

OVERVIEW

The mission of the Indiana University Southeast School of Education is to develop high quality, caring professionals who are leaders in the continuous transformation of schools within a diverse society. These four themes are included in the course content and assessment of the M.S. in Elementary and Secondary Education Program.

The Graduate Studies program follows the propositions outlined in the National Board of Professional Teaching Standards (NBPTS) and includes performance-based assessment for the five NBPTS categories (Education Division Approval 12/98):

- Teachers are committed to students and their learning.
- Teachers know the subjects they teach and how to teach those subjects to students.
- Teachers are responsible for managing and monitoring student learning.
- Teachers think systematically about their practice and learn from experiences.
- Teachers are members of learning communities.

<http://www.nbpts.org/standards/stds.cfm>

The Master's in Elementary and Secondary Education is intended for the practicing educator who holds or is eligible for a teaching license. The M.S. in Elementary and Secondary Education Program does not lead to initial licensing. Candidates who do not hold a full license to teach do not qualify for the M.S. in Elementary and Secondary Education Program. Candidates in the M.S. in Elementary may complete coursework to add licensing areas to an existing license (see Licensing section). Further information can be found in the *IU Southeast Bulletin* online at <http://www.ius.edu/Bulletin/>.

Interested individuals who do not hold a current license to teach should check the IUS School of Education Transition to Teaching and/or Counseling websites for eligibility requirements for these programs. Also note that Transition to Teaching and Counseling candidates may not switch to the M.S. in Elementary and Secondary Education program without first meeting its admission requirements. It is the applicant's responsibility to re-apply for the Master's program after being admitted in the 'non-degree status' and submit a copy of the renewed license along with the appropriate application materials to be readmitted as a 'degree-seeking' student.

All program candidates are responsible for understanding and following the *Code of Student Rights, Responsibilities, and Conduct* online at <http://dsa.indiana.edu/Code/index.html> and the School of Education Dispositions (adopted spring 2000). These policies address rights and responsibilities including academic misconduct such as plagiarism, as well as individual rights regarding grievances.

PROGRAM REQUIREMENTS **for the M.S. in Elementary and Secondary Education**

How does one apply for the M.S. in Elementary or Secondary Education Program?

Applicants interested in the M.S. in Elementary and Secondary Education program should attend a group advising session to obtain the appropriate application materials. Advising session dates are posted and updated on the website. Applicants to the M.S. program should complete the scannable forms (using #2 pencil) distributed at the group advising sessions. Applicants submit the following items along with the application:

- A \$35 application fee
- A copy of current teaching license or statement of eligibility (emergency license is not acceptable)
- Official transcripts of all undergraduate and graduate coursework completed at any institution other than an Indiana University campus. No transcripts are needed for coursework taken at Indiana University campuses. (2.5 GPA for all undergraduate coursework, 3.0 GPA for all graduate coursework completed prior to admission.)
- Self-assessment disposition forms completed
- Goal statements (3-5) completed
- Demographic information form (on current teaching employment) completed
- Applicant's Checklist (green sheet) signed and dated by advising session Graduate Advisor

- All materials should be delivered or sent in one mailing to: School of Education, Student Records, HH0023, IU Southeast, 4201 Grant Line Road, New Albany, IN 47150-6405. The application process must be completed before registering for coursework. **Complete applications are reviewed on the following dates: October 1, March 1, June 1, and August 1.** Written notification of admission is usually completed within several weeks of these deadlines. At a later date to be announced, all new applicants will be required to complete an online application in addition to providing the above documentation. **RETAIN COPIES OF ALL DOCUMENTS SUBMITTED.**

How is residency status determined?

For tuition and fee purposes, students are considered residents of Indiana if they have lived in the state for a continual period of at least one year immediately prior to the first semester they attend IU Southeast. In addition, an agreement grants “reciprocity” to residents of Bullitt, Jefferson, Oldham, and Trimble counties in Kentucky (under the same guidelines as Indiana residency requirements). For updates on the status of the reciprocity agreement, please refer to the Bursar’s website: <http://www.ius.edu/bursar/>.

How is eligibility for Financial Assistance determined?

In order to be eligible for most forms of aid, an applicant must be accepted for regular admission to IUS as a degree-seeking student and be enrolled in classes at least half-time (4 credits). IUS offers a number of merit- and need-based awards to deserving students. A full list of scholarships is available from the Office of Admissions, the Office of Student Financial Assistance, or the IUS financial website <http://www.ius.edu/financialaid/>. Anyone seeking financial assistance should check with that office before beginning coursework.

What are the IUS regulations regarding criminal backgrounds?

Pursuant to campus and school policy, no student convicted of a sex offense against children shall be eligible for School of Education coursework or programs. Details of the policy can be found in the school office. In addition, students enrolled in courses with field experience components who are not employed by the participating district/corporation may be required to submit a criminal background check prior to their work in that district/corporation.

How is registration for coursework after admission to the program accomplished?

Check the *Schedule of Classes* for applicable registration dates. Course offerings, registration, financial information, and student records can be accessed through www.onestart.iu.edu. At designated times staff assistance with the online registration is also available on the first floor of University Center. Registration requires the use of your IU network ID and password (visit the Account Management System at <https://itaccounts.iu.edu/skit> or contact the IUS Help Desk at 941-2447 for assistance). For courses requiring the instructor’s permission (noted as “PERM” in the *Schedule*), requests must be processed **before** registering.

NOTE: Indiana State Law requires Indiana University to inform students of the risks of Meningococcal disease, commonly known as meningitis, and the benefits of getting a vaccination. Students must read the attached information at www.ius.edu/registrar and submit that they have done so and understand this information before registering for classes.

What is a Rain Check?

Rain checks can be obtained from the School of Education office through the end of the second week of classes and will guarantee enrollment in any section of the course for the next semester the course is offered. **CONDITION:** The rain check must be presented at the Registrar’s Office before the next registration period, during the week specified in the *Schedule of Classes*.

What are the requirements for the M.S. in Elementary and Secondary Education program?

The M.S. in Elementary and Secondary Education is a 36-hour, performance-based assessment program. Performance of candidate work is reviewed at admission, upon completion of 18 and 30 hours of graduate work, and at the completion of all requirements for the M.S. degree. The program includes assessment of professional dispositions and completion of a 'Teacher as Researcher' inquiry project. Unless adding other licensing areas, candidates complete field-based assignments in their place of school employment.

1. **Basic Core Course Component** – The Basic Course Component are four (12 hours):

EDUC H520	Education and Social Issues (3)
EDUC P507	Testing in the Classroom (3) (Effective January 2007, EDUC P407 may NOT be used to replace P507.)
EDUC P510	Psychology in Teaching (3)
EDUC J500	Instruction in the Context of Curriculum (3) E535 or S503 can replace J500 if taken prior to summer 2002.

Three of these courses (9 credits) are prerequisites to most other courses in the Master's degree program. H520, P510 and P507 **must** be taken within the first 18 credit hours unless a Petition for Exception has been approved. A grade of B (3.0) or higher is required in all of these courses. (Please note: A grade of "B-" is a 2.7, and will not meet the requirement).

It is strongly recommended that the required course J500 (Instruction in the Context of Curriculum) be taken after the first 21 hours and before the completion of 30 hours. This course will assist in the preparation of the Teacher as Researcher paper (TAR) to be submitted for SDP III.

NOTE: Candidates must successfully complete Summative Decision Point II after completing three of the Basic Core Courses (H520, P510 & P507) and no later than 18 hours in the program or have an approved petition for exception on file.

2. **Education Component** – The Education Content courses (9 hours) are selected from the following courses. A grade of B (3.0) or higher is required in all courses in this component (please note that "B-" is a 2.7 and will not meet the requirement).

EDUC A500	Introduction to Educational Leadership (3)
EDUC A510	School Community Relations (3)
EDUC A608	Legal Perspectives on Education (3)
EDUC E506	Curriculum in Early Childhood Education (3)
EDUC E545	Advanced Study of the Teaching of Reading in the Elementary School (3)
EDUC E547	Advanced Study of the Teaching of Social Studies in the Elementary School (3)
EDUC E548	Advanced Study of the Teaching of Science in the Elementary School (3)
EDUC G500	Orientation to Counseling (3) (formerly G502)
EDUC K505	Introduction to Special Education (3) (Not for those with K205)
EDUC L535	Teaching Adolescent Literature
EDUC L559	Trade Books and the Teacher
EDUC N523	Workshop in Early Elementary Mathematics
EDUC N524	Workshop in Junior/Senior High School Mathematics
EDUC N543	Adv. Study Teaching Mathematics
EDUC P515	Child Development (3)
EDUC P516	Adolescent Behavior and Development (3)
EDUC P570	Managing Classroom Behavior (3), OR
EDUC K553	Management of Academic and Social Behavior (3)
EDUC R531	Computers in Education (3)
EDUC S505	Junior High/Middle School (3)
EDUC S514	Advanced Study of Teaching Reading in the Jr. High and Secondary School (3)
EDUC S518	Advanced Study in the Teaching of Secondary School Science (3)
EDUC S519	Advanced Study in the Teaching of Secondary School Social Studies (3)

EDUC W540 Computer-Based Teaching Methods
EDUC W551 Education & Psychology of the Gifted and Talented

Courses also accepted if taken prior to Fall 2001: A508, J511, P501, G502

Courses also accepted if taken prior to Spring 2005: E508, N517, E533, S533

3. **Cognate Component** – The Cognate coursework (6 hours) is selected from graduate coursework related to the candidate's teaching specialty or designed to professionalize the teaching major. Secondary majors should confer with program advisors and refer to list of acceptable courses for the cognate area available every semester. Elementary majors will choose advanced methods (usually designated E, X, N, L, W). A special education major may use special education courses that carry graduate credit with approval from the Special Education coordinator.
4. **Electives** – The Elective coursework (9 credit hours) is selected from graduate courses and/or certain undergraduate courses with the approval of the Coordinator of Graduate Studies. Candidates may use these courses toward professionalization of teaching areas.

What is a Petition for Exception?

Any exceptions to established academic guidelines (for example, the transfer of hours from another institution) must be petitioned. The Petition for Exception for the M.S. is embedded in further on this document and is also available in the pamphlet rack near the Main Office at HH0020. Please refer to the second page of the form for the complete appeals process.

What guidelines must be followed to complete the M.S. in Elementary and Secondary degree?

- Progress is reviewed by assigned School of Education faculty at three points in your program:
 - At no later than 18 hours into the program at the completion of three of the core courses (SDP II).
 - At no later than 30 hours into the program (SDP III should be submitted by then) and before the final six hours are completed.
 - At the conclusion of the 36-hour program (SDP IV).

NOTE: A scannable form must accompany all written documentation related to the Summative Decision Points (SDP) and can be obtained from the assigned Assessment Advisor or the Coordinator of Graduate Studies. It is the responsibility of the candidate to submit the required documentation for review at the designated times in the program. Failure to comply could result in delays or termination of the program.

- Changes in program requirements may be approved following issue of the *IU Southeast Bulletin* or this handbook. Program candidates are responsible for staying abreast of modifications or changes in program requirements. Meeting with graduate advisors once per semester is strongly recommended.
- Once admitted, if there is a gap of one year or more in your coursework, you may be subject to any new program guidelines established after your program began.
- You must complete a minimum of 36 credit hours of approved credit, including a minimum of 21 hours in Education courses.
- All coursework toward the degree must be completed within 6 calendar years from the date of completion of the first course that is to be used toward the degree. For example, Fall 2006 would be the deadline for successfully completing coursework when the first course was taken in the Fall of 2000. Courses older than 6 years will "expire" and must be retaken or petitioned for an exception in cases such as a move from the area, illness, etc. A Revalidation Policy has been approved effective 3/15/2006 for outdated courses; guidelines are embedded further on in this document and may be also obtained from graduate advisors.
- Under certain conditions, a secondary education major may apply approved undergraduate coursework (300-400 level) to the graduate program if that course is deemed appropriate for meeting the professional objectives. It must be petitioned and have the approval of the Coordinator of Graduate Studies prior to enrolling in these courses. Graduate students may be expected to meet additional requirements when taking 300 or 400 level courses. (Refer to point 3. "Cognate Component")

- Workshop credit: 9 hrs. off-campus plus 6 hrs. on-campus (carrying a letter grade) may be applied to elective and/or cognate courses* (total 15 hrs.; 6 hrs. must have a letter grade).
*Please check with a graduate program advisor regarding approval of coursework to fulfill the cognate requirement.
- All coursework transferred from other accredited graduate institutions must be approved prior to enrollment in the course by the Coordinator of Graduate Studies or designee. Failure to receive prior approval may result in the course not being accepted. Coursework that is not judged appropriate to the degree, coursework graded below a B (3.0 on a 4.0 scale), or coursework that falls outside the 6-year completion rule will not be accepted. Up to 6 credit hours of acceptable coursework from an accredited graduate institution may be allowed toward the degree. Up to 15 credit hours of coursework taken through any of the eight campuses of IU may be allowed, provided the courses being transferred are appropriate for the degree and meet the above guidelines.
- No course work taken by correspondence study or by testing will be accepted toward the degree.
- The recommended course load for graduate students is no more than 6 credit hours per semester.
- Effective Fall 2005, no more than 9 hours of graduate coursework taken prior to admission to the Master's program at IUS will be counted towards the degree.

What about grades and grading policy?

- A cumulative GPA of 3.0 must be maintained in all coursework and applied toward a Master's of Science in Education degree, including any coursework transferred from another institution.
- You must have a B or higher in all Basic and Education Content coursework or retake the coursework.
- Instructors have the option of awarding final grades of plus and minus as well as straight letter grades. Plus and minus grades have numerical weights, which will be used to compute a student's cumulative grade average. Note that B- is equivalent to 2.7 and falls below the 3.0 requirement. Check the *Schedule of Classes* weights.

What is a grade of Incomplete?

Only under certain conditions are faculty permitted to give a grade of incomplete at the conclusion of a course. When these conditions are met, instructors will indicate a specific time in which the completion of course requirements is expected. The time limit enforced by the university for the removal of an Incomplete grade is one calendar year from the time the grade was recorded. Incomplete grades not removed within one calendar year are changed to "F." See Incomplete Grade Removal Policy in *Schedule of Classes* for further details. Graduate students are not permitted to "FX" Coursework.

Is it possible to check if records have been updated?

IU students may access their records at www.onestart.iu.edu; access requires an IU network ID and password (contact the IUS Help Desk at 941-2447 for assistance). Questions about record updating should be directed to the Record's Office at 941-2388.

How is the school notified of forthcoming graduation?

Complete and submit an Application for Degree form (available from the Student Records Office in HH0023) and request documentation for Summative Decision Point IV from the Coordinator of Graduate Studies. The Application for Degree should be submitted no later than six months prior to graduation. The Records Office will verify your eligibility to graduate and notify you if discrepancies exist.

How do commencement ceremony dates correspond with program completion dates?

IU Southeast holds one commencement ceremony each May for December prior graduates, May graduates, and those students anticipating August graduation. If you wish to participate in the May ceremony, you must declare your intent to participate by February 1 to meet the deadline for inclusion in the commencement program brochure. Contact the bookstore for cap and gown information.

What if special accommodations are necessary?

If you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with the Disability Services Office. The office is located in the Academic Success Center, UC South Room 006. Phone is 941-2243. To receive academic accommodations, please obtain the proper forms from Disability Services and meet with coordinator, Hannah Wallace, at the beginning of the semester.

What if a class is cancelled due to bad weather?

Any decision to cancel or delay classes is made as early as possible and we immediately begin the process of notifying all of the local TV stations and WHAS radio. We have no control over when the media announce the decision. We also post a notice on the campus website and a message on the campus phone system (812-941-2567 or 812-941-2662). We do not coordinate our decisions with those of area school corporations. However, if we have a class that meets in a school corporation building and that school is closed, the class will not meet, even if the IU Southeast campus is open. When classes on campus are cancelled, all off-campus classes are also cancelled. A decision to cancel evening classes includes any class that starts before 6PM but is still in session at 6PM, as well as any class that starts at 6PM or thereafter.

Submit to:
Elementary – Jane Riehl, Secondary – Jim Clements
School of Education, IUS, 4201 Grant Line Road, HH0020B
New Albany, IN 47150

Office Use Only

Copy Mailed to Student _____

Original to student file _____

IUS SCHOOL OF EDUCATION GRADUATE STUDIES

Academic Petitions for Exceptions Faculty and Program Decisions

Date _____

Name _____ Univ. ID # _____

Address _____

Street Address

City

State

Zip

Telephone/s _____ Preferred time to call _____

Email _____

Graduate Program(s) _____ Elementary _____ Secondary _____ Ed Leadership _____

Area/Endorsement (if applicable) _____

Circle A, B, or C below to designate the type of petition you are submitting. Complete one form for each course or action you are petitioning. Please refer to the back of this sheet for due process procedures.

A. Course Substitutions: Attach course description (syllabus or catalog description) and any additional information you wish to provide. Prior approval should be obtained for future coursework that will be taken at other institutions. Petitions for coursework already taken must be accompanied by an official transcript. Up to 6 credit hours of acceptable coursework (with a grade of B (3.0) or higher) from an accredited graduate institution may be allowed toward a degree (up to 15 hours from IU campuses) if appropriate for degree program. No more than 9 hours of workshop credit can be used on your Master's program. All coursework must be completed within the 6-year rule.

Course Number/Title _____ Grade (if completed) _____

Credit Hours _____ Institution _____ Semester/year _____

Substitution petitioned for (check one)

_____ Basic Course Component (equivalent IUS course _____)

_____ Education Component (equivalent IUS course _____)

_____ Cognate Component

_____ Elective Component

_____ (Other) Program Requirement

B. Appeal of Course Grade, Summative Decision Point or Field Placement Issue: Attach a one-page statement describing the decision you wish to appeal and the steps you have already taken to resolve the issue. Include pertinent dates and rationale.

C. Expired Coursework. Attach a one-page statement if you are petitioning to bring an expired course onto your current program. Indicate the date the course was taken and why you believe you should be exempt from taking a current course to replace it.

To be completed by appropriate Graduate Coordinator (or designee): The following action has been taken regarding your petition. Please refer to the Petition for Exceptions Guidelines if you would like to take further action.

Approved _____

Not Approved _____

Comments _____

Date _____ Signature _____

APPEAL PROCESS OF GRADUATE STUDIES IN EDUCATION

Petition for Exceptions Guidelines

The following procedures cover Elementary and Secondary Graduate Education, Counseling, and School Administrators' and Supervisors' Certificate programs. Complete the Petition for Exceptions form and provide any additional information relevant to the petition. The petition cannot be reviewed until all requested information has been provided. Please discuss issues related to particular courses with the appropriate instructor.

Step One – Petition Reviewed by Program Coordinator (or Designee)

The petition will be reviewed by the Program Coordinator. The Program Coordinator will provide written notification of the decision to the student within 10 working days after all relevant information has been provided. A petition request that is not within the Regulations Governing the Graduate Program as stated in the Indiana University Southeast Bulletin will be forwarded by the Program Coordinator to the Graduate Studies Team for review.

Step Two – Petition Forwarded to Graduate Studies Team (MEST)

The coordinator (or designee) in Step 1 may also forward a proposal to the MEST. The student may submit a letter of appeal to the Graduate Studies Team within 10 days of notification. The Graduate Studies Team is composed of IUS Division of Education faculty members who represent various graduate studies programs. Meetings are held monthly during the academic year and less frequently during summer sessions. The student will be notified regarding the next scheduled Graduate Studies Team meeting and given the opportunity to appear before the team for a 5 minute petition presentation. A majority vote ruling will be made by the Graduate Studies Team. The Graduate Studies Coordinator will provide written notification of the decision to the student within 10 working days after all relevant information has been provided. The Dean of Education will receive a copy of the decision but take no action.

Step Three – Student Petition Appeal to Dean of Education

If the student disagrees with the decision of the Graduate Studies Team, the student may submit a letter of appeal to the Dean of Education within 10 working days of notification. The letter of appeal should be addressed to:

Dean of Education, Hillside Hall 0020, Indiana University Southeast, 4201 Grant Line Road,
New Albany, IN 47150

The Dean of Education will provide written notification of the decision to the student within 10 working days after all relevant information has been provided.

Step Four – Student Petition Appeal to Vice Chancellor of Academic Affairs

If the student disagrees with the decision of the Dean of Education, the student may submit a letter of appeal to the Vice Chancellor of Academic Affairs within 10 working days of notification. The letter of appeal should be addressed to:

Vice Chancellor of Academic Affairs, US 152A, Indiana University Southeast, 4201 Grant Line
Road, New Albany, IN 47150

The Vice Chancellor of Academic Affairs will provide written notification of the decision to the student within 10 working days after all relevant information has been provided. The Dean of Education will receive a copy of the decision.

Step Five – Student Petition Appeal to Chancellor

If the student disagrees with the decision of the Vice Chancellor of Academic Affairs, the student may submit a letter of appeal to the Chancellor of Indiana University Southeast within 10 working days of notification. The letter of appeal should be addressed to: Chancellor, US 156, Indiana University Southeast, 4201 Grant Line Road, New Albany, IN 47150. The Chancellor will provide written notification of the decision to the student within 10 working days after all relevant information has been provided. The Dean of Education will receive a copy.

COURSE REVALIDATION

Coursework used in graduate degree programs must be current or it must be revalidated. Revalidation is a process whereby a candidate demonstrates up-to-date knowledge of course material that was not taken recently.

1. Coursework over six (6) years old must be revalidated. The six years is counted back from the completion of program coursework. Courses over twenty (20) years old may not be used for graduate programs.
2. The revalidation of coursework is made by an Indiana University faculty member responsible for teaching the type of course that is being revalidated. The revalidating faculty member will write a recommendation, which will be submitted for approval of the Graduate Studies Coordinator.
 - The revalidating faculty member must be personally convinced, based upon presented evidence, that the candidate has current mastery of basic course concepts and principles.
 - If the course instructor is not available, a faculty member in the same program specialization area may be substituted.
 - Permission to use a part-time faculty member or a faculty member of another university for course revalidation must be requested to the Graduate Studies Coordinator.
3. To seek revalidation of a course, the candidate must submit to the Graduate Studies Coordinator evidence pertaining to one of more of the following:
 - 3.1. The candidate currently teaches a comparable course.
 - 3.2. The candidate has published or presented scholarly research that demonstrates substantial knowledge of the course content and understanding of fundamental principles taught in the course.
 - 3.3. The candidate presents evidence of extensive professional experience that requires the application of material taught in the course.
 - 3.4. The candidate undertakes a review of current research in the course subject of concern and writes a paper that demonstrates serious effort to regain currency in that subject.
 - 3.5. The candidate has attended in the past six years substantial professional development events in the subject of the course and submits a one-page reflection on how the new knowledge relates to the course content to be revalidated.
4. In lieu of revalidation, a candidate may petition for courses older than six years to be counted; however, this is limited to extreme circumstances only, such as a serious illness.
5. The Graduate Studies Team has the right to limit the amount of old coursework to be included in graduate programs. In any case, no more than three courses will be accepted.
6. Revalidation must also comply with other program and bulletin guidelines.
7. This policy will apply to candidates accepted into the Elementary/Secondary Master's in Education program after 3/15/2006. Candidates accepted into the program prior to 3/15/2006 may elect to use the revalidation process, or continue to submit petitions for exception for expired coursework.

ASSESSMENT

The below guidelines are applicable for candidates admitted beginning August 2002. The performance-based assessment reviews candidate progress towards meeting standards at four points during the program. Check with your Assessment Advisor or Coordinator of Graduate Studies for most recent assessment evaluation rubrics before completing each assessment documentation. Submit the appropriate scannable form with each summative decision point review. Petition for any exceptions to this should be approved and on file with the SOE Graduate Studies Office. Failure to do so could result in delays or discontinuation of program completion.

Assessment Advisors (based on first letter of the candidate's last name)

<u>Name</u>	<u>Advisor</u>	<u>Office</u>	<u>Telephone</u>	<u>Email</u>
A – C; K – L	Carolyn Babione	HH0028	941.2594	cbabione@ius.edu
D – J; M	Faye Camahalan	HH0005	941.2136	fcamahal@ius.edu
N – Z	Amy Freyn	HH0009	941.2354	afreyn@ius.edu

Summative Decision Point I

SDPI is the admission process and acceptance as a program candidate. Candidates self-assess dispositions and establish professional goals for the program of studies, which should be reviewed periodically by the candidate.

Summative Decision Point II

SDP II is reviewed at the completion of three of the four core courses, no later than 18 hours into the program.

1. Complete standards measured through core courses (H520, P507, P510).
2. Maintain a 3.0 grade in each course.

It is the responsibility of the candidate to seek a Rain Check when courses are closed to ensure that the SDP II review is completed no later than 18 hours into the program. File a Petition for Exception if the SDP II review will be delayed due to additional licensing requirements.

Guidelines for Summative Decision Point II Writing

(MEST Approved Revision 9/2/04, 10/28/04)

Effective Fall 2004 (updated Fall 2006, effective Fall 07), three core courses (H520, P507 & P510) will include a writing project that is aligned to one or more of the dispositions and National Board Certification (NBC) standards.

- A SDP II Self-Assessment Disposition writing assignment is included on the syllabus requirements for each core course (no more than 20% of the final grade).
- The SDP II course assessment is evaluated by the core course instructor using a standard rubric established for each course.
- The Self-Assessment Disposition writing sample and the scored rubric is submitted by the instructor to the SOE Graduate Studies Coordinator at the end of the semester for each candidate. Candidates must make sure that both pieces are returned to instructor.
- The Self-Assessment Disposition writing sample and scored rubric is filed in the candidate's records until completion of 3 of the 4 core courses (H520, P507, & P510). (Instructors and candidates should keep a copy of the candidate's work for their own files should the backup copy be needed.)
- The SOE Database Coordinator compiles the rubric scores and grades (3.0 or higher required for core courses to show evidence of meeting program standards), and reports to Graduate Studies Coordinator if a candidate is not meeting expected scores. Acceptable Self-Assessment Disposition writing scores are:
 - H520 13 points or higher
 - P507 34 points or higher
 - P510 34 points or higher
- Any candidate not obtaining the acceptable score will have to re-submit a writing piece to the respective instructor within timelines for completion. Failure to meet this requirement will result in the candidate's referral to the MEST Evaluation Team (2 Graduate Studies faculty members) for a remediation plan that may entail additional writing, additional coursework, etc. along with timelines for completion.

- The candidate will be notified of the decision and apprised of due process procedures.

Note: Candidates who have taken core coursework prior to Fall 2004 should check with their Assessment Advisor for guidelines for SDP II review.

Summative Decision Point III

SDP III is a cap-stone 'Teacher as Researcher' project conducted as a clinical experience most often completed in the building where the educator is employed. The candidate is not required to seek approval for the study from the campus Human Subjects Review unless the study is intended to be published or presented outside the university setting. The Teacher as Researcher project includes a problem statement, literature review, documentation of teaching, analysis of video, documentation of assessment measures used, and self-reflection. If a candidate is pursuing an additional teaching content area to the license (such as reading, gifted and talented, computer education) the SDP III should describe a study pertinent to this new license area, when appropriate to do so. The SDP III scannable form should be used as a guideline and rubric for the writing and is used for the blind-review process of evaluation. The SDP III guidelines scannable form may be obtained from the respective assigned Assessment Advisor during a specific advising session for the research project or from the J500 instructor. SDP III should be completed no later than 30 hours into the program. Check for specific submission deadlines for SDP III, available on the website and in the information sheet on Summative Decision Point Advising, which is regularly updated. Depending on the blind review of the research paper, candidates may be requested to re-submit their work up to two times.

Summative Decision Point IV

SDP IV is the final review to ensure that all program standards and assessments have been satisfactorily met. The Application for Degree should be filed with the Records Office no later than six months prior to graduation. The SDP IV paperwork should be completed in the last semester of graduate coursework leading to the degree.

1. Finishing all required coursework
2. Dispositions forms completed
3. Growth statement on dispositions submitted *
4. Growth statement on goals submitted*
5. Application for Degree on File (6 months before expected graduation date)
6. Demographic information sheet submitted

* Self-assessment from documents submitted with the admission application to the Program (SDP I). If you have not these documents in your files, the Graduate Studies Office will provide you with the respective copy.

IUS SOE
SUMMATIVE DECISION POINTS
GRADUATE STUDIES – M.S. in ELEMENTARY AND SECONDARY EDUCATION

Updated January 2007

Summative Assessment Point	Assessment Forms/ Criteria	Communication to Student
<p>I. Admission to M.S. in Elementary and Secondary Education.</p>	<ul style="list-style-type: none"> • Hold a bachelor's degree from an accredited institution. • Hold, or be eligible for, teacher license. • Have a minimum GPA of 2.5 on a 4.0 scale in all undergraduate course work and have at least a 3.0 GPA on a 4.0 scale in all graduate course work. • Complete Disposition and Goal Statements. • Has attended Advising Session 	<ul style="list-style-type: none"> • Letter of admission or denial.
<p>II. Completion of Core Courses.</p>	<ul style="list-style-type: none"> • Completion of Core Courses (H520, P507, P510) no more than 18 hours into program. • Complete SDP II writing at acceptable level, embedded in core courses in Fall 04. • Grade of 3.0 or higher in each course. • Submit SDP II for program review. 	<ul style="list-style-type: none"> • If needed, notification of deficiency and remediation requirements.
<p>III. Completion of Design-Based Teacher Research.</p>	<ul style="list-style-type: none"> • Take J500 no later than 30 hours in program. • Submit SDP III research project at acceptable level. 	<ul style="list-style-type: none"> • Notice of satisfactory completion or deficiency in project and remediation requirement.
<p>IV. Exit Graduation.</p>	<ul style="list-style-type: none"> • Complete a minimum of 36 credit hours of approved credit, including a minimum of 21 credit hours of education courses. • Satisfactory Completion of SDP II and SDP III, and meeting all program standards. • A cumulative GPA of 3.0 maintained in all course work (including graduate courses) taken after completion of the bachelor's degree and applied toward a Master of Science in Education degree. • All course work to be applied toward the degree completed within six calendar years from the date of the completion of the first course that is to be used toward the degree. • Compliance to additional requirements as listed in the IUS Bulletin. • Completion of reflective writing on goals and dispositions (SDP IV). 	<ul style="list-style-type: none"> • Confirm all graduation requirements with candidate.

FIELD EXPERIENCES

Field experience and clinical practice for the M.S. in Elementary and Secondary Education program are generally, but not exclusively completed in the school of employment. Field assignments are included in coursework and evaluated by the course instructor and used for determining course grades. The SDP III 'Teacher as Researcher' project is evaluated through a blind-review process by assigned graduate studies faculty and is used for determining completion of SDP III requirements. Additional licensing areas may require more clinical experiences to meet program and state licensing requirements.

LICENSURE

Program candidates may complete coursework for additional licensing areas (such as educational leadership, reading, gifted education, computer education, junior high, special education, or kindergarten), a second teaching field, or to renew an existing license. Check with the appropriate program coordinators or graduate advisors for advising session dates and/or additional requirements. Some of the specific course requirements for adding new licensing areas may be applied to the Master's program.

Should you want additional information regarding programs, please contact the following people:

Carolyn Babione	HH0028	941-2594	Gifted and Talented Education; Assessment Advisor
Faye Camahalan	HH0005	941-2136	Assessment Advisor
Jim Clements	HH0027	941-2593	Graduate Program Advisor (Secondary) and Licensing Advisor
Robin Fankhauser	HH0007	941-2301	Educational Leadership Coordinator
Teesue Fields	HH0004	941-2658	Counseling Coordinator
Amy Freyn	HH0009	941-2354	Assessment Advisor
Magdalena Herdoíza- Estévez	HH0020B	941-2302	Graduate Studies Coordinator
Gloria Murray	HH0020A	941-2448	School of Education Dean
Gary Pinkston	HH0015	941-2183	Computer Education
Susan Ridout	HH0012	941-2367	Reading Licensing
Jane Riehl	HH0031	941-2449	Graduate Program Advisor (Elementary) and Licensing Advisor
Catherine Shea	HH0010	941-2466	Special Education Coordinator
Mary Ann Wild	HH0023	941-2388	Student Records Specialist

**Indiana University Southeast
School of Education
Elementary and Secondary Education MSED Program
Remediation/Probationary Policy**

Occasionally candidates admitted to the Master's in Elementary and Secondary Education program fail to meet the minimum program standards. These standards may be in either the areas of academic or professional performance requirements. In an effort to notify and assist candidates who fail to meet minimum standards, the Indiana University Southeast School of Education elementary and secondary MSED program team may place such candidates on probationary status.

The reasons for which candidates will be placed on probationary status may include but are not limited to the following:

- Failure to satisfy requirements of any summative decision point:
SDP I – candidate successfully appeals to program team to be admitted without GPA requirement or license requirement.
- SDP II – candidate receives a score lower than the minimal scores for each core course: H520 (13 points), P507 (34 points), P510 (34 points).
- SDP III – candidate receives less than 'complete' rating after complying with clarification writing request.
- Failure to conduct oneself in an appropriate professional manner as highlighted in the IUS School of Education Dispositions.
- Failure to meet reasonable standards of ethical behavior that may be required by their area of concentration and its related professional organizations' ethical standards.
- Failure to meet the expectations of professional, ethical or behavioral standards resulting in formal conviction in a local, state or federal court or judicial system.

Probationary Procedures

Any faculty member assigned to teach in the Master's in Elementary and Secondary Education Program may bring a concern to the Program Coordinator or Program Team regarding the progress of a candidate prior to the coordinator meeting with the candidate. The Program Team will review the case with appropriate documentation.

Once the concern is identified and discussed by Elementary and Secondary MSED program team, the Coordinator and a designated faculty member will meet with the candidate for the purpose of documenting the concern with the candidate. The Program Team will discuss the case at the next monthly meeting (at least 3/4 of team must be present to review) regarding the development of a Remediation Plan (RP). The team will also decide the candidate's status at that time (i.e. continue conditionally, continue on probation, defer continuation until a later date, or deny continuation). The candidate will be informed of the meeting and provided an opportunity to make a 10-minute presentation to MEST regarding the situation in question.

Should the team approve a remediation plan (RP), it will include:

- A specific description of the deficiencies as described by the MEST review.
- A set of objectives, a method of measurement, and activities for the candidate to correct the deficiencies.
- A specific timeline for achieving the objectives, and activities, and
- A description of support and assistance to be provided by the School of Education to help the candidate be successful.

Note: A candidate may not be placed on probation more than once during the candidate's enrollment in the IUS School of Education program. If there is cause for more than one probationary period, the candidate will be suspended from the program for a minimum of one (1) year and/or other actions as decided by the MEST.

The candidate will be given an opportunity to meet with the Coordinator to review and sign the plan. The Remediation Plan (RP) will be filed in candidate's record until completed. The candidate will work with the Coordinator of the Elementary and Secondary MSED program or designee and another faculty member to complete the remediation process. If there is a concern about the actions and/or form of assistance the candidate receives, the candidate may appear before the program team to discuss the additional concern(s).

The program team will review the candidate's progress in order to take the candidate off probationary status. No record of the probationary period will be reflected in the candidate's permanent record if the Remediation Plan (RP) is successfully completed. However, if the problem is not corrected within the timeline contained in the Remediation Plan (RP), the program team will take one of the following actions (at least 3/4 of team must be present):

- MEST may terminate the candidate from the Master's program after a comprehensive review.
- MEST may require that the candidate repeat sections of the plan with a revised timeline.

Note: If a candidate is notified of probationary status and fails to meet with the Coordinator and the designated faculty member to discuss the action plan within one semester, the Program Team may recommend termination of the candidate from the program.

A doctrine of fairness will prevail throughout the probationary process. Candidates may implement an appeal to the Program Team at any time during the above process. Any candidate who feels the probationary period is not warranted can appeal the decision of program team. Appeals will be reviewed and acted upon in the following sequence: Coordinator of Graduate Studies, Program Team, the Dean of the School of Education, the Vice Chancellor of Academic Affairs, and the Chancellor. If matters are unresolved at these levels they may be addressed to the IUS Appeals Board. This policy does not apply to recommendations for summary dismissal, which are referred to in the Indiana University Southeast Candidate Handbook and Code of Conduct.

Reviewed by MEST March 2005, October 2005
Reviewed by IU Legal Council Fall 2005