

transcripts from all colleges and universities that have been attended; these transcripts must be sent directly to Union University and may be stamped "Issued to Student."

After the candidate has completed the application for admission to Graduate Studies in Education and submitted a \$25.00 application fee, and official transcripts have been received, the candidate should call the Director of Teacher Education for an appointment for a transcript evaluation. Post-baccalaureate candidates must have a transcript evaluation completed by the Director of Teacher Education prior to starting classes; if the licensure program takes more than one year to complete, the post-baccalaureate candidate should have another evaluation completed. At this meeting the candidate will be apprised of course work that remains, TEP status, Praxis II (NTE) requirements, and any proposed changes in licensure requirements.

Post-baccalaureate candidates must secure a copy of the Teacher Education Program Handbook, Vol. I and meet the following requirements for admission to the Teacher Education Program.

1. Satisfactory scores on the PPST: Reading=174, Math, 173, Writing=173), CBT: Reading=321, Math=318, Writing=319) ACT (Composite of 22e), SAT (Total of 1020) or MAT=35 GRE (Verbal=350, Quantitative=400, Analytical=400).
2. Minimum GPA of 3.0 from all undergraduate courses taken or provisional admission to graduate course work
3. Two positive reference forms
4. Interview with the Teacher Education Scr24.Inte5view withApnal (2issr MA)6her tis eyadd1Dep1.2ssio TD0.0033c0.0

Applications for Tennessee teacher licensure are completed during a student teaching seminar and are filed with the Tennessee State Department of Education when all requirements are completed.

Academic Policies

Minimum GPA's are listed above. Following admission to the TEP, if the GPA drops below the minimum, the student is removed from the TEP and may not take any courses that require admission to the TEP. In this case it is strongly recommended that the student repeat courses that caused the GPA to fall below the minimum required. When the GPA is at or above the minimum, the student will be submitted for readmission to the TEP.

As is required by national standards and by the Tennessee State Department of Education guidelines, early field experiences are a vital part of the TEP at Union. The purpose of these early field experiences is to introduce the prospective teacher to a variety of school settings, learners, and routine activities. The knowledge and skills introduced in course work will be refined in the early field experiences.

Proof of professional liability insurance is required of all students enrolled in courses with field experiences. This expense is the responsibility of the student. Options for this coverage include, but are not limited to, membership in Student Tennessee Education Association, Christian Educators' Association International, or Professional Educators of Tennessee. Liability insurance is also available through Union University. Information about each of these options is available through the Director of Teacher Education.

The Education Department is charged with the responsibility to follow the established policies for admission to and completion of the TEP. The

Teacher Education Committee, which includes representatives of the faculty from across the university, is the TEP coordinating and policy-making body for the unit and is responsible for assuring that the established policies are followed. If the student feels that established policy or practice is not being followed, the Teacher Education Committee should be contacted. The Teacher Education Committee is also the appeals committee for the TEP. All appeals for variance from established policy and practice should be presented in writing to the Dean of the School of Education and Human Studies. The Dean will consider whether the appeal may, within established policy, be granted. If the appeal has been denied by the Dean, the student may choose to direct the appeal to the Teacher Education Committee. The student should contact the chairman of the TEC and present the appeal in writing. After the TEC has considered the appeal, the student will be notified in writing of the committee's determination.

To be admitted to student teaching, students must acquire pass-