship II sections.
2. After making the appeal, the Appeals, Admission, and Retention Committee will consider the additional information submitted in the appeal and make a recommendation to the Department Head of Curriculum and Instruction who then archives this recommendation and notifies the Dean of Education. The decision will be delivered to the student via email from the Director of Teacher Education. If the student wishes to appeal the decision made by the committee, he or she must appeal to the Dean of the College of Education.
3. If resolution is not achieved, a final appeal may be made to the Vice President for Academic Affairs. The decision at this level completes the appeals procedure. Students may refer to the Arkansas Tech University Student Handbook for procedures involving all other types of appeals.

## Evidence Required to Apply for an Initial Arkansas License

ATU is required to submit and/or provide evidence of the following for initial educator licensure:

1. Passing score reports for subject Assessments Specialty Area and Principles of Learning and Teaching. When registering for tests be sure to have scores sent to ATU (code RA 6010) and the Division of Elementary and Secondary Education (Arkansas Department of Education code R 7031).
2. Approved Arkansas Educator Licensure System (AELS) no older than one year at the time of application.
3. An electronically-submitted application for Initial Teaching Licensure.
4. Proof of completion of required IDEAS professional development. See link below for current required modules <https://www.atu.edu/teacherlicensure/resources.php>.

Updated 8/4/21

5. An official and electronically-submitted transcript to the Division of Elementary and Secondary Education (ADE). MAT and MTLN-NTL need to submit both undergraduate and graduate transcripts.
6. A successfully completed the exit portfolio that will serve as an assessment of the teacher candidate's essential professional competencies and must be completed prior to recommendation for licensure.
7. Completed final surveys for the Office of Teacher Education Student Services.

Any questions concerning licensure should be directed to the Office of Educator Licensure and Support in Crabaugh 308. The phone number is 479-964-0583 extension 2351.

### **Arkansas Educator Licensure System (AELS) Background Check**

The Division of Elementary and Secondary Education (ADE) and ATU require that any student who desires a placement in an area school or child care have an approved background check. An approved AELS is a part of the Stage II application process. Rules governing the requirement of criminal background check may be found at <http://arkansased.org/> or <https://www.atu.edu/teacherlicensure/BackgroundCheck.php>.

For more information use the link below to open AELS background check. The background check is in two parts. The first part is completion of electronic fingerprints which are sent to the FBI and the Arkansas State Police. The second part is the completion of the Child Maltreatment Form. This link explains the AELS background check and when you need one. It also provides step- by-step instructions on applying and paying for a background check. Directions are given for scheduling an appointment at ATU.

<https://www.atu.edu/teacherlicensure/>

## Graduate Policies and Procedures

### Admission Policy

Applicants for admission to the Master of Education, Master of Arts in Teaching, or Master of Science in Education degree programs must submit a completed application and provide official transcripts from each college attended both undergraduate and graduate (if applicable) to the Graduate College Office and must complete the application process through the Graduate College. For a full description of these processes and requirements, please refer to the Arkansas Tech Graduate College Catalog and Graduate College website.

#### Unconditional Admission

Applicants must meet the admission requirements of the Graduate College.

#### Conditional Admission

Applicants who fail to meet the grade point criteria specified for unconditional admission may be admitted to earn a maximum of twelve semester hours. To remove this condition, the student must earn a “B” average on the first twelve hours of graduate work attempted at Arkansas Tech University. Applicants who have satisfactory academic records at unaccredited colleges are also eligible for admission under these conditions, although in some instances transcripts might be declared deficient. In such cases the applicants would be assessed a maximum of thirty hours to be completed before being admitted to graduate study. Please see the Graduate College website and Graduate Catalog for more information.

### Academic Advisors

The academic advising process for graduate degree students begins at the time the student is admitted to graduate study. The office of graduate study assigns an appropriate advisor and notifies the advisor of the admission. The student’s department advisor then invites him/her to meet for an advising and orientation session at the student’s earliest convenience. When the student meets with the department advisor, he/she is given an orientation including access to a master’s degree program checklist that outlines all major steps in completing the degree along with degree plan outline (list of courses to be completed). This initial advising session ensures that the student is informed of all degree requirements, policies, and procedures, and is familiar with the department and the department advisor. Subsequently, the academic department advisor and the Office of the Graduate College monitors the student’s progress as he/she progresses through the program.

The graduate academic advisor is responsible for:

1. Helping the student plan a balanced program of graduate work adapted to the student’s particular interests, needs, and abilities
2. Advising and assisting the student during the completion of the requirements for the degree
3. Assisting the student in preparing a thesis or action research project in programs for which this is required
4. Ensuring the student is aware of assistance and services provided for graduate students by the various University offices.

## Admission to Candidacy

Students who have been granted conditional admission are eligible for admission to candidacy for the degree upon the completion of twelve hours with a 3.00 grade point average and completion of all deficiencies. Students who have been granted unconditional admission are eligible for admission to candidacy upon completion of twelve hours with a 3.00 grade point average. Students who do not submit an “Application for Admission to Candidacy” prior to the end of the semester in which the student becomes eligible will not be allowed to register for subsequent graduate classes.

### Degree Requirements for the Master of Arts in Teaching (MAT) Degree and the Master of Education (MED) Degree

Arkansas Tech University offers a Masters of Arts in Teaching degree and Masters of Education degrees in Instructional Technology, School Counseling and Leadership, Educational Leadership, Library Media Specialist, K-12 Literacy, Special Education, and in Teaching, Learning, and Leadership. The following requirements apply to all degrees. **See the current graduate catalog for additional specific requirements in each degree.**

1. Graduate programs contain a set number of hours that must be completed for each program – eighteen of which must be at the 6000 level.
2. An approved thesis/action research/portfolio capstone project must be successfully completed.
3. A cumulative grade point average of at least 3.00 must be achieved in all graduate work attempted at Arkansas Tech University not to exceed a maximum of six (6) hours of “C” grades. A student receiving 6 hours of “C” grades or three (3) hours of “F” grades is subject to dismissal from the graduate program. Grades lower than “C” will not be counted toward degree requirements.
4. Twenty-seven hours of graduate work must be taken while in residence at Arkansas Tech University. Full-time residence is not required.
5. The master’s degree program must be completed within six (6) years from the time of unconditional or conditional admission to the graduate program.
6. For the Master of Education degree, work counting toward the requirements for one master’s degree may not be applied toward requirements for another master’s degree.

### Special Conditions of Graduate Credit

**Graduate Credit Taken Prior to Admission to Arkansas Tech University.** A maximum of nine semester hours of graduate credit with a grade point average of “B” or better may be transferred from an accredited graduate school if deemed appropriate to the graduate program by the head of the student’s major department and the Dean of the Graduate College. Students must send a written request to the head of their major department to petition an acceptance of the transfer credit prior to the requesting admission to candidacy to the graduate program. Graduate credit earned six years prior to the completion date of all degree requirements may not be applied toward the degree without the approval of the appropriate department head and the Dean of the Graduate College. Credits earned by correspondence courses or for remedial purposes will not apply toward the graduate degree. No undergraduate course may be repeated for graduate credit.

***Graduate Credit Taken After Admission to Arkansas Tech University.*** If, after admission to the graduate college at Arkansas Tech University, a student wishes to take a course at another institution to count toward degree requirements at Arkansas Tech, the student must, in advance of enrollment, obtain written approval from the head of the student's major department and the Dean of Graduate College.

**COLLEGE OF EDUCATION**  
**ARKANSAS TECH UNIVERSITY**

**Academic Clemency Request**

Full Legal Name (Print)

Student ID#

Date

Semester(s)/Term(s) for which Academic Clemency is requested: \_\_\_\_\_

## COLLEGE OF EDUCATION ACADEMIC CLEMENCY

Academic clemency for work at institutions other than Arkansas Tech University may be applied for as follows. A student must not have attended the institution for a period of least three years. Clemency may be granted for grades and credits earned prior to the three-year separation. The student may request academic clemency through the Director of Teacher Education Student Services for approval by the Dean of Education. The student must specify the term or consecutive terms for which academic clemency is desired. Any petition for academic clemency must be requested and approved prior to admission to Stage II of the teacher education program. The provisions of this policy apply only to the teacher education programs at Arkansas Tech University and for the purpose of admission to those programs.

 \_\_\_\_\_  
 Student Signature

 \_\_\_\_\_  
 Date

Semester(s)/Term(s) Granted Clemency \_\_\_\_\_

 \_\_\_\_\_  
 Dean of Education Signature

 \_\_\_\_\_  
 Date