

Advanced Professional Studies Appeal Process

To: Faculty/Advisors & Students
From: **APS Appeals Committee**
Advanced Professional Studies
717-871-5752 (office)
717-871-2034 (FAX)

Because of failure to meet one or more of the Advanced Professional Studies criteria, students may be blocked from registering for a course. If there are **extenuating circumstances** that result in the inability to meet APS requirements and students/advisors feel they should be admitted to the Advanced Professional Studies course(s), an appeal may be filed by following the procedure listed below.

Instructions to students:

1. During advisement for registration for the coming semester, you and your advisor should carefully review the criteria for admission to Advanced Professional Studies.
2. If you do not meet all of the criteria and you feel that there are **extenuating circumstances** that may warrant your admission to APS classes, you should write a letter of appeal that details your extenuating circumstances and explains how you plan to correct the deficiency(ies)
3. **Use the attached Guidelines for APS Appeals to complete your letter. Please note specific restrictions in each appeal area.**
4. **At the time of registration**, send your letter of appeal to: Appeals Committee, c/o Field Services, Stayer Room 120 or fax it to 717-871-2034. This letter should be sent to the Field Services office during registration even if you think you will meet all requirements prior to the start of the next semester.
5. You should register for other courses for the coming semester if you must maintain full-time status for financial aid or insurance purposes. Please consult your academic advisor.
6. You must complete the Intent to register for APS courses process by completing an APS Eligibility Form. APS Eligibility Forms must be submitted **IN PERSON** to the Field Services office, Room 120 Stayer Hall, in order to complete the review process and to register on the appropriate "**wait list**" for the Advanced Professional Studies course(s). It is imperative that you register on the Intent to register for APS course "**wait list**" for the APS course(s) to be eligible to add APS courses once APS requirements have been met. This does not guarantee admittance to the class(es) if all seats are filled.
7. *If at the end of the semester you meet all APS requirements, the block will be lifted and you will be able to register for the APS course(s), if space permits. There will be no notification sent to you. You should know if you have met the requirements and can then register on your own.*
8. If you have not met all APS requirements by the end of the semester, the appeal will be reviewed and acted upon. **Appeals to take a prerequisite course** (e. g., an English literature or a math class) concurrent with APS classes will be due *3 weeks prior to the end of the current semester.* **(Please contact the office for specific Appeal meeting dates.)** After the committee meets and makes a decision in your case, you will be notified by mail or phone of that decision.
9. Some departments have additional requirements for admittance to specific courses or block of courses. The APS committee deals only with the University-wide APS requirements as listed on the attached sheet. The department chair or other designated person will deal with students who do not meet departmental requirements.

Please understand that appeals are granted at the discretion of the APS Appeals Committee and only in circumstances in which the individual can demonstrate that s/he nearly meets the requirements. Do not expect you will be admitted to APS classes without the required 2.8 gpa. There are No exceptions to the PPST Praxis I requirements or for not submitting Criminal Background Clearances.

Listed below are guidelines you should follow when preparing your APS Appeals letter.

All items listed must be included with your Appeal Letter.

All Appeals Letters

- Explain extenuating circumstance involved in your appeal
- Describe your plan to correct deficiencies
- Provide contact information: Local and permanent address, phone number, and email
- List MU ID Number
- Include a current DARS and an unofficial transcript
- Include "Proof of Registration" for any required coursework

GPA Override (GPA below 3.0)

* Please Note - Effective April 1, 2010, there is no appeal for a GPA lower than 2.80. Students meeting a GPA between 2.8-3.0 will have to visit the Field services office to provide information prior to an override being entered.

- To qualify for a GPA override you must have less than 21 credits remaining until Student Teaching
- To qualify for a GPA override you must have at least a 2.8 current GPA

- Provide current GPA
- List remaining classes required to take in order to graduate
- Receive Praxis scores with GPA deviation chart

Praxis I PPST test scores – There are No exceptions given for Praxis I PPST tests not taken.

* Please note: All passing Praxis results must be received prior to getting an APS approval. There are no exceptions given for not having taken the Praxis I exams.

- Date you registered for the Praxis
- Date of testing

Clearance Appeals

* Please note: There are no exceptions given for not submitting Clearances on time.

**MILLERSVILLE UNIVERSITY CRITERIA FOR
ADVANCED PROFESSIONAL STUDIES (APS) ADMISSION and RETENTION**

The Pennsylvania Department of Education has established requirements for certification to teach in Pennsylvania. To prepare you to meet these requirements, Millersville University has developed criteria for admission to and retention in APS courses. APS standing is conditional upon meeting and maintaining requirements throughout the degree program. APS status is not permanent; it can be revoked.

The criteria for APS Admission and Retention are:

1. The completion of 60 semester hours of credit.
2. A Millersville University minimum cumulative grade point average of 2.8, effective Spring 2010.
3. Qualifying scores* on the Praxis I Pre-Professional Skills Tests (PPST – Reading, Math and Writing) to be submitted by ETS to Millersville University.

*A Qualifying Score is a state required minimum of Reading – 172; Writing – 173; and Math – 173. Or a Qualifying Score is a composite total score of 521 with a minimum score of 169 (Reading), 170 (Writing), and 170 (Math).
4. Favorable faculty recommendations for undergraduate, post baccalaureate and second degree students.
 - By default all students receive favorable recommendation to APS through the dispositions assessment process.
 - An APS “hold” will be placed on any student with new or unresolved disposition concerns.
 - Remediation will follow the established disposition process.
 - The remediation plan must be completed satisfactorily for APS admittance and retention.
5. Satisfactory completion of all requirements for the major degree program, as well as the following:
 - One (1) college-level (3 credits) English writing course (ENGL 110 included)
Students with a score of 600 or above on the SAT II writing subject test taken while in high school may request a 3- credit equivalent from the Associate Dean of Education.
 - One (1) college-level (3 credits) literature course with an English prefix
 - Fundamentals of Speech (COMM 100)
 - Two (2) college-level (6 credits) Mathematics courses
 - Biology majors may count BIOL 375-Biometry as a 3-credit math course.
 - Transfer students who have taken a course that has a significant statistics component may request a waiver from the Associate Dean of Education.
6. Photocopies of satisfactory (no record exists) Act 34 (Criminal Record Check) report, satisfactory (no record exists) Act 151 (Child Abuse History Clearance) report, and satisfactory (no record exists) FBI clearance (fingerprint check) on file with the Field Services Office.

Students who have not yet completed APS requirements, but are in the process of completing requirements prior to their APS semester, must register for those APS course “wait lists” to be eligible to add APS courses once APS requirements have been met. ***In order to be added to the “wait lists” students should take a copy of their current DARS to the Field Services Office, Room 120 Stayer Hall, in order to complete the APS Eligibility process and be included on the “wait lists” for APS courses.***

The criteria for Admission to Student Teaching are:

Register for student teaching one year prior to intended date of student teaching.

1. Grade point average of 2.8 at the time of student teaching. (*** A GPA below 3.0 will require higher scores on Praxis II content exams in order to meet final Certification requirements in PA. Please see the Certification Office for a list of Praxis scores with the GPA deviation.**)
2. Satisfactory dispositions record.
3. A negative TB Tine test must be on file with the Field Services Office.
4. Photocopies of satisfactory (no record exists) Act 34 (Criminal Record Check) report, satisfactory (no record exists) Act 151 (Child Abuse History Clearance) report, and satisfactory (no record exists) FBI clearance (fingerprint check) on file with the Field Services Office.
5. Evidence of having current liability insurance.

All students are encouraged to take Praxis II tests prior to student teaching. Praxis II test scores must be submitted by ETS to Millersville University.

Advanced Professional Studies Courses

The courses representing Advanced Professional Studies in each department with a certification program are listed below. Students may not enroll in these courses until admission to Advanced Professional Studies has been obtained.

Elementary and Early Childhood Education

ELED	325	Teaching Literacy
ELED	340	Teaching of Social Studies
ELED	361	Teaching of Science
ELED	351	Teaching of Mathematics
EDUC	305	Field Experience
EDEL	461	Student Teaching
EDEL	462	Student Teaching

Secondary Education (Foreign Languages, Social Studies, Science, Math and English)

EDSE	321	Issues in Secondary Education
EDFN	330	Instructional Technology, Design, and Assessment
FORL	480	Teaching of Foreign Languages in the Secondary School
EDSE	433	Teaching of Social Studies in the Secondary School
EDSE	435	Teaching of Science in the Secondary School
MATH	405	Teaching of Mathematics in the Secondary School
ENGL	488	Teaching of English in the Secondary School
EDEN	461	Student Teaching (English)
EDEN	462	Student Teaching (English)
EDFL	461	Student Teaching (Foreign Language)
EDFL	462	Student Teaching (Foreign Language)
EDMA	461	Student Teaching (Math)
EDMA	462	Student Teaching (Math)
EDSC	461	Student Teaching (Science)
EDSC	462	Student Teaching (Science)
EDSS	461	Student Teaching (Social Studies)
EDSS	462	Student Teaching (Social Studies)
EDFN	530	Instructional Technology, Design, and Assessment (Graduate Level)
EDFN	561	Student Teaching (Graduate Level)
EDFN	560	Post Bac Professional Bloc
EDFN	562	Student Teaching Post Bac

Art Education

ART	322	Child Development in the Visual Arts
ART	325	Methodology and Pedagogy for Art
ART	426	Art Curriculum Design and Application
EDAR	461	Student Teaching
EDAR	462	Student Teaching

Music Education

MUSI	372	Middle and Secondary School Methods
MUSI	373	Instrumental Methods
EDMU	461	Student Teaching
EDMU	462	Student Teaching
EDMU	561	Student Teaching (Graduate Level)

Technology Education

EDSE	321	Issues in Secondary Education
EDTE	391	Curriculum and Instruction in Technology Education
EDTE	491	Seminar in Technology Education
EDTE	461	Student Teaching
EDTE	462	Intern Teaching

Special Education

SPED	325	Principles of Behavior Management
SPED	328	Formal & Information Assessment in Special Education
SPED	431	Prescriptive Teaching for Severely Handicapped
SPED	432	Curriculum & Methods for Mildly / Moderately Handicapped
SPED	434	Transition Planning and Secondary Programming for Individuals with Disabilities
SPED	433	Current Issues in Special Education
SPED	436	Individual Programming & Instructional Management for Mildly/Moderately Handicapped
EDSP	461	Student Teaching
EDSP	462	Student Teaching
EDSP	561	Student Teaching (Graduate Level)
EDSP	562	Student Teaching (Graduate Level)