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P6Hx23-4.72 PROCEDURE: COLLEGE OF EDUCATION PROGRAMS—SPECIAL RULES

INTENT AND PURPOSE

This College of Education (COE) Rule is applicable to certification, non-certification, and non-degree Programs as described below.

- I. Admission to College of Education programs is based on applicants meeting all of the criteria listed below.
 - A. Undergraduate certification programs
 1. Complete both the St. Petersburg College and the COE supplement applications for admission.
 2. Complete an A.A. degree or 60 hours of general education requirements leading to the A.A. degree.
 3. Submit official academic transcripts from all past post-secondary institutions attended.
 - a. Transfer credit will be considered on a case-by-case basis.
 - b. College of Education faculty will determine if transfer credit includes required competencies or if additional assignments are to be submitted.
 4. Earn an overall cumulative 2.5 GPA on a 4.0 scale in previous coursework.
 5. Demonstrate mastery of general knowledge by passing an appropriate Florida Department of Education examination required for admission into a teacher preparation program.

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6. Complete all lower-division common education prerequisites and all Florida mandated prerequisites with final course grades no lower than a “C”.
7. Be in good academic and disciplinary standing with all previous education programs attended and be eligible to return.

B. Educator Preparation Institute (EPI) certification programs

1. Complete both the St. Petersburg College and the COE supplement applications for admission.
2. Submit an official transcript showing a completed bachelor’s degree from an accredited college or university approved by the Florida Department of Education (FLDOE).
 - a. Transfer credit will be considered on a case-by-case basis.
 - b. College of Education faculty will determine if transfer credit includes required competencies or if additional assignments are to be submitted.
3. Submit a valid Official Statement of Status of Eligibility from the FLDOE in an approved EPI certification area.
4. Demonstrate mastery of general knowledge by passing an appropriate Florida Department of Education examination required for admission into a teacher preparation program.
5. Applicants for middle grades (5-9) or secondary (6-12) certification areas must present passing scores on a Florida Department of Education subject area examination appropriate to their certification area.

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C. Especially for Canadians

1. Complete the International Application to St. Petersburg College.
2. Submit an official transcript showing a completed four-year bachelor's degree from an accredited college or university approved by the Florida Department of Education.
3. Applicants with a degree from an international institution must present an official course-by course evaluation showing the equivalency of a four year, regionally accredited U.S. college or university degree.
4. Present a Statement of Financial Ability and a current bank statement (issued within the last three months).
5. Upon receipt of a United States Social Security Number, applicants must present a valid Official Statement of Status of Eligibility from the Florida Department of Education and demonstrate mastery of general knowledge by passing an appropriate Florida Department of Education examination required for admission into a teacher preparation program.

D. Undergraduate non-certification programs

1. Complete both the St. Petersburg College and the COE supplement applications for admission.
2. Complete an A.A. degree or 60 hours of general education requirements leading to the A.A. degree.
3. Submit official academic transcripts from all past post-secondary institutions attended.
4. Earn an overall cumulative 2.0 GPA on a 4.0 scale in previous coursework.

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5. Complete the lower-division common education prerequisites with final course grades no lower than a "C".
- E. Non-degree students must complete the following requirements to register for College of Education courses:
1. Professional Preparation to Full Certification
 - a. Complete the St. Petersburg College application.
 - b. Submit a valid Official Statement of Status of Eligibility from the Florida Department of Education.
 - c. Submit a transcript showing a completed bachelor's degree (unofficial transcripts are accepted).
 2. Certification Renewal and Reinstatement.
 - a. Complete the St. Petersburg College Application.
 - b. Present a copy of a teaching certificate (valid or expired).
 - c. Submit a transcript showing a completed bachelor's degree (unofficial transcripts are accepted).
 3. Autism Endorsement
 - a. Complete the St. Petersburg College Application.
 - b. Submit a copy of a valid teaching certificate, if appropriate.
 - c. Submit written approval from district supervisor, if appropriate.
 4. Industrial/Technical Education (ITE)
 - a. Complete the St. Petersburg College application.

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- b. Present a copy of a valid vocational teaching certificate or a letter from a school district outlining the industrial/technical courses required for district certification.

- 5. Undergraduate transient students
 - a. Complete the St. Petersburg College application for admission.
 - b. Submit either an official transcript from home institution or a signed transient enrollment form from the home institution.
 - c. Be in good academic and disciplinary standing with home institution.

- II. Progression through College of Education programs is based on students demonstrating required knowledge, skills, and dispositions while maintaining good moral character, by following the criteria listed below.
 - A. Knowledge and Skill Requirements
 - 1. Demonstrate mastery on all assignments, activities, and assessments pertaining to state-mandated standards and competencies by earning a grade of “C” or higher.
 - a. Failure to demonstrate successful mastery on an assignment, activity or assessment pertaining to a state-mandated standard/competency (grade of “C” or higher) will result in the student having to correct and resubmit the assignment, activity, or assessment until mastery is demonstrated (within the time frame specified in the course syllabus). Resubmitted assignments, activities, or assessments cannot receive a grade higher than a “C”.

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- b. Failure to demonstrate successful mastery on an assignment, activity, or assessment pertaining to a state-mandated standard/competency within the specified time frame will result in failure of the course where the assignment, activity, or assessment is given.
 - c. If academic integrity is breached on an assignment, activity, or assessment related to a state-mandated standard/competency, a student will be required to resubmit the assignment, activity or assessment to demonstrate mastery by producing “C” level work as a progression requirement, but will receive a grade of zero on it when the course grade is calculated.
2. Demonstrate academic integrity on all assignments, activities, and assessments. If an instructor believes that academic integrity was breached, a meeting will be convened with the student and appropriate College of Education personnel. If it is found that the student failed to maintain academic integrity, this will result, at minimum, in the student receiving a failing grade for the assignment, and possibly a failing grade for the course where the infraction occurred. Infractions associated with academic integrity will also be considered a dispositional issue, subject to appropriate action to be discussed in Section II.B, Dispositional Requirements, and Section VI, Process for Deficiencies in Knowledge, Skills, and Dispositions. The campus associate provost will be notified of any infraction and an unrecorded probation may result, pursuant to Board of Trustees (BOT) Rule 6Hx23-4.461, Student Affairs: Academic Honesty Policies.
 3. Complete applicable field experiences – Field experiences are defined as any component of the COE program that requires students to demonstrate the knowledge, skills and dispositions of the profession while maintaining good moral character in an actual P-12 setting (or working with P-12 students).

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- a. All students must complete the field experiences associated with a course within the semester's time frame. Failure to complete the required field experience associated with a course within the semester's time frame may result in a failing grade.
- b. Where applicable, mastery of state-mandated standards and competencies must be demonstrated on all assignments, activities and assessments not pertaining to the final internship in order to receive permission to begin the final internship.
4. Earn a grade of "C" or higher in all COE courses. Failure to earn a grade of "C" or higher in any COE course will result in the student having to retake the course to earn a grade of "C" or higher.
5. Certification students must maintain a minimum cumulative GPA of 2.5 on a 4.0 scale, including a 2.5 in all upper division coursework. Failure to maintain the 2.5 overall GPA will result in the student being placed on probation. (See Section V, Process for Deficiencies in GPA, for detailed information.) Non-certification students must maintain a minimum cumulative GPA of 2.0 on a 4.0 scale, including a 2.0 in all upper division coursework.

B. Disposition Requirements

1. A student's professional dispositions are formally evaluated throughout their program of study. Dispositions that are evaluated include, but are not limited to: collaborating and communicating effectively with colleagues and other adults, reflecting on professional decisions and actions, demonstrating emotional maturity, demonstrating initiative, demonstrating commitment to diversity and sensitivity to all students, adhering to professional ethics, demonstrating professional work ethic, adapting to change, and demonstrating a commitment to teaching.

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2. When a dispositional issue arises, prompt and appropriate action is taken by the COE. This includes a dispositions conference and the completion of appropriate forms, which may include a dispositions report, statement of concern, and/or teacher assistance plan.
 3. Failure to rectify a dispositional issue may result in the student being subject to probation, suspension, or dismissal. (See Section VI, Process for Deficiencies in Knowledge, Skills, and Dispositions, for detailed information.)
- III. Field Experience Requirements - Field experiences are defined as any component of the COE program that requires students to demonstrate the knowledge, skills and dispositions of the profession while maintaining good moral character in an actual P-12 setting (or working with P-12 students). Eligibility to complete field experiences is governed by the criteria listed below.
- A. Application – For any semester where a student needs a placement, the student must complete and submit the appropriate application by the stated deadline. Failure to complete and submit the appropriate application by the stated deadline may result in a forfeited placement for that semester.
 - B. Disclosure of Background Information – By the end of the first week of each semester, students must submit a disclosure form electronically to the Office of School Partnerships (OSP). Failure to submit the appropriate disclosure form by the end of the first week of the semester may result in a forfeited placement.
 1. All charges, pending litigation, arrests, and convictions must be reported even if records have been sealed or expunged, or occurred when the teacher candidate was a minor.
 2. If background information is disclosed that will preclude the student from working with P-12 students, the director of School Partnerships (or appropriate designee) will

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consult with the student. If it is determined that the student would not be able to pass a background check to complete required field experiences, the student will not be able to remain in a College of Education program with field experience components.

- a. Failure to disclose background information could result in a student being withdrawn from any and all field experience courses without a refund.
 - b. If a student properly discloses information that precludes him or her from working with children after registration, he or she may be eligible for a tuition refund, and may continue his or her coursework for the remainder of the semester in non-field experience courses.
3. Should an infraction or serious allegation occur after submitting the disclosure form, all students are required to report the incident within 48 hours by completing a new disclosure form. The student should also contact the director of School Partnerships (or appropriate designee) within 48 hours of the event.
- C. Background Check - All students enrolled in courses with field experiences will be required to successfully meet the background check requirements of the districts and/or sites in which they are placed in order to participate in field experiences.
1. All fees associated with the background checks are the responsibility of the student.
 2. In the event that a student does not receive background check clearance, it is the student's responsibility to follow up with the district or site to determine which identified infraction precludes him/her from participating in field experiences.
 3. Students with unacceptable background check results will be withdrawn from any field experience courses

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without a refund of tuition, and will not be eligible to enroll in any field experience courses until they obtain clearance.

4. Students who do not meet background check requirements for a public school district within the COE's service area will not be permitted to complete field experiences in private schools.
5. Any allegation of misconduct that surfaces about a student enrolled in any COE course with a field experience component may result in the student being removed from all field experiences until all allegations or pending investigations are resolved.

D. Field Experience Placement Process – The College of Education reserves the right and will place students in diverse settings that comply with state and local school-district requirements. The College of Education will not be able to guarantee personal preferences when making placements.

1. Field experience hours/school-based hours – Field experiences associated with a COE course, but not identified as a practicum or an internship.
 - a. The Office of School Partnerships is available to assist students in obtaining placements in courses where field experience hours/school-based hours are required.
 - b. It is the responsibility of the student to follow the procedures established by OSP for the term where field experience hours/school-based hours are needed.
2. Practicum (if applicable) – To receive a practicum placement, students must:
 - a. Submit an application to OSP by the stated deadline.

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- b. Register for the appropriate course.
 - c. Complete the disclosure form.
 - d. Attend appropriate orientation meeting.
3. Internship (if applicable) – To receive an internship placement, a student must:
- a. Submit an application to OSP by the stated deadline (the application must be approved by appropriate faculty prior to submission).
 - b. Complete the disclosure form.
 - c. Complete and submit all assignments, activities, and assessments pertaining to state-mandated standards/competencies that are not part of the internship (undergraduates only),
 - d. Pass the appropriate sections of a state certification examination outlined in the student’s degree plan.
- E. Expectations of Students - When completing field experiences, students are expected to demonstrate the knowledge, skills, and dispositions of the profession while maintaining good moral character.
- 1. Failure to demonstrate the knowledge skills, and dispositions of the profession while maintaining good moral character could result in failure of the field experience course, along with the student being subject to probation, suspension, or dismissal. (See Section VI, Process for Deficiencies in Knowledge, Skills, and Dispositions, for detailed information.)
 - 2. If a student fails to successfully complete a practicum or final internship course after two attempts, the student must request permission to attempt the practicum or final internship for a third time.

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- a. Students requesting permission to attempt a practicum or final internship for the third time must submit a detailed written request to the director of School Partnerships (or appropriate designee), which will then be forwarded to the dean of the College of Education (or appropriate designee) for approval or denial. The student will be notified in writing of the decision.
 - b. If the request is denied, a student may appeal following the guidelines outlined in Rule 6Hx23-4.36, Student Grievances and Appeals.
3. An issue consisting of a violation of the Florida Code of Ethics for Educators may result in dismissal from the College of Education. (See Section VI.D, Immediate Suspension or Dismissal, for detailed information.)
 4. If a dispositional or ethical concern arises during a field experience, the site and/or COE have the right to ask the student not to return to any field experience site unless approved by the Office of School Partnerships. Students dismissed from a site will not be eligible to continue their field experience that term, and will not be eligible to complete any field experience at any site, unless the issue has been resolved and approval is granted by OSP.
- IV. Completion of College of Education undergraduate certification and non-certification programs, and EPI certification programs, is based on students fulfilling all of the criteria listed below. Graduation requirements as set forth in St. Petersburg College’s Board of Trustees Rule will also apply. Completion of a COE program of study does not guarantee certification by the Florida Department of Education.
- A. Pass all courses in COE program of study with no grade lower than a “C”. For certification programs, maintain a cumulative GPA of 2.5 or higher, including a 2.5 in all upper division coursework. For non-certification programs, maintain a

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cumulative GPA of 2.0 or higher, including a 2.0 in all upper division coursework.

- B. Demonstrate mastery (by earning a grade of “C” or higher) on all assignments, activities, and assessments pertaining to state-mandated standards and competencies.
- C. Submit a complete electronic portfolio of appropriate assignments, activities, and assessments pertaining to state-mandated standards and competencies by specified deadline. Receive a check-off from appropriate faculty.
- D. For certification students, pass all sections of an appropriate state certification exam prior to the last day of the term.
- E. For EPI students, present a valid Official Statement of Status of Eligibility from the Florida Department of Education showing a status of “Eligible” for certification.
- F. For undergraduates, complete the state mandated foreign language graduation requirement, as outlined in State Statute. See the program office for specific details.
- G. For undergraduates, complete at least 40 semester hours of courses numbered 3000 level or above. At least 30 of the 40 hours, including the final internship and at least one practicum experience (if applicable to program of study), must be earned at St. Petersburg College.
- H. For undergraduates, complete the general education requirements for the Associate in Arts degree including any assessment of education outcomes that are required by the College.
- I. Apply for graduation by SPC’s stated deadline.
- V. Process for Deficiencies in GPA – Any certification student whose GPA falls below a 2.5 will be subject to academic probation, suspension, or dismissal. Teacher candidates receiving VA benefits or other forms of financial assistance may lose some or all of such benefits as a result of probation, suspension, or dismissal. Any non-

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certification student whose GPA falls below a 2.0 will be subject to SPC's policy outlined in BOT Rule 6Hx23-4.46, Academic Warning, Probation, Suspension, and Dismissal.

A. Academic Probation

1. Teacher candidates who fail to maintain an overall GPA of 2.5 or higher will be placed on academic probation and have an academic registration hold placed on their records. The hold will prohibit the teacher candidate from registering for courses without the permission of appropriate COE personnel.
2. The teacher candidate may remain on probation for one session for the GPA to be brought up to a 2.5.

B. Academic Suspension

1. Teacher candidates who fail to bring their GPA up to a 2.5 in one session after being placed on probation will be suspended. An assistance plan will be developed outlining specific terms that must be met prior to reinstatement.
2. While under academic suspension, the teacher candidate will be ineligible to enroll in any course in a College of Education certification program, and if their GPA is below a 2.0, will be ineligible to enroll in any course in the College of Education. An academic registration hold will be placed on the teacher candidate's records during the duration of the suspension.
3. Following one session of suspension, a teacher candidate may consult with appropriate College of Education admission personnel regarding reinstatement. The student should also consult with appropriate faculty members regarding their assistance plan.

C. Academic Dismissal

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1. A teacher candidate who has been suspended for one session, is reinstated, and then fails to maintain a 2.5 overall GPA, will be dismissed from the College of Education certification program.

 2. A teacher candidate who has been academically dismissed will not be eligible to enroll in any course in a College of Education certification program, and if their GPA is below a 2.0, will be ineligible to enroll in any course in the College of Education, for at least one calendar year. An academic registration hold will be placed on the teacher candidate's records during the duration of the dismissal.

 3. After one year (12 months) of academic dismissal, a teacher candidate may re-apply for admission to a College of Education certification program.
- VI. Process for Deficiencies in Knowledge, Skills, and Dispositions: The College of Education will take action whenever a student fails to demonstrate required knowledge, skills, and dispositions, while maintaining good moral character. Some incidents/deficiencies may be resolved outside of a formal disciplinary process by appropriate COE faculty or staff. Other incidents/deficiencies, including cases of plagiarism, repeated or unresolved dispositional issues, repeated or unresolved knowledge or skill deficiencies, and/or violations of the Florida Code of Ethics for Educators, will subject a student to a disciplinary process that could include probation, suspension, or dismissal. Students receiving VA benefits or other forms of financial assistance may lose some or all of such benefits as a result of probation, suspension, or dismissal.
- A. Incident Review - When an incident or deficiency is identified that warrants review for probation, suspension, or dismissal, appropriate COE faculty or staff will notify the director of Curriculum and Student Success (or appropriate designee) in writing, and forward any documentation or supporting evidence.

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1. The director of Curriculum and Student Success (or appropriate designee) will convene a meeting with the student and appropriate COE faculty and/or staff. The purpose of this meeting will be to discuss alleged deficiencies, review all evidence, and record the student's responses to the allegations.
 - a. If a student refuses to attend the meeting, he or she will automatically be subject to probation.
 - b. If a student has to reschedule a meeting, he or she must notify the director of Curriculum and Student Success in advance of the meeting with a valid and documented reason for rescheduling.

2. Upon reviewing all evidence and testimony, one of the following decisions may be reached:
 - a. No action is required.
 - b. The incident/deficiency warrants action, but probation is not the appropriate next step. An assistance plan will be developed and presented to the student with specific terms and monitoring. If the terms of the assistance plan are not met, the student will be subject to probation, and another meeting will be convened with the director of Curriculum and Student Success and appropriate COE personnel to outline the terms of the probation. If the student refuses to sign the plan, he or she will automatically be subject to probation.
 - c. The incident/deficiency warrants probation.
 - d. The incident/deficiency warrants review for immediate suspension/dismissal (see Section VI.D).

3. The student will be notified in writing of the decision and a copy of the letter will be forwarded to the dean of the College of Education.

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4. Depending on the nature of the infraction, appropriate SPC personnel may be notified and the student may be subject to the policy outlined in Board of Trustees' Rule 6Hx23-4.33, Student and Student Organization Regulations, and Rule 6Hx23-4.35, Disciplinary Rule.
- B. Probation - If it is determined that probation is appropriate, a new assistance plan will be developed. This may either occur at the Initial Review Meeting, or at a separate meeting called after the Initial Review. If the student refuses to attend a probation meeting, he or she will be subject to suspension or dismissal. If the student needs to reschedule the meeting, he or she must contact the director of Curriculum and Student Success in advance of the meeting with a valid and documented reason for rescheduling.
1. The new assistance plan will build on any previous plans and will outline specific terms and timeframes of the probation.
 - a. If the student refuses to sign the plan, he or she will still be subject to the terms of the plan, but may appeal following SPC's process outlined in Board Rule 6Hx23-4.36, Section I.F, Student Grievances and Appeals.
 - b. A copy of the form is given to every participant at the meeting and forwarded to the dean.
 2. A student's progress in improving deficiencies is monitored by an appropriate COE faculty or staff member (determined at the probation meeting). The student will schedule regular meetings to review progress on items outlined in the assistance plan. At any point during probation, the following actions may be recommended:
 - a. When the student corrects deficiencies in the predetermined knowledge, skills and/or dispositions required by the College of Education within the stated time frame, a letter will be sent to the student indicating that deficiencies have been satisfactorily

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resolved and the student will be removed from probation status.

- b. When the student fails to correct deficiencies in the predetermined knowledge, skills and/or dispositions required by the College of Education within the stated time frame(s), the director of Curriculum and Student Success (or appropriate designee) will convene a meeting with appropriate COE faculty and staff to consider all documentation and testimony, and propose a course of action. This course of action could include a recommendation for suspension or dismissal.

C. Suspension/Dismissal

- 1. When a student is recommended for suspension or dismissal, written notification is sent by certified U.S. mail (with return receipt requested) or personal delivery to the student's last known address setting forth the reasons or grounds for such action. It is the student's responsibility to ensure that SPC has an updated mailing address.
 - a. The student shall be notified that he or she has ten (10) business days from the date the written notification is sent (not the date it is received) to appeal the suspension or dismissal. The student must submit a request for appeal, in writing, to the campus associate provost. The student shall follow the procedures for an appeal set forth in Board Rule 6Hx23-4.36, Student Grievances and Appeals.
 - b. The student's failure to appeal pursuant to said procedure within the stated time frame shall result in an automatic suspension or dismissal and shall constitute a waiver and bar of the student's rights.
 - c. Suspension or dismissal results in an immediate withdrawal from all College of Education courses.

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- d. During suspension or dismissal, the student is ineligible to enroll in any College of Education course.
 - e. Any student who is suspended shall be informed of the deficiencies which must be corrected prior to readmission, and may apply and be considered for re-admission to the program after a suspension for one full session. Any student who is dismissed shall be informed of the deficiencies which must be corrected prior to readmission, and may apply and be considered for readmission to the program after one year (12 months).
 - f. If a student is reinstated into the College of Education after suspension and the deficiency persists, the student will be subject to dismissal.
- D. Immediate Suspension or Dismissal. If evidence is presented by COE or school- district/field experience site personnel that a gross infringement of professional standards occurred which poses an immediate threat to the health, safety or welfare of students or others, the College of Education reserves the right to suspend or dismiss a student immediately. This suspension or dismissal will be subject to an expedited meeting with the person bringing the charge(s), and COE and SPC personnel, to determine the disciplinary action that will take place. The student shall have rights to a formal appeal set forth in Board of Trustees’ Rule 6Hx23-4.36, Student Grievances and Appeals, and may request an immediate hearing if suspended or dismissed.
- E. Students may also be subject to SPC’s collegewide disciplinary process, outlined in these Board of Trustees’ Rules 6Hx23-4.33, Student and Student Organization Regulations, and 6Hx23-4.35, Disciplinary Rule.

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