UC MERCED EXTENSION
EDUCATION PROGRAMS

UCMERCED | TEACHER PREPARATION PROGRAM

POLICIES & PROCEDURES HANDBOOK

2023-2024 Academic Year

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Letter from the Teacher Prep Team

Welcome to the UC Merced Extension Teacher Preparation Program (TPP). We are excited that you have chosen our program to pursue your preliminary teaching credential. The Staff, Instructors and UC Mentors are PK-12 credentialed teachers and administrators. We look forward to working with you and sharing our unique experiences in the urban and rural classrooms of California.

This TPP Candidate Policies and Resources Handbook, along with the Clinical Practice Handbook and Instructors and Staff Handbook, provide programmatic and institutional information. The UC Merced Teacher Preparation Program is an accredited Teacher Preparation Program with the California Commission on Teacher Credentialing offered through UC Merced Extension. We adhere to all the standards and guidelines set by the State of California.

The Teacher Preparation Program is designed to provide you with a developmental and sequential set of activities that are integrated with the program's coursework and extend your learning through application of theory to practice with PK-12 students in California public school classrooms. At the completion of this program, UC Merced Extension's, TPP Credential Analyst will recommend you to the California Commission on Teacher Credentialing for a Preliminary Credential.

If you have any questions related to the Teacher Preparation Program, please email teacherprep@ucmerced.edu or call 209-228-3473.

We are excited to partner with you on your journey to becoming a culturally responsive educator. Together we will cultivate teaching excellence in the heart of California.

Best wishes,

UC Merced Extension Teacher Preparation Program Staff, Instructors and Mentors

COVID Requirements on January 3, 2022, at UC Merced Extension

Please familiarize yourself with campus COVID-19 protocols by visiting UC Merced's Campus Ready please visit Do Your Part Digest | Campus Ready (ucmerced.edu)

Professional Licensure and Certification Disclosure

The University of California has not determined whether its programs meet other states' educational or professional requirements for licensure and certification. Students planning to pursue licensure or certification in other states are responsible for determining whether, if they complete a University of California program, they will meet their state's requirements for licensure or certification. This disclosure is made pursuant to Federal Regulation 34 CFR §668.43(a)(5)(v)(C).

Please be advised that this document is updated on an annual basis to reflect changes in the academic calendar year for policy or procedures. Candidates will be notified when changes have been made by email.

Mission Statement

The UC Merced Extension Teacher Preparation Program exists to develop culturally responsive educators that equitably facilitate cross-disciplinary, integrative learning to catalyze student potential and empowerment.

Vision

The UC Merced Extension Teacher Preparation Program aspires to be a recognized model for developing culturally responsive teachers that are committed to empowering their students. The Teacher Preparation Program is aligned with the vision of the University of California, Merced—upholding 21st century priorities for interdisciplinary learning and public service. To achieve this aspiration, the Teacher Preparation Program:

1. Aims to establish culturally respectful communication regarding questions, ideas, and solutions in the context of the Teacher Preparation Program courses and clinical placements.

2. Aims to nurture collaboration between teacher candidates and students to achieve learning goals, maximizing collective talent and expertise.

3. Aims to develop skills for critical and creative problem-solving among teacher candidates and students, applicable to all content domains.

UC Merced Extension Teacher Preparation Program's mission and vision are aligned with adopted standards and frameworks for PK-12 students in the State of California. The program prepares teachers at the highest level, supporting culturally responsive, inclusive, critically

creative, and rigorous education for all students. The coursework is aligned with the Teaching Performance Expectations (TPEs) and standards adopted by the California Commission on Teacher Credentialing. Teacher candidates in this program will be able to assess individual student learning relative to the standards. Candidates will demonstrate TPE competence through successful course completion, supervisor observations, a digital and/or physical portfolio, and quality Teaching Performance Assessments (TPAs).

UC Merced Principles of Community

We recognize and celebrate the identities, values, and beliefs of our community.

We affirm the inherent dignity and value of every person while cultivating a campus climate rooted in mutual respect and compassion.

We uphold the right to freedom and expression and encourage a culture of dialogue, understanding, civility in all interactions. We seek to create a campus where a rich tapestry of ideas is shared, collaboration is embraced, and innovation is promoted.

We pursue excellence in teaching and learning through contributions from all community members fostering a culture of open exchange.

We promote opportunities for active participation and leadership in our communities.

We champion civic engagement, environmental stewardship, research, and teaching that connects theory and practice to learning and doing.

We take pride in building, sustaining, and sharing a culture that is founded on these principles of unity and respect.

Academic Policy Information

Academic Calendar

The Teacher Preparation Program (TPP) follows the UC Merced Academic Calendar which can be found at http://registrar.ucmerced.edu/schedules/calendars.

Accreditation

The University of California, Merced, is accredited by the WASC Senior Colleges and University Commission (WSCUC). UC Merced Extension is accredited by WSCUC through the University.

FERPA – Confidentiality and Student Rights

The TPP abides by the Federal Family Education Rights and Privacy Act of 1974 (FERPA). For more information on your rights under this act, please refer to http://registrar.ucmerced.edu/policies/ferpa.

For the University of California policy related to student record information disclosure, please review http://policy.ucop.edu/doc/2710533/PACAOS-130.

UC Merced Policy on the Use of Email for Official Communications with Students

This policy establishes email as a method for official communications from UC Merced to graduate, professional, and undergraduate students.

Pursuant to this policy, all UC Merced students are responsible for taking the following actions: Activating their University-assigned email account, preferably upon expressing their intent to register or as soon thereafter as possible.

Accessing all information sent to their university-assigned email account. Managing their university-assigned computing and email accounts.

A student may opt to forward University email communications to a different account. In those instances, it is the student's responsibility to ensure that all information sent to their official University- assigned email account, including attachments, is properly forwarded to that other email account.

For more information related to this policy, please refer to: https://it.ucmerced.edu/use-of-email-for-official-communications-with-students.

Nondiscrimination

The University of California, in accordance with applicable federal and state laws and University policy, does not discriminate based on race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access and treatment in university programs and activities.

Inquiries regarding the University's student-related nondiscrimination policies may be directed to Student Conduct staff in the Office of Student Life.

Sexual Harassment

Sexual harassment of all persons who participate in university programs and activities is prohibited by law and by university regulation (Policy 380-12). Sexual harassment is unacceptable and will not be condoned on the UC Merced campus.

Clery Act and Crime Statistics

"Safety Matters" is UC Merced's annual security report. This publication offers information about our police department, campus crime statistics and a wealth of information about safety and

security. It can be found at http://police.ucmerced.edu and to learn more about UC Merced's annual crime statistics, please see http://ope.ed.gov/security/.

Conviction Records

As a part of the admission process, applicants are advised that conviction records may prevent an applicant from being admitted to a program or being eligible to be recommended for a state document. Although a wide variety of convictions will not prevent admission or issuance of a credential or certificate, the Education Code does stipulate that certain conviction records will mandate the denial of a credential or certificate. Candidates who develop a conviction record during program matriculation must notify the Credential Office immediately, and they may be disqualified from their programs. https://www.ctc.ca.gov/educator-discipline/faq

Smoke and Tobacco Free Campus

UC Merced is proud to join our sister campuses and the hundreds of universities nationwide in adopting a smoke-free and tobacco-free environment. http://smokefree.ucmerced.edu/

Drug and Alcohol Abuse Prevention Policy

UC Merced is committed to providing a safe, healthy, and supportive learning and working environment for students and employees. The university takes seriously and understands its obligation to inform the campus community of available resources and support, as well as the educational, disciplinary, health, and legal consequences of abuse of alcohol and illegal drug use for the benefit of the UC Merced community, and in compliance with relevant federal and state law. UC Merced's Drug and Alcohol Abuse Prevention Programs (DAAPP) are intended to support student and employee health, safety and security by increasing awareness, preventing abuse, and decreasing potential drug and alcohol related crime. To read more on the Universities policies, please visit: UC Merced's Drug and Alcohol Abuse Prevention Programs (DAAPP) | Ethics, Compliance, Audit and Risk

Program Overview

Public School Teaching credentials in the state of California are regulated by legislative actions that are subsequently interpreted by appropriate regulatory agencies. With guidance provided by The Commission on Teacher Credentialing (CTC), the UC Merced Extension has developed programs for candidates seeking credentials and certificates to serve in a variety of positions in public schools in California. Candidates for all credentials must meet legal requirement in effect at the time of application for credential regardless of when the program was started.

There are three types of Credentials available at UC Merced Extension: Multiple Subject and Single Credentials. All UC Merced Extension programs are accredited by the California Commission on Teacher Credentialing (CCTC).

UC Merced Extension offers a variety of pathways for obtaining a Multiple and Single Subject Teaching Credential:

Preliminary Multiple Subject Teaching Credential Program

The Preliminary Multiple Subject Teaching Credential is a license to provide instruction in a California public setting.

The Preliminary Multiple Subject Teaching Credential authorizes the holder to teach all subjects in a self-contained classroom, such as the classrooms in most elementary schools, in grades PK, K-12, or in classes organized primarily for adults. In addition, the holder of a Preliminary Multiple Subject Teaching Credential may serve in a core or team-teaching setting.

Our credential program meets Senate Bill 2042 (SB2042) standards for English Learner instruction. This means that upon completion of the program you will be authorized to provide instruction to the students whom English is not their first language. Our program is fully accredited by the Commission on Teacher Credentialing.

The Preliminary credential is a 5-year document. The next level credential is called a Clear Credential and to obtain it you must complete a teacher induction program which is an advanced on-the-job training program typically provided by public school districts but also some universities.

TRADITIONAL-COURSEWORK REQUIREMENTS AND RECOMMENDED SEQUENCE

Traditional Pathway: This pathway allows candidates the most scheduling flexibility. You can take classes full-time or part-time. Most students complete this pathway in two, three or five semesters.

Course Title	Units
EDUC X301: Foundations of Education	3
EDUC X302: Teaching Practicum	3
EDUC X303: Clinical Practice 1	4
EDUC X304: Clinical Practice 2 (Optional)	5
EDUC X305: Clinical Practice 3	4
EDUC X311: Diverse Students, Inclusive Instruction	3
EDUC X312: Project-Based Instruction	3
EDUC X401: Learning, Cognition and Instruction	3
EDUC X408: Integrated Physical Science, Math and Scientific Literacy	3

EDUC X409: Integrated Earth and Space Sciences, Math and Digital Literacy	3
EDUC X410: Integrated Life Sciences, Math and Health Literacy	3
EDUC X424: Integrated Humanities and Visual Literacy	3
EDUC X425: Integrated Humanities and Cultural Literacy	3
EDUC X426: Integrated Humanities and Global Literacy	3
	Total 41

NSED Pathway Specific Requirements

Successful completion of the NSED minor will allow you to complete the program in under one year while saving on tuition. If you do not complete the NSED minor, selected NSED courses successfully completed can still be applied towards the program requirements.

You must have earned a grade of B-or higher for these courses to be applied to the Teacher Preparation Program:

TPP Courses	NSED Courses
EDUC X313: Technology Supported Project Based Learning	NSED 130: Technology in Education
EDUC X312: Project-Based Instruction and Assessment	NSED 100: Project Based Instruction – Assessment and Management
EDUC X400: Research Methods in Education	NSED 150: Research Methods in Education
EDUC X311: Diverse Students – Inclusive Instruction	NSED 120: Classroom Interactions in Science and Mathematics; A Focus on Equity in Urban and Rural Schools

Preliminary Single Subject Teaching Credential Program

The Preliminary Single Subject Teaching Credential is a license to provide instruction in a California public school setting.

The Single Subject Teaching Credential authorizes the holder to teach specific subject(s) named on the Credential in departmentalized classes, such as those in most middle schools and high school, in grades PK-12, or in classes organized primarily for adults.

Our credential program meets Senate Bill 2042 (SB2042) standards for English Learner instruction. This means that upon completion of the program you will be authorized to provide instruction to the students whom English is not their first language. Our program is fully accredited by the Commission on Teacher Credentialing.

The Preliminary credential is a 5-year document. The next level credential is called a Clear Credential and to obtain it you must complete a teacher induction program which is an

advanced on-the-job training program typically provided by public school districts but also some universities.

Effective January 1, 2022, the English credential will no longer be authorized to teach theater and the PE credential will no longer be authorized to teach dance, anyone admitted Fall 2021 to the English or PE program will no longer have the authorization to teach theater or dance respectively.

TRADITIONAL-COURSEWORK REQUIREMENT AND RECOMMENDED SEQUENCE

Traditional Pathway: This pathway allows candidates the most scheduling flexibility. You can take classes full-time or part-time. Most students complete this pathway in two, three or five semesters.

Course Title	Units
EDUC X301: Foundations of Education	3
EDUC X302: Teaching Practicum	3
EDUC X303: Clinical Practice 1	4
EDUC X304: Clinical Practice 2 (Optional)	5
EDUC X305: Clinical Practice 3	4
EDUC X311: Diverse Students, Inclusive Instruction	3
EDUC X312: Project-Based Instruction	3
EDUC X401: Learning, Cognition and Instruction	3
EDUC X313: Technology-Supported Project Based Learning	3
EDUC X314: Single Subject Reading for Understanding	3
EDUC X315/X316/X317/X318: Single Subjects: Methods	3
EDUC X400: Research Methods in Education	3
	Total 35

NSED Pathway Specific Requirements

Successful completion of the NSED minor will allow you to complete the program in under one year while saving on tuition. If you do not complete the NSED minor, selected NSED courses successfully completed can still be applied towards the program requirements.

You must have earned a grade of B- or higher for these courses to be applied to the Teacher Preparation Program:

TPP Courses	NSED Courses
EDUC X313: Technology Supported Project Based Learning	NSED 130: Technology in Education
EDUC X312: Project-Based Instruction and Assessment	NSED 100: Project Based Instruction – Assessment and Management
EDUC X400: Research Methods in Education	NSED 150: Research Methods in Education
EDUC X311: Diverse Students – Inclusive Instruction	NSED 120: Classroom Interactions in Science and Mathematics; A Focus on Equity in Urban and Rural Schools

Program Pathway Options

Public School Teaching and Service Credentials in the State of California are regulated by legislative actions that are subsequently interpreted by appropriate regulatory agencies. With guidance provided by the California Commission on Teacher Credentialing (CTC), the University has developed programs for candidates seeking credentials and certificates to serve in a variety of positions in public schools in California. Candidates for all credentials must meet the legal requirements in effect at the time of application for the credential regardless of when the program was started.

Candidates enrolled in UC Merced Extension's Teacher Preparation Program are provided the three pathways for earning a multiple subject and single subject teaching credential:

1. **Traditional Pathway:** For students working toward earning a single and multiple subject teaching credential on a traditional pathway, students will complete assessments, courses, and clinical practice. After students are admitted to the program, they will be advised and provided a course of study that outlines their full or part-time status, when courses are offered and what courses support which assessments.

2. **Intern Pathway:** For students that have been already admitted to the Teacher Preparation Program and are seeking employment and/or employed as a teacher of

record at a school district, can complete clinical practice requirements as a part of the compensated position. Compensation is identified and provided by the employer and not the Teacher Preparation Program. For more information about the qualifications required for an intern credential, please see Recommendation for an Intern Credential.

3. **Early Completion Intern Option for Multiple and Single Subject:** The Early Completion Option (ECO) is intended to provide individuals who have requisite skills and knowledge an opportunity to challenge the coursework portion of a Multiple Subject or Single Subject Intern Program and demonstrate pedagogical skills through a performance assessment while in a Commission-approved intern program. The Multiple and Single Subject Intern Teaching Credentials are valid for a period of two years. During this two-year period, the holder must complete the requirements necessary for the Preliminary Multiple or Single Subject Teaching Credential. For detail information please read and visit the Commission on Teacher Credentialing website at https://www.ctc.ca.gov/credentials/leaflets/early-completion-intern-option-(cl-840)

Late or Missed Admission Application

UC Merced Extension has set application deadlines for the Fall, Summer, and Spring terms. These deadlines are posted online at https://teacherprep.ucmerced.edu/ . However, late applications may be accepted and will be reviewed based on space available in the program. UC Merced Extension does not guarantee that late applicants will be notified of their financial aid package prior to the start of the term.

Students with compelling reason to request permission to submit a late application may request consideration by:

- Emailing the Credential Program (teacherprep@ucmerced.edu) first; Include your full name and student ID
- Include in the email that you are requesting a late application and provide a justification for missing the posted deadline.
- Allow time for processing: Appeals will be reviewed in 5-7 working days. You can expect to learn the final decision by way of a formal letter sent to your email address.
- All appeal decisions are final.

Denial of Admission

UC Merced Extension reserves the right to select its candidates and deny applicant admission to the Teacher Preparation Program, based on an applicant admissions criterion, including but not limited to the Admission Interview, and Teacher Preparation Program Application.

Appeal of Admission Decision Process:

An applicant has the right to appeal a denial of admission. If an applicant believes that the denial is based on error, prejudice, capriciousness, arbitrariness or is not within established admission criteria, the applicant may file an appeal and offer evidence to support the claim.

To submit an appeal, carefully read and follow the steps below. Only complete appeals will be considered. Appeals must be written in English and submitted by the applicant.

Appeals must be submitted within 15 business days of the date of the "deny" notification/ communication from the TPP Office. Applicants who were denied admission may only submit one appeal per admission term.

Required documentation: To have an appeal processed, you must submit the Admissions Appeal form, your supporting documentation and along with the notice of denial of admission to the Director of Education Programs.

Application fees are non- refundable.

Admission by Exception

When one or more of the following required items for admission is not met, the candidate may petition for exceptional admission:

- Required GPA of 3.0 (cumulative)
- Subject Matter Competency- Passage of CSET, Subject Matter Program Completion or BA Degree completed in an academic major in the subject they will teach.

The following GPA justification form will need to be emailed after you have completed and successfully submitted your online credential program application. To retrieve the form, please click on the following link: https://ucmerced.box.com/s/7pelipeh5cuk3zykls191qcsx0heny09

Please Note: If your GPA is below the 3.0 cumulative admission requirement, you will not be allowed to be placed into Clinical Practice placement the first semester of the program. In addition, the course offering to enroll in will be reduced.

Enrollment Policy Information

Enrollment Basics

Continuous Enrollment

A credential candidate is expected to register for each regular academic session (Fall, Spring, and Summer semesters) until all requirements for the Preliminary credential have been completed. Registration at UC Merced consists of two separate steps: (1) payment of applicable student fees; and (2) enrollment in at least 12 units (or approved part-time enrollment). Both steps, payment of fees and enrollment in classes, must be completed by the student to be officially registered.

Registration Procedures

Detailed registration procedures are outlined on the Registrar's website (http://registrar.ucmerced.edu). Candidates are personally responsible for ensuring that their course enrollment is correct and completed, and their fees paid, no later than the 15th day of instruction. Unless granted an official Educational Leave Program (ELP) or approval to pay the Filing Fee in lieu of registration, a Teacher Candidate who does not register (pay fees and enroll in classes) for any semester will be considered to have withdrawn from the program. In such cases, student and credential status and any student wishing to continue with their credential coursework at UC Merced will be required to apply for readmission.

Educational Leave Program (ELP)

A student is expected to enroll for each regular academic session unless a formal Educational Leave Program (ELP) is granted. An ELP may be granted for up to one academic year (2 semesters) if, following review of the student's academic record, such leave is deemed consistent with the student's academic objectives and progress toward earning their credential. Written approvals are required of the Program Director, the Associate Director, and Extension Dean. If an ELP request is approved and the student subsequently becomes ineligible for ELP status (e.g., GPA falls below 3.0 in the semester prior to leave), approval for ELP status will be reevaluated and may be rescinded.

To read more about this policy, please visit Education leave Program.

Fee Assessment and Billing

A candidate's fees are assessed to their student account following course registration. You must register for courses first so that fees can be assessed. You are then responsible for paying the assessed fees by the fee payment deadline.

Electronic billing statements are published the first business day of each month. Your billing statement will list charges and credits (payments) at the time the statement is generated. For up-to-date activity, check the Activities Details tab in My Bill. If you are a financial aid recipient, aid will be applied to allowable charges on your account and any excess will be refunded to you.

If you register just prior to the semester fee payment deadline, do not wait for a billing statement before paying your fees. Fees are due and payable by the published deadline whether a billing statement has been produced.

You are responsible for the timely payment of any charges not covered by financial aid.

Payment Methods

Payment can be made online at MyBill.ucmerced.edu using electronic check or debit/credit card (Visa, MasterCard, American Express, and Discover).

In-Person

Candidates can pay by cash, check, cashier's check or money order or debit/credit card (Visa, MasterCard, American Express, and Discover) in person at Campus Cashiering Services, located in the Administration Building, Room 140, next to the Student First Center. Their hours are 8:30 a.m. to 4:30 p.m. Monday through Thursday and 8:30 a.m. to 3:00 p.m. Friday.

Mail

Make your check, cashier's check, or money order payable to the UC Regents and note your student ID number in the memo field of the payment. Mail the payment to the following address:

University of California, Merced
Campus Cashiering Services
P.O. Box 2450
Merced, CA 95344

Late Payments

The following will occur when a payment is late:

- A late fee of $50 may be charged.
- A hold will be placed on your account impacting your ability to access services, such as subsequent term registration or changes, etc.; and
- You may be dropped from your courses for non-payment.

Returned Check Policy

The University accepts personal checks as payment on student accounts. However, the University charges a $20 Returned Check Fee when a check is not honored by the payer's bank. The University will refuse to accept a personal check from a student who is a repeat offender. Any student who has more than two unpaid checks returned to the University is placed on a cash-only basis for all future transactions (i.e., cash, cashier's check, money order, or online credit card payment).

Deferred Payment Plan (DPP)

The Deferred Payment Plan (DPP) offers candidates the option to pay registration fees in four monthly installments per semester. Candidates receiving sufficient financial aid to cover their registration fees do not qualify for the plan. To qualify for the UC Merced DPP, you must have a semester account balance of $500 or greater after any authorized financial aid has been posted to your account. Also, you cannot have a prior semester balance and enroll in the current semester DPP. The amount eligible for the plan will be due in four equal installments as noted below.

The University charges a non-refundable participation fee of $40 per semester. DPP enrollment must be requested each semester. A fall DPP enrollment does not carry over to the spring semester.

Please note that the DPP is not offered during summer session.

For more information about the DPP, please visit the DPP website at Deferred Payment Plan | Student Billing & Cashiering Services (ucmerced.edu)

Course Add/Drop/Withdrawal/Refunds

Candidates can view the Add/Drop/Withdraw grid provided at Orientation for all course deadlines. If you wish to drop or withdraw from a course, please review the deadlines dates for the current semester at the following link: Deadlines | Office of the Registrar (ucmerced.edu) . Also, please contact the Associate Director or Credential Analyst first prior to adding, dropping, or withdrawing from a course.

Adding a Course

Up to the 5th day of instruction, candidates may add a course without further approval. For more information regarding adding a course, please refer to the information at https://registrar.ucmerced.edu/sites/registrar.ucmerced.edu/files/page/documents/deadlinesfa.pdf .

Dropping a Course

You have 5 business days of instruction, to drop a course or courses without further approval. After the 5th business day, you must obtain the Approval from the Director of TPP. Please see the “Fee Reversal Schedule” for refund information.

Course Withdrawal

You can submit a request to withdraw by contacting the Credential Analyst; the withdraw request must be submitted prior to the **tenth week of instruction.** If your request to withdraw is approved, you will receive a W grade. It will appear on your official transcript. Withdrawing from a course is not the same as dropping or receiving a refund for a course; strict deadlines apply to course refunds. See “Refunds” for more information.

After the fifth day of instruction and until the end of the tenth week of instruction, a candidate may withdraw from a course for emergency reasons or for good cause with the signed approval of the instructor of record and confirmed by the Credential Analyst, provided:

1. The candidate is not subject to academic dismissal for the term prior;

2. Dropping the course would be to the educational benefit of the candidate (in the judgment of the instructor and of Credential Analyst); and
3. The candidate is not being investigated for academic dishonesty in that course.

Withdrawing from a course between the second and tenth weeks will be approved only provided the candidate submits a withdrawal form including a written description of the special circumstances warranting this action; therefore, candidates should continue to attend the course until their withdraw request is approved. Any request to withdraw beginning in the eleventh week of instruction will only be considered under exceptional circumstances (illness or injury substantiated by a doctor's note, recent death in the immediate family or other circumstances of equal gravity) and will only be considered following both signed approval of the instructor of record and submission of a petition to teacherprep@ucmerced.edu that is approved by the Director of Education Programs.

In your petition include:

- Your name, your student ID, the name and section number of your course, your reason for requesting a late withdrawal, your email address, and your daytime phone number.
- Supporting documentation of the circumstances. Documentation must be written in English and on letterhead, confirming the reasons for the appeal, including specific dates, and signed by the appropriate person in an official capacity. Medical documentation must be on the medical provider's letterhead.

UC Merced Extension has the right to approve or deny this petition. The review process can take 3 - 4 weeks. Failure to include all necessary information may delay the review process.

All withdrawals must be received by the Credential Analyst by the deadlines specified. For candidates withdrawing after the first week of instruction, a fee will be assessed, and a "W" notation will be assigned and appear in place of a grade on the candidate's permanent transcript. Courses in which a "W" has been entered on a candidate's record carry no grade points, are not calculated in the grade point average, and will not be considered as courses attempted in assessing the candidate's progress to degree. Nevertheless, it is a marker used to indicate that the candidate was enrolled in the class beyond the first week of instruction. It does not indicate whether the candidate was passing or failing.

Refunds

The refund policies are strictly enforced. For all courses, including online courses, the maximum enrollment period as stated on the program, course or section description is strictly enforced and extensions to the course end date are not available. Please refer to information on withdrawing from your course without academic penalty.

Exceptions to the refund policy will be considered only under the most unusual circumstances that can be supported with official documentation. Appeals must be submitted in writing with the subject header "Candidate Appeals" by email: teacherprep@ucmerced.edu, or by mail: UC Merced Extension, ATTN: Candidate Appeals, 5200 N. Lake Dr. Merced, CA 95343. Appeals will be reviewed by the Director and Extension Dean, with the Dean making the final decision.

In your appeal include:

- Your name, your student ID, the name and section number of your course, your reason for requesting an appeal, your email address, and your daytime phone number.
- Supporting documentation of the circumstances. Documentation must be written in English and on letterhead, confirming the reasons for the appeal, including specific dates, and signed by the appropriate person in an official capacity. Medical documentation must be on the medical provider's letterhead.

UC Merced Extension has the right to approve or deny any appeal. Approved refund appeals are subject to standard service charges, and candidates may also be responsible for prorated course fees. The review process can take 3 - 4 weeks. Failure to include all necessary information may delay the review process.

Cancellation/Withdrawal from the Teacher Preparation Program

TPP candidates who find that they cannot attend the TPP program for a semester in which they have enrolled may cancel their registration only if instruction for that semester has not yet begun. To do so, they must formally request to withdraw from the Teacher Preparation of their registration from the Credential Analyst. Please see the Continuous Enrollment Policy for more information.

If instruction has already begun and TPP candidates find it necessary to stop attending all classes, they must formally request withdrawal from the program. When the Credential Analyst (after the first week of instruction) approves a completed Course Withdrawal Form a W notation will be assigned for each course in which the TPP candidate has been enrolled. TPP candidates will not be eligible to re-enroll until they have been reinstated. Before considering a complete withdrawal, TPP candidates are urged to consult with the Credential Analyst and the Office of Financial Aid and Scholarships, if appropriate, to consider the full implications of this action.

Please see the refund policies for specific details on refund rules. TPP candidates who fail to submit the required paperwork for withdraw from the Teacher Preparation Program request, F (Fail) or U (Unsatisfactory), as appropriate, for all courses in which they are enrolled for that term.

Reapplication/ Readmission Process

Readmission is the act of restoring individuals who were accepted into the credential Program and/ or completed some coursework but have not been enrolled for at least three consecutive semesters. In addition, this applied to individuals who applied to the credential program and/or were granted admission but did not enroll in coursework and/ or for individuals who applied to the program but were not granted admission. TPP candidates who wish to return to the program must file a new application for the term that they wish to enroll in by the deadlines listed below.

Admission by Exception is not available to those reapplying to the credential program.

Re Application Filing Period:

Fall Semester – March 1- July 15
Spring Semester – August 15 -October 15
Summer Term – March 1-April 15

To begin your Reapplication Process please submit the following:

- Program Application Online, along with $100 nonrefundable application fee
- Tuberculosis Clearance (Not required if previously submitted clearance and is less than three years old.)
- Valid CTC Document (i.e., Certificate of Clearance, permit, existing credential. Not required if the previously submitted document remains valid.)
- Valid Subject Matter Competence (Not required if previously submitted competence remains valid.)
- Basic Skills Requirement (Not required if previously submitted competence remains valid.)
- Pre- Field Experience Verification form (Not required if previously submitted form is less than five years old.)
- Two Letters of Recommendation (Not required if the previously submitted form is less than two years old.)

Periodically the California Commission on Teacher Credentialing (CTC) will expire or sunset a program as teaching credential requirements changes. If the program you are admitted to expires or has a sunset date before you reinstate, you may be required to reapply to the program. Inquiries related to this may be directed to the Credential Analyst.

Program Cancellation/Withdrawals Fees and Fee Reversals

To cancel registration before the first day of instruction or to withdraw from the Teacher Preparation Program on or after the first day of instruction, you must complete the withdraw from the Teacher Preparation Program Request Form and return the form to the Credential Analyst. If you do not submit a withdraw from the Teacher Preparation Program request form, you will be liable for fees according to program policy. It is very important that you contact the Credential Analyst and initiate withdrawal procedures even if your fees are fully paid by financial aid or other programs. Failing to do so may result in you owing money to the University.

The effective date for determining a fee reversal is the date a completed withdraw from the Teacher Preparation Program Request form is received by the Credential Analyst. Upon submitting a Withdraw from the Teacher Preparation Program Request form a candidate enrolled in courses will be dropped from those courses.

The percentage of fees that may be reversed is determined by the number of instructional days (not calendar days) elapsed, beginning with the first day of instruction for the semester.

Failure to submit the withdraw form to the Teacher Preparation Program may result in additional fees. If you are not a financial aid recipient and you fail to submit the withdraw from the Teacher Preparation Program Request form to the Credential Analyst, you will be presumed to have attended school the entire semester and full fees will be due. **Important Notice:** If you are a financial aid recipient, you must contact the Office of Financial Aid and Scholarships for information on how this will affect you.

Fee Reversal Schedule

The percentage of fees that may be reversed is determined by the number of instructional days (not calendar days) elapsed, beginning with the first day of instruction for the semester.

CALENDAR DAYS ELAPSED	PERCETANGE OF FEES REVERSED
0-7 days	100%
8-14 days	90%
15-28 days	80%
29-35 days	70%
36-49 days	60%
50-56 days	50%
57-63 days	40%
64 days or more	0%

Regulations require UC Merced to calculate the amount of financial aid that has been “earned” for all students who are receiving financial aid and withdraw from UC Merced during a term. If the student withdraws prior to completing 60 percent of the term, a pro-rated portion of the aid must be returned to the funding agency. The student’s account will be billed for any aid returned.

Other Charge Reversals

Charges other than tuition are reversed according to guidelines and schedules published by the appropriate department.

Course Cancellations

UC Merced Extension cancels courses only when necessary but reserves the right to cancel, reschedule, or combine courses; to alter and discontinue curricula; and to change instructors. Because Extension receives no state tax support, courses may be canceled as late as the first scheduled class if fewer than the required minimum number of students enroll. If a course is canceled or rescheduled, you will be issued a full refund of course registration fees. We do not reimburse textbook fees, travel or accommodation costs or any expense other than the course registration fee. If you have any questions regarding this policy email teacherprep@ucmerced.edu.

Grades

Satisfactory progress is determined based on both the student's recent academic record and overall performance. You can log in to your portal to view your final grades. Until all outstanding balances to the university are paid in full, a hold may be placed on your account that prevents you from viewing and printing your final course grades, grade reports and from ordering an official transcript.

Minimum criteria for determining satisfactory progress toward earning your Preliminary Credential are outlined below:

• **GPA** - the student must maintain at least a 3.0 cumulative grade point average

• **Grade Reports** - all I, W, U, or NR grades should be reviewed, and appropriate action taken as needed.

• **Enrollment Units** - students must be enrolled in at least 12 units of coursework in a given semester, including course credits for supervised Clinical Practice during the academic year, unless part-time status or an ELP has been approved in advance by the Credential Program Director. In cases of approved part-time status, enrollment in six or fewer units of credit toward the Credential Program is expected each semester.

• **Distribution of units** - the number of upper-division and graduate-level units of credit completed toward degree requirements each semester should be at least six and no more than 16 units, unless an exception has been approved in advance.

Grading Basis Options

When you enroll in a credit course, you will receive a letter grade. If you are unable to complete your course, you can also submit a petition to withdraw without academic penalty prior to your course end date and final exam or project due date (see “Course Withdrawal” on page 17 and “Withdrawal from the Teacher Preparation Program on page 19).

Grading System Grades

Grades		Quality Points
A+	Excellent	4.0

A	Excellent	4.0
A-	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Fair	2.3
C	Fair	2.0
C-	Fair	1.7
D+	Barely Passing	1.3
D	Barely Passing	1.0
D-	Barely Passing	0.7
F	Not Passing	0.0
S	Satisfactory (B-or better)	
U	Unsatisfactory (lower than B-)	
NR	No Report: when instructor fails to report a grade	

Other Grade Letter Designations

W	Withdraw without academic penalty
I	Incomplete

Incomplete may only be assigned by an instructor on an exceptional basis if the candidate's coursework has been of satisfactory quality but not finished during the term or enrollment period due to circumstances beyond the candidate's control.

Incomplete grades are contingent on instructor approval, and instructors are under no obligation to grant them. The procedure is to process such requests with the approval of the Dean of Extension and the Director of Education Programs. To complete the course and receive a final grade, you must complete the course requirements within one year before the start of the term. If not made up within the time allowed, an I grade will be converted to an F or U. If left unresolved, the grade Incomplete (I) in any course becomes part of your permanent academic record.

An "I" grade designation is issued only if the instructor approves, and ALL the following criteria are met:

- You present extenuating circumstances to your instructor for not completing the course by the course end date.
- You have successfully completed 75% of the assignments, assessments, or projects at least three weeks prior to the course end date.
- You and the instructor have made a written agreement on the work required to complete the course and the due date by which you will submit the work to the instructor. The due date must be within three months of the course end date.
- You must sign and present the Petition for Incomplete Grade form to the instructor prior to the course end date.

- Once completed and signed by you and the instructor, the instructor should forward the original incomplete grade petition form to teacherprep@ucmerced.edu. You and the instructor should each retain a copy of the signed form.

Final Grade Reviews and Appeals

All grades except "Incomplete" are final when submitted by the instructor at the end of the course. An instructor may request a change of grade when a computational or procedural error occurred in the original assignment of a grade, but a grade may not be changed or revised because of reevaluation of a candidate's work, a candidate's reexamination, or the submission of additional work after the end of the course.

Initial and Informal Appeal: The candidate who wishes to appeal must first discuss the problem with their instructor. The initial appeal may be informal by a conversation or meeting between the faculty member and the candidate. If the academic issue is not resolved, the formal appeals process is initiated. The candidate must initiate this process within 30 calendar days from the day the candidate knew, or reasonably should have known, about the action generating the complaint, excluding campus holidays, intersession periods, and summer session (e.g., within 30 days of an assignment being graded).

Formal Appeal Initiation: The formal appeal should be addressed in writing to the Teacher Preparation Site Director and/or the Director of Education Programs. The appeal must include a written statement that lays out the grounds for the appeal, and any supporting documentation. The appeal must be initiated within 30 calendar days from the day the candidate knew or reasonably should have known about the action generating the complaint, excluding campus holidays, intersession periods, and summer session (e.g., within 30 days of an assignment being graded). The valid grounds on which a student may base an appeal are confined to three areas: (1) evidence of procedural error committed intentionally or inadvertently by the Program faculty or staff and/or (2) evidence of non-academic criteria being used to evaluate academic work, including personal bias and violations of the campus nondiscrimination policy and/or (3) special mitigating circumstances beyond the student's control (such as documented severe illness to self or immediate family, or death in the family) not properly taken into account in a decision affecting the student's academic progress. In order to seek relief under special mitigating circumstances, the candidate must have raised the issue with the program directors as soon as possible and no later than 10 calendar days after the mitigating circumstance began (e.g., if a documented medical condition impairs the candidate's ability to complete the coursework, the candidate would supply the program directors with a doctor's note no later than 10 calendar days after the medical condition began).

The Director of Education Programs shall determine the validity of an appeal with respect to whether it meets the criteria or whether additional material should be provided in order to make a determination. The candidate shall be notified as to the determination of the appeal's validity within 30 days of the submission of the appeal. Failure of the Director of Education Programs, or his/her designate, to notify the candidate regarding the outcome as to the validity of the appeal within 30 days shall result in referral of the appeal directly to the Extension Dean.

In cases where a resolution is not reached, the final level of appeal is the Extension Dean. The Extension Dean will review the written complaint, response from the individual(s) complained of, and submitted materials.

The Extension Dean's office will make a final decision and notify the candidate of the outcome within 60 days of the initiation of the formal complaint. If determination is not made within the 60-day timeframe, the appeal is deemed denied. A written summary of the appeal and the conclusions reached will be kept in the student's academic file. If the appeal is supported, the Director for Education programs will ensure that prompt corrective action is taken. The Dean will record the final determination with the Extension Registrar's Office.

Candidates and applicants of the teacher preparation program access all appeals processes through the university website and abide by university procedures. The process for each campus school, including UC Merced Extension, allows a student to appeal to his/her Dean after exhausting all other pathways. The links in this document direct candidates, like all UC Merced students, to the university's policies and forms.

Time frames: All time frames are defined in terms of calendar days, excluding campus holidays, inter-session, and summer session, starting on the day the candidate either knew or reasonably should have known of the actions leading to the complaint.

Appeals Committee: The Credential Program Appeal Committee is composed of three staff members that are responsible for making the initial decision and ending with the Dean of Extension decision.

Midterm Semester-Grades

Mid-semester grades provide students with early feedback (both positive and negative) about their academic performance. Mid-semester grades provide an opportunity for students to receive positive reinforcement and motivation if they are doing well, and to identify those who are struggling. Mid- semester grades allow the Teacher Preparation Program Instructors an opportunity to intervene with students who are in academic difficulty, while still in the semester. For catalog specific policies regarding the mid-semester grades please visit https://catalog.ucmerced.edu/content.php?catoid=20&navoid=1793#Mid-SemesterGrades

Midterm grades are a progress report only; they do not affect a student's cumulative grade point average. However, these grades are an essential component in the advising process.

Course Repetition Policy

As a TPP candidate, you may repeat only those courses in which a grade below a B-, was received. Courses in which a grade of C, D or F has been earned must be repeated for a letter grade, not on an S/U basis. Courses may not be repeated more than once.

In computing the grade point average of a candidate who repeats courses in which the candidate received below a B, only the most recently earned grade(s) and grade points shall be used for the first 8 units repeated. In the case of further repetitions, both the earlier and later grades will be used in the calculation of the grade point average.

If you have repeated 8 or fewer units of TPP coursework, you are responsible for verifying that the calculation of your grade point average correctly uses the most recent grade earned in the repeated courses.

Change of Program and or Pathway

A teacher Credential Program candidate currently enrolled in a credential program can request to drop or change pathway or program objective. Candidates must be in the correct Clinical Practice for both assignments (EDUCX 303 and EDUCX 305) in the subject area of the program in which they are admitted (E.g., English, Mathematics). Candidates who wish to change their program or pathway must:

- Contact the Credential Analyst to schedule an appointment.
- Request change of program or pathway prior to the end of the third week of the semester, including summer.
- *(Effective Fall 2023)* Passage of the CSET Examination, or a BA Degree aligned with their program objective or coursework/examination that meets the program's requirements.
- Be in good academic standing and have a minimum grade point average (GPA) of 3.0 in the courses required for the selected program.
- Submit the Request to Change Credential Program Pathway to the Credential Analyst.

The Request to Change Credential Program Pathway must be submitted to the Credential Office after formal advisement has been received by the Credential Analyst.

Please note, you may be held to additional CTC and program requirements.

Transfer of Credit (Granting Equivalencies)

Candidates may transfer up to 1/3 of their required courses if they complete those courses at UC Merced Extension. Courses taken at other accredited institutions will be considered on an individual basis but will not exceed a maximum of 6 semester units unless an exception is granted. For a course transfer to be considered, the course must have been completed within five years of the time a candidate is recommended for a preliminary credential. If the course was taken more than 5 years ago, please contact the credential analyst to see if an exception can be made. A grade of B or higher must have been earned in the course. In addition, the candidate is responsible for providing the syllabus for their coursework taken previously. There is no guarantee transfer credits will be accepted.

Progress to Certificate and Academic Standing

A TPP candidate is expected to maintain adequate academic progress toward certificate as defined by the faculty of the program, and in accordance with the policies of UC Merced

Extension. Adequate progress is determined based on both the candidate's recent academic record and overall performance. Candidate records should be reviewed with special attention to the following criteria:

Minimum Grade Policy

All candidates must pass all TPP courses with a B or better to be recommended to the California Commission on Teacher Credentialing for a preliminary credential. All I, W, U, or NR grades should be reviewed, and appropriate action taken as needed. Accumulation of no more than 8 units of combined Incomplete, Unsatisfactory, C or lower grades at any one time is allowed. Failure to comply with this criterion may result in Academic Disqualification.

Minimum Grade Point Average (GPA)

All candidates must maintain an overall cumulative GPA of 3.0 or higher. Failure to comply with this criterion could result in Academic Disqualification.

Minimum Progress

Candidates must be enrolled for at least 12 units of credit each semester to be considered full-time, including credit for supervised teaching and fieldwork. In cases of approved part-time status, enrollment in six (6) or fewer units of credit toward the certificate is expected each semester. Failure to comply with this criterion of enrollment units could result in an impact to your financial aid if you are receiving financial aid.

Continuous Enrollment

A credential student is expected to register for each regular academic session (Fall, Spring, and Summer semesters) until all requirements for an advanced degree or credential have been completed. Registration at UC Merced consists of two separate steps: (1) payment of applicable student fees; and (2) enrollment in at least 12 units (or approved part-time enrollment). Both steps, payment of fees and enrollment in classes, must be completed for the student to be officially registered.

If a candidate chooses to not enroll in a semester, they must contact the Credential Program at teachreprep@ucmerced.edu prior to the start of that semester. Candidates will then be responsible for determining their updated course of study as courses may not be offered every term.

Involuntary Withdrawal

Involuntary withdraw (termination) from the program is done by a collective action of the Selection and Admission Committee and final approval will be done by the Dean of Extension. The selection and Admission Committee may determine that a particular candidate does not possess or exhibit attributes in sufficient quality to permit the candidate to continue in the program. For example, unsuccessful clinical practice assignments will be followed by a review of the candidate's performance, A procedure review of the candidates' qualifications can be initiated, and a decision made concerning involuntary withdrawal of the candidate. The rights of the candidates are protected, including the right to examine all documentation presented in support of withdrawal and to confront witnesses who support the withdrawal. The decision of the selection, admission and retention committee is final.

Appeals Committee: The Credential Program Appeal Committee is composed of three staff members that are responsible for making the initial decision and ending with the Dean of Extension decision.

Student Standing

Current and former UC Merced students must be in good standing with the University and program for enrollment in the Credential Program.

Assessments

New Basic Skills Requirement Option (CBEST)

New Basic Skills Requirement Options: This new option allows the Commission and Commission-approved preparation programs to verify that a candidate or applicant has demonstrated basic skills proficiency by verifying qualifying college-level coursework from a regionally accredited institution of higher education if the following conditions are met:

• The candidate must have earned a grade of "B" or better ("B-" is acceptable) in the qualifying coursework

• The coursework must have been taken at a regionally accredited college or university

• The coursework must provide three semester units (or equivalent quarter units)

• The coursework must have been taken for academic credit (earned units)

• The coursework must be degree applicable (AA degree applicable is acceptable)

- For **Reading**, applicable coursework must be in the subject of critical thinking, literature, philosophy, reading, rhetoric, or textual analysis
- For **Writing**, applicable coursework must be the subject of composition, English, rhetoric, written communications, or writing
- For **Mathematics,** applicable coursework must be in the subject of algebra, geometry, mathematics, quantitative reasoning, or statistics

• If taken at a college or university outside the United States, the courses must be English based courses and must be deemed as equivalent to coursework taken at a regionally accredited college or university in the United States. Foreign-prepared educators must obtain an evaluation of their transcripts through a Commission-approved Foreign Transcript Evaluating Agency. See Leaflet CL-635 for more information.

The following coursework is NOT acceptable:

• Professional development or continuing education units

• Inservice training or workshops

• Non-credit bearing courses

• Courses where credits do not apply toward the requirements for an Associate degree, Baccalaureate degree, or higher degree

New Subject Matter Competence (CSET)

To meet the Subject Matter Requirement, candidates must have either received a passing score on the applicable CSET examination or completed a Commission-approved subject matter waiver program. AB 130 expands the available options to allow candidates to meet the Subject Matter Requirement through any one of the following methods:

1. Successful completion of coursework, as verified by a Commission-approved program of professional preparation that addresses each of the Commission-adopted domains of the applicable subject matter requirements.

2. Successful completion of an academic major in the subject they will teach. a. For Single Subject credentials, the major must be in one of the subjects named in Education Code section 44257(a). b. For Multiple Subject credentials, the major must be in liberal studies or an interdisciplinary major that includes coursework in the content areas identified in subdivision (b) of California Education Code section 44282. For PK-3 ECE Specialist Instruction credential, Completion of the subject matter requirement in child development or early childhood education.

3. A combination of coursework and examination options that meet or exceed the domains of the subject matter requirements. Such mixing of options may only be done by candidates enrolled in a Commission-approved preparation program that allows for this option.

Passage of RICA: Reading Instruction Competence Assessment

The California Commission on Teacher Credentialing (CTC) has contracted with the Evaluation Systems group of Pearson to assist in the development, administration, and scoring of the Reading Instruction Competence Assessment® (RICA®). The purpose of the RICA is to ensure that California-trained candidates for Multiple Subject and PK-3 Early Childhood Specialist Teaching Credentials and Education Specialist Instruction Credentials (special education)

possess the knowledge and skills important for the provision of effective reading instruction to students.

Effective July 26, 2021, candidates must take the RICA-Written as three separate subtests. Beginning July 20, 2021, candidates can register for test appointments on or after July 26, 2021. For more information regarding the new subtest structure of the RICA, including what content specification domains will be covered by each subtest can be found on the RICA website https://www.ctcexams.nesinc.com/TestView.aspx?f=HTML_FRAG/CA_RICA_Written_TestPage.html

Passing all three subtests of the RICA assessments satisfies this RICA credential requirement. More information on the RICA can be found here: http://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_AboutRICA.html

Information about this assessment will be provided to you in your courses.

U.S. Constitution

The requirement of competency in U.S. Constitution can be met in three ways, by coursework or by examination (must be proctored). The UC Merced courses that satisfy this requirement are as follows:

- HIST 16- Forging of the United States, 1607-1877
- POLI 1- Introduction to American Politics

An equivalent course taken at another university or college may be accepted as satisfying this requirement. In addition to the possibility of completing a course offered by UC Merced or an equivalent course elsewhere, candidates may also take an examination of the principle of the United States Constitution to meet this statutory requirement for certification in California.

For a list of the U.S. Constitution taken at another college or university, please click on the following link: https://courses.teach.ucdavis.edu/requirements/u-s-constitution

Notre Dame
Online Exam
Website: https://usconstitutionexam.com/

UCLA Extension
http://education.uclaextension.edu/credentials/us-const-exam/

California Lutheran
http://www.callutheran.edu/cpe/non-credit/us-constitution-preparation.html

Cardiopulmonary Resuscitation (CPR)

Verification of Cardiopulmonary Resuscitation (CPR) training that meets the standards set by the American Red Cross and the American Heart Association is needed prior to the final semester of clinical practice.

Please provide verification of having completed Infant, Child and Adult CPR training by submitting a photocopy of the front and back, if applicable. This may be submitted to the Teacher Preparation Office either by mail, in-person at the UC Merced Downtown Center or e-mail.

In-person CPR trainings:

American Red Cross
Adult and Pediatric First Aid/CPR/AED
(800) 627-7000
htpp://www.redcross.org

American Heart Association
BLS for Healthcare or Heartsaver CPR AED
(Should include adult, child, and infant modules)
(877) 242-4277
htpp://www.americanheart.org

UC Merced Extension Program
UC Merced Extension offers a monthly AHA CPR Certification non-credit offering with instructor Raj Mehat-Murphy, LVN, M.Ed. The in-person 4-hour training sessions will be held on campus. A $60 fee includes the cost of the CPR Certification Card.
You can review the course description and sign up for the next available training session here: AHA CPR Training Seating is limited.

Online CPR training

American Red Cross
Adult and Pediatric First Aid/CPR/AED
htpp://redcross.org/take-a-class/cpr/cpr-training/cpr-online

Other organizations offer CPR training that is comparable to that of the American Red Cross and American Heart Association, but **prior to** completing another organization's training course, please contact the Credential Analyst to obtain pre-approval.

Mandated Reporter Training

As the holder of a credential, certificate, or permit which authorizes you to work with, observe, or have knowledge of children as part of your official duties, you are required to report every instance of child abuse which becomes known to you or which you reasonably suspect to have occurred to a child with whom you have professional contact. You must report your observations to a Child Protective Agency immediately, or as soon as practicably possible, by telephone and send a written report to the Child Protective Agency within 36 hours after you become aware of the abuse of the child. Your duty to report is individual, and no supervisor or administrator may impede or inhibit your duty to report, although you may also report to your supervisor or administrator. Your failure to report instances of child abuse known or reasonably suspected to

you is a misdemeanor, punishable by up to six months in jail or by a fine of one thousand dollars ($1000) or both. Reference: California Penal Code Section 11166.5.

For additional information please click on the following link: Educator Rules of Conduct and Responsibilities

Free online Certification:

- Child Abuse- Mandated Reporter Training: mandatedreporterca.com
- Check with your School District or School site for assistance.

CalTPA/TPE

Candidates will be monitored throughout the duration of the TPP to ensure you are making adequate progress toward meeting the Teaching Performance Expectations (TPEs) established by the State of California. Evaluation or your progress occurs using formative assessments which are conducted throughout the program to provide feedback to you as well as TPP instructors and staff. In addition, summative assessments such as your final student teaching evaluation and the CalTPA assessments will be used to determine whether you can be recommended for a preliminary credential. More information on the CalTPA is being updated by the Commission on Teacher Credentialing.

Evaluation of Candidate Conduct

Candidates are expected to abide by the professional behaviors set forth in the Clinical Practice Handbook and the “Candidate Conduct Policy” on page 36. Failure to comply with this criterion may result in Academic Disqualification.

CalTPA Appeal Policy and Process

TPA Remediations/Revisions and Requirements

If a candidate fails a cycle in the CalTPA, they might have to go through a remediation process before resubmitting. Failure due to condition code **does not** require remediation. However, if a candidate fails due to **low total score**, they must go through a remediation process before retaking the assessment.

- If a candidate fails due to a **condition code**, they must first contact Pearson by calling 916.928.4081 or by navigating to this website, choosing the CalTPA tab, and then emailing Pearson directly.
    - When contacting Pearson, the candidate should request a "detailed condition code report" so that a complete explanation for the condition code can be provided.
    - After a response is received from Pearson the candidate should then address any errors that were made and then resubmit.
- If a candidate fails due to a **low score** on the CalTPA, they must follow the steps below:

- Contact the CalTPA Coordinator at teacherprep@ucmerced.edu to register for remediation. The cost of remediation is $200 per cycle.
  - CalTPA Cycle 1 remediation course: EDUC.X889.01
  - CalTPA Cycle 2 remediation course: EDUC.X889.02
- After remediation is complete, revise your CalTPA Cycle and resubmit to Pearson (note - you will have to pay $150 to retake the assessment)

All questions relating to remediation should be sent to teacherprep@ucmerced.edu.

Remediation Process

The CalTPA Coordinator will work with the candidates. This is a highly personalized process based on where the candidate struggled on the previous assessment. The CalTPA Coordinator along with the candidate would review the scores on the individual rubrics and call out specific components that the candidate should focus on when re-working their CalTPA Cycle 1 or 2.

Recommendation for Teaching Credential

Credential recommendations are provided solely by the Credential Analyst/Program Coordinator and authorized designees who are current employees of UC Merced Extension Teacher Preparation Program.

Upon successful completion of coursework, clinical practice and all state-mandated assessments, candidates will be recommended by the Credential Analyst for a SB 2042 credential (SB 2042 is the legislative bill that mandates the current credential standards and requirements). This Preliminary credential will be valid for five years from the date of issuance. After completing an Induction Program, candidates will then be recommended by their Induction Program for a Clear credential.

Effective January 1, 2022, the English credential will no longer be authorized to teach theater and the PE credential will no longer be authorized to teach dance, anyone admitted Fall 2021 to the English or PE program will no longer have the authorization to teach theater or dance respectively.

Credential Request Process

To initiate the application for your credential document you will need to submit the Credential Request form via email.

We encourage you to submit the Credential Request at the beginning of your last semester in the program as soon as your Teacher Preparation Program coursework in progress is all you have left to complete. (Any additional requirements such as RICA, CPR, U.S. Constitution, and approved coursework taken at an institution other than UC Merced must already have been completed prior to of the Credential Request.) To ensure timely processing, please submit the request as early as possible. Read the Instructions to the Credential Request carefully.

Credential Request Process

Before beginning the process, please note the following:

- Initiating this process at the beginning of your last semester of coursework will ensure timely processing.
- Eligibility for a credential recommendation is based upon all components of your program**.** Being placed in an assignment or even completing the clinical practice will not guarantee recommendation for the credential if other requirements are not met. All exams, CPR certification, coursework outside of the Teacher Preparation Program, etc. must be completed prior to submitting a credential request.
- Upon receipt of your request, the Credential Analyst will process your paperwork making sure that everything is in order. Your request will be held until the end of the semester and final grades have been posted. You will be kept informed of the status all throughout the process via email. As soon as it is determined that all requirements have been met, the Credential Analyst will complete the CTC online recommendation for your credential.

Once the credential has been recommended you will receive an email from CTC requesting that you complete the application process and pay the required fee.

To submit your Credential Request form, please email the Credential Analyst to obtain the application form.

Multiple Subject Candidates

Multiple Subject candidates will earn a Multiple Subject teaching credential which authorizes them to provide instruction in all subjects in a self-contained class for students in grades twelve and below, including preschool, and in classes organized primarily for adults. However, most Multiple Subject teachers in California teach in grades K-6.

Multiple Subject candidates will also receive an English Learner Authorization (ELAM). This authorizes candidates to provide the following services to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes

organized primarily for adults; and (2) specially designed content instruction delivered in English in multiple-subject-matter (self-contained) classes.

Single Subject Candidates

Single Subject candidates will earn a Single Subject teaching credential in a specific subject. Single subject teaching credentials authorize candidates to provide instruction in that subject in grades twelve and below, including preschool, and in classes organized primarily for adults. However, most Single subject teachers in California teach in grades 7-12.

Single Subject Candidates will also receive an English Learner Authorization (ELAS). This authorizes candidates to provide the following services to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults; and (2) specially designed content instruction delivered in English in single-subject classes

Additional Authorizations

Candidates may qualify for additional authorizations based either on coursework completed during their undergraduate program or by taking additional exam(s) and classes.

Subject Matter or Supplementary Authorizations allow candidates to teach in additional subject areas beyond the Multiple or Single Subject credential. A Subject Matter Authorization requires 32 semester units in the subject area, plus courses in specific content areas. A Supplementary Authorization requires 20 semester units in the subject area, plus courses in specific content areas.

Adding a Single or Multiple Subject

Candidates may also opt to add a teaching or content area to their Multiple or Single Subject credential without having to complete the full professional program for that credential. For more information on adding an authorization or content area, please e-mail the Credential Analyst at teacherprep@ucmerced.edu.

Recommendation for an Intern Credential

Intern Pathway

The Internship Program is an alternative pathway to earning a California Teaching Credential. When qualified candidates are not available, school districts often search for an individual who has partially completed a credential program and shows great promise of being highly successful. Through a partnership between the school district and UC Merced Extension, interns complete a state-approved professional education program. The university is not

involved in finding internship positions for its students. If you are interested in the Intern option, you are responsible for securing employment in a public-school setting.

The Intern option is available in the following programs: Multiple Subject and Single Subject.

Admission Requirements

You must meet all admission requirements for the program you are seeking the Intern option.

Meet with the Credential Analyst Mayra Franco by emailing teacherprep@ucmerced.edu

Eligibility Requirements an Internship Credential:

- Offer of Employment (Charter or Public School Setting)
- Bachelor's Degree (must be from a regionally accredited institution)
- U.S. Constitution
- Passage of the Basic Skills or other available option
- Passage of the Subject Matter Competency
- Valid CTC Fingerprint Clearance
- Pre-Service
- CPR Certification

For **Multiple Subject** and **Single Subject** candidates, a special emphasis will be placed on completion of the pre-service requirement. If you have met pre-service, you will be given paperwork to document that fact. If you have not yet met pre-service, the coordinator will assist you in developing a plan to meet this requirement. Once you have completed that plan, you must contact the Credential Analyst to obtain your letter of intern eligibility.

Intern Offer of Employment

Upon securing an offer of employment in a public or charter school as an Intern, an Intern Authorization form will need to be completed. Section one of the form is to be completed by you, section two by your employer and section three by the Credential Analyst. The Credential Analyst will sign this form only after the employer has completed section two. The date of initial employment requested must not be prior to the date you completed the eligibility requirements, or the Credential Analyst will not be able to sign.

Process for the Intern Credential

IMPORTANT! For our office to submit the recommendation for the Intern Credential to the CTC the following steps must be completed in order:

1. Complete and submit the Request for Intern Eligibility Form to the Credential Analyst. Once approved, you will receive a Letter of Support for Intern Eligibility.

2. Upon being hired by a school and/or district, complete the Intern Credential Request Form to the Credential Analyst. Please note this form requires a section to be completed by your employer.

Once the Credential Analyst has received the required forms, we will submit the online recommendation on your behalf. You will be notified by the CTC via the email you have provided. You will then need to complete the "Personal and Professional Fitness" questionnaire and payment portion of the process. Please note that the CTC processing system requires both an e-mail address and a credit card to complete this step. Payment must be made within 90 days of the recommendation date or CTC will cancel the recommendation. A few days after making your payment, the CTC will forward a payment confirmation number to you. Provided that there are no extenuating circumstances, the CTC will then send you an e-mail confirming that the credential has been issued. Following that, you will receive one additional e-mail notice which will provide the details of your credential. This final notice is the one you will use for employment purposes. **Your credential and all information pertaining to such will appear as granted on the CTC website.**

Academic Support and Intervention Policy

Candidates are monitored by program administrators, instructors, and other candidate support personnel on a regular basis for good academic standing and professional behavior. In some instances, candidates may also identify themselves as needing academic support and intervention. The program identifies academic standing and interventions as follows:

Good academic standing: Candidates maintain a passing grade of B or higher for all required courses, complete all clinical practice hours and requirements in a timely manner, maintain credential requirement documents and other requirements on semesterly basis or as otherwise required. To be recommended for a credential, candidates must complete all requirements on Good Academic Standing.

Early Academic Intervention: Candidates can be identified as needing Early Academic Intervention by self-identification, or identification by an instructor, cooperating teacher, university mentor, and/or program administrator. Candidates are identified for needing early academic intervention for the following indicators: consecutive missing assignments or other requirements, late submission of required credential documents or other materials, missing or delayed schedule of completion on required clinical placement hours, and/or not meeting professional standards of the teaching preparation program.

Intervention Action: Candidate is required to meet with an assigned program advisor, including but not limited to a program administrator or university mentor, to discuss early academic intervention action plan (improvement plan). Candidate must adhere to the action plan and meet all goals to return to good academic standing.

Academic Probation: Candidates can be placed on academic probation by a program administrator based upon feedback and results from instructors, cooperating teachers, and/or university mentors. Also, candidates can be placed on academic probation if they have not met UC Merced's Teacher Preparation Program's requirement to maintain a semester grade point average of 3.0. Candidates are placed on academic probation for the following indicators: failing

to complete early academic intervention action plan in a timely manner, failing required coursework (C+ or lower), failing to complete required clinical practice hours by end of term, or failure to consistently comply with the professional standards of the teacher preparation program.

Intervention Action: Candidate's will have a registration hold placed on their student account until the candidate has met with an assigned program advisor, including but not limited to a program administrator or university mentor, to discuss intervention action plan (improvement plan) with requirements to meet prior to registering for next term. Candidates are required to meet on a regular basis with advisor through duration of their academic probation status. Failure to successfully complete intervention action plan while on Academic Probation may result in Academic Disqualification.

Academic Disqualification

In accordance with Regulation 904 of the Academic Senate of the University of California, disqualification of graduate students is at the discretion of the Dean of Extension. At UC Merced, the following policies and procedures govern academic disqualification. Disqualification means that, for one or more academic reasons, a student is no longer eligible to continue graduate study in her/his graduate program at UC Merced. The term "dismissal" should not be confused with "disqualification." Dismissal is an administrative action resulting in removal from the Teacher Preparation Program based on behavior or conduct and is governed by the Office of Student Conduct. A teacher candidate who fails to make satisfactory academic progress may be officially disqualified from the university, in writing and/or via University electronic mail, only by the Dean of Extension and in accordance with the procedures outlined in this section. If disqualified from the Teaching Credential Program, a student is no longer eligible to work toward their current credential program objective.

Disqualification Based on Unsatisfactory Progress

The Director and the Associate Director may recommend the disqualification of a credential candidate who fails to make satisfactory progress. After the consultation with the Director, Associate Director, Credential Analyst and the Dean of Extension they may send a Notification of Impending Academic Disqualification to a student.

Appeals

TPP candidates will be given 30 days (from the date of the Director of Education Programs letter notifying them of the impending disqualification action) to respond in writing to the recommendation for disqualification. TPP candidate appeals will be considered only if based upon appropriate cause, such as: (1) procedural error; (2) judgments based on non-academic criteria; (3) apparent personal bias; (4) specific mitigating circumstances affecting academic performance; or (5) discrimination based on race, gender, or handicap not pertaining to required academic performance. Following this period (30 days), if the TPP candidate does not respond, a formal/final notice of academic disqualification will be sent to the TPP candidate by the Director of Education Programs.

Following final notice of disqualification, the TPP candidate may appeal to the Extension Dean only based on procedural error. A TPP candidate who has been disqualified will not be allowed to register again without approval of the Director of Education Programs and the Extension Dean.

Candidate Conduct Policy

All members of the UC Merced Extension community are expected to act with honesty, integrity, and respect for others.

UC Merced Extension, as a unit of the University of California, Merced, is a continuing education and professional community committed to maintaining an environment that encourages personal, professional, and intellectual growth. It is a community with high standards and high expectations for those who choose to become a part of it. This behavior includes abiding by the established rules of conduct intended to foster behaviors that are consistent with a civil and professional educational setting. Members of the UC Merced Extension community are expected to comply with all laws, University policies and campus regulations, conducting themselves in ways that support a professional and safe learning environment. In this context, instructors are guided by UC Merced Extension's instructor conduct policies. Candidates are guided by the UC Merced Code of Student Conduct and the behavioral expectations detailed in the Teacher Preparation Program's Clinical Practice Handbook.

Failure to abide by this conduct could result in dismissal. The UC Merced Extension Credential Analyst must officially dismiss the TPP candidate from the TPP program in writing who fails to follow the code of conduct. In all such cases, the Extension Department should receive a copy of this documentation between the Director of Education Programs and the TPP candidate. The Director of Education Programs will notify the TPP candidate of the impending action in writing and will provide a reasonable opportunity for the TPP candidate to alert the Director of Education Programs as to erroneous information, to submit other relevant information or comments in writing, or to request a second review of their conduct.

Academic Honesty Policy

Students who fail to uphold their fundamental academic obligation are subject to consequences that range from lowering a grade to campus-wide sanctions, up to and including dismissal. Examples of conduct that fall under the policy on academic honesty include, but are not limited to, plagiarism, cheating, stealing of exams, falsifying the record of one's work, or collusion in such dishonest activities. When faculty suspect academic dishonesty, they must follow due process guidelines and investigate their suspicions promptly and fairly. To become familiar with the academic Honesty Policy, please visit:
http://studentconduct.ucmerced.edu/sites/studentconduct.ucmerced.edu/files/page/documents/acae mic_honesty_-_800.pdf

Appeals and Grievance Policy

Appeals Process

In addition to the appeals processes mentioned earlier, UC Merced Extension has an appeal process in place to assist candidates and instructors to resolve academic issues. This process endeavors to protect both the instructors and candidates by assuring a process that allows dialogue at each step.

Definition of a Grievable Action: A grievable action is an action: (a) in violation of written UC Merced Extension policies or procedures; or (b) that constitutes arbitrary, capricious, or unequal application of written UC Merced Extension policies or procedures.

Initial and Informal Appeal: The candidate who wishes to appeal must first discuss the problem with their instructor. The initial appeal may be informal by a conversation or meeting between the instructor and the candidate. If the academic issue is not resolved, the formal appeals process is initiated. The candidate must initiate this process within 30 calendar days from the day the candidate knew, or reasonably should have known, about the action generating the complaint, excluding campus holidays, intersession periods, and summer session (e.g., within 30 days of an assignment being graded).

Formal Appeal Initiation: The formal appeal should be addressed in writing to the Teacher Preparation Site Director and/or the Director of Education Programs. The appeal must include a written statement that lays out the grounds for the appeal, and any supporting documentation. The appeal must be initiated within 30 calendar days from the day the candidate knew or reasonably should have known about the action generating the complaint, excluding campus holidays, intersession periods, and summer session (e.g., within 30 days of an assignment being graded). The valid grounds on which a candidate may base an appeal are confined to three areas: (1) evidence of procedural error committed intentionally or inadvertently by the Program instructor or staff and/or (2) evidence of non-academic criteria being used to evaluate academic work, including personal bias and violations of the campus nondiscrimination policy and/or (3) special mitigating circumstances beyond the candidate's control (such as documented severe illness to self or immediate family, or death in the family) not properly taken into account in a decision affecting the candidate's academic progress. To seek relief under special mitigating circumstances, the candidate must have raised the issue with the program directors as soon as possible and no later than 10 calendar days after the mitigating circumstance began (e.g., if a documented medical condition impairs the candidate's ability to complete the coursework, the candidate will supply the program directors with a doctor's note no later than 10 calendar days after the medical condition began).

The Director of Education Programs shall determine the validity of an appeal with respect to whether it meets the criteria or whether additional material should be provided to make a determination. The candidate shall be notified as to the determination of the appeal's validity within 30 days of the submission of the appeal. Failure of the Director of Education Programs, or his/her designate, to identify to the candidate regarding the outcome as to the validity of the appeal within 30 days shall result in referral of the appeal directly to the Extension Dean.

In cases where a resolution is not reached, the final level of appeal is the Extension Dean. The Extension Dean will review the written complaint, response from the individual(s) complained of, and submitted materials.

The Extension Dean's office will make a final decision and notify the candidate of the outcome within 60 days of the initiation of the formal complaint. If determination is not made within the 60-day timeframe, the appeal is deemed denied. A written summary of the appeal and the conclusions reached will be kept in the candidate's academic file. If the appeal is supported, the Director for Education programs will ensure that prompt corrective action is taken. The Dean will record the final determination with the Extension Registrar's Office.

Time frames: All time frames are defined in terms of calendar days, excluding campus holidays, inter- session, and summer session, starting on the day the candidate either knew or reasonably should have known of the actions leading to the complaint.

Links and Resources

The following links below outline the appeals process for all academic matters and other concerns:

Any appeal based on sex discrimination or sexual harassment must be referred directly to the Office of Compliance for initial review. If the appeal remains active after the conclusion of the Title IX investigation, then the appeal will be governed under the procedures described in the campus-wide Appeal Procedure.

- Grade disputes are appealed under the Grade Appeals Policy.
- For academic integrity disputes involving candidates, see the Administration of Student Conduct.
- For disputes regarding disability accommodations, inquire with the SAS Student Grievance Procedure.
- For disputes regarding whistleblower complaints, including complaints for retaliation, see the University of California Whistleblower policy.

Access to Academic Records and to Evaluation Review: FERPA stands for the **Family Educational Rights and Privacy Act** (sometimes called the Buckley Amendment). Passed by Congress in 1974, the act grants four specific rights to the student. These rights begin as soon as the student enrolls or registers with an academic program of the university.

The student has the right to inspect and review their own records within 45 days of the date the university receives a written request for access. Students should submit their requests in writing to the University registrar, dean, or other appropriate campus official for the office having custody of the requested records. The request must identify the record(s) they wish to inspect and review. The campus official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the official receiving the request, that official shall advise the student of the correct official and redirect the request.

To review all details on how to request your student records, please visit: Family Educational Rights and Privacy Acts (FERPA) | Office of the Registrar (ucmerced.edu)

Transcripts

Transcript request should be made online via the Candidate's MyUCMerced Portal. For more information, visit http://registrar.ucmerced.edu/services/transcripts.

Additional Resources

Information Technology

https://it.ucmerced.edu/it-help-desk
209-228-HELP (4357)
helpdesk@ucmerced.edu

UC Merced's Office of Information Technology (IT) Help Desk provides I.T.-related support to all members of the UC Merced community. Assistance can be requested by phone or email for any internet configuration, malware/spyware, troubleshooting, or other technology related issues. In-person support is also available on the main campus. I.T. also provides DYI information for new students and instructors online. For the TPP, an I.T. technician will be available during instructor orientation, student orientation, and for the first hour on the first day of each course to help instructors and students log onto the wireless internet and assist with any technology problems that may occur (e.g., video display connections, gaining access to DCC wireless internet)

Veteran Services

Student Veteran or Dependent: Graduate

We are excited that you are considering becoming a UC Merced Bobcat! You've started an important journey with us, and we can help pave the way for you to join our vibrant university community. Graduate students include those pursuing a credential, master's, or doctoral degree. If you have questions, please contact the Veteran Services at **veteranservices@ucmerced.edu** or 209-228-7641. Veteran Services (ucmerced.edu).

Library

http://library.ucmerced.edu
http://library.ucmerced.edu/research/students/new-start-here
http://libguides.ucmerced.edu/infolit/overview

TPP candidates and instructors will have both remote and in-person access to the UC Merced Kolligian Library, which is located on the main campus, eight miles from the new location. Planned and built around a model of digital access, the Kolligian Library provides online access to approximately 626 databases, 116,367 journals, and 6,781,652 books (including the complete

collections of the HathiTrust), and, more generally, the library resources of the University of California system. Articles and books not accessible digitally, or in the library's print collection of 123,000 books, may be requested via patron-initiated interlibrary loan; requests are typically fulfilled within 24 to 48 hours. Articles are delivered electronically, while print books will need to be picked up at the library on main campus. TPP candidates and instructors will access the library using UC Merced's UC-Merced ID enabled, virtual private network (VPN).

Student Accessibility Services

https://access.ucmerced.edu/

The mission of Student Accessibility Services (SAS) is to promote equal educational access and full participation by and for students with disabilities in the rich academic and campus life environment at UC Merced. SAS staff are available to answer questions and provide useful information to facilitate equal academic access to students with disabilities. SAS is located at 222 Kolligian Library.

Personal Electronic Device

Personal Electronic Device is an initiative that allows students to use their personal device for activities in the classroom for the purpose of personalized student-centered learning. The TPP is committed to providing students with a next generation learning environment in which every student has access to learning experiences and instruction designed around communication, collaboration, creativity, and critical thinking. Furthermore, the TPP is committed to immersing our students in the creation of knowledge and empowering our students to discover and innovate. Lastly, the Teacher Preparation program is committed to the highest levels of academic integrity during all types of assessments while using a personal device.

Tips for Success

- **Make copies of everything you submit to the Teacher Preparation Office.**
- **Keep all documents in a well-organized folder.**

Examples would include:

- Application Packet
- Original Test Scores Report
- CPR Card
- Correspondence
- Credential Program Checklist
- Admission Letter
- Clinical Practice Evaluations
- Course Substitution Request Forms *(if applicable)*

- **Be aware of upcoming deadlines.**
  Credential Request (Submit *at the beginning of your last semester of coursework, provided UC Merced Extension coursework in progress that semester is all you have left to complete)*

- Utilize this handbook as a reference and to monitor your progress.
- See the Program Associate Director and/or the Credential Analyst whenever you have questions regarding credential requirements or related regulations and policies.
- Be sure to receive critical information by checking your UC Merced email regularly.
- Use the services provided by the Campus web Portal.
- Enroll in classes.
- Have your class schedule and grades available.
- Keep copies of your unofficial Transcripts

Advisement

Academic advisement is provided to inform and assist you as you progress through your credential program. For your convenience, the following resources are available:

Teacher Preparation Program Office

- Please contact the Teacher Preparation office via email at teacherprep@ucmerced.edu. Please allow 24 to 48 hours for a respond to all email inquiries. Expect a longer wait time during weekends and holiday breaks.

First Semester Advisement

During your first semester of the program, you are encouraged to meet with the Credential Analyst or Associate Director to discuss your progress.

Credential Program Checklist and Course of Study

Soon after you meet with the Credential Analyst, you can expect to receive a Credential Program Checklist and your course of study sequence. This is your official university record, which includes all the courses and requirements for the preliminary credential. During your first semester advisement meeting the Associate Director and/or Credential Analyst will review the course of study and Credential Program Checklist with you to assist with any questions or concerns you might have. You may refer to this document throughout your program. An updated course of Studies and Credential Program Checklist will be provided upon request.

Course Equivalency Expiration Date

Candidates who request equivalencies for prior coursework must have completed the course work within 5 years from the date enrolling in TPP. All course request equivalency that does not meet the equivalent unit amount of the TPP course, then the Director of Education will decide if the course meets the TPP course unit equivalency.

Course Extension Appeals Beyond Five Years

A candidate student who does not complete their credential program coursework within the specified time (five years) must submit a request in writing for a time extension to the Credential Program Director. If the Credential Program Director approves the time extension appeal, a notation of approval is submitted to the office of the registrar for action by the Extension Dean.

Clinical Practice Requirements and Placement- Traditional and Internship Pathways

Teacher Preparation Program administration is responsible for identifying clinical practice placements with strong cooperating (mentor) teachers and will match experienced University Mentors to your educational and career goals. Teacher candidates are **not** legal teachers of record.

During your clinical practice time, you will work directly with Pk-12 students and develop lesson plans under the guidance of an experienced educator who serves as your Cooperating teacher and mentor.

Cooperating teachers will help guide you in modeling classroom management strategies, how to use creative institutional strategies, and any general guidance as you become accustomed to the classroom environment. This is completed over the fall and spring semesters.

The Teacher Preparation office is responsible for verifying eligibility to enroll in the Clinical Practice experience. For this reason, you are required to submit a Clinical Practice Request Form early in the semester.

Once it has been determined that you are eligible, notification will be sent out to you and the Director of CalTPA and Clinical Practice Coordinator.

Within the first week of the new semester, if the clinical Practice assignment is not confirmed by the School District, your Clinical Practice experience will be postponed until the following semester.

IMPORTANT PLEASE READ

- **If you were admitted without subject matter exams (CSET), knowledge of the subject(s) you will teach is still expected. The credential program does not include instruction that builds your subject-matter knowledge. Your subject-matter knowledge will be assessed during student teaching**, and insufficient subject-matter knowledge may prevent you from completing or receiving credit for student teaching and thus jeopardize your success in the program.
- CPR certification is required for second/final Clinical Practice assignment.

Clinical Practice Requirements

To be eligible for Clinical Practice all the following requirements must be met: (You may submit the Clinical Practice Request Form if these items are in progress)

1. Basic Skills Requirement
2. Subject Matter Competency: Passage of appropriate subject matter exam, completion of subject matter program, or appropriate academic degree major. **(Required for Fall 2023 and forward terms)**
3. Valid Fingerprint Clearance or CTC issued Document.
4. Tuberculosis Clearance
5. Mandated Reporter Training
6. GPA Requirement: Maintain an overall GPA of 3.0 for all coursework taken after admission to credential program. A grade of “B or better” is required in all courses.
7. Other program conditions, if applicable

Clinical Practice Placement

As part of its efforts to establish relationships between the Teacher Preparation Program (TPP) and various school districts, the TPP invests a great deal of time and effort. Candidates should remember to represent the Teacher Preparation Program when they are visiting schools in any capacity. As candidates visit schools and meet teachers, they will create impressions that will affect not only their own future, but also the reputation of the Teacher Preparation Program.