University of Pittsburgh - Johnstown   Education Division

APPLICATION FOR ADMISSION TO
UPPER LEVEL EDUCATION PROGRAM

..
Carefully read the bulleted information below _before_ completing this application.
..

Name _____   ID Number _____

Program _____   Advisor _____

Date _____   Pitt Email Address _____

- **ELIGIBILITY CRITERIA:** You should have reviewed the admissions eligibility criteria described in the *Program Handbook*. If you do not understand any of the eligibility criteria, see your advisor or the Education Division Chairperson before submitting this application.

- **CREDITS**: You must have earned a minimum total of 45 credits to apply. This total includes Pitt and transfer credits. If you do not have at least 45 earned credits, do not submit this application.

- **REQUIRED CERTIFICATION EXAM(S): You *must* attach to the application your passing score** for the PAPA/CORE/SAT. Applicants must submit a printed/emailed copy of test scores to the Division office. Post Baccalaureate applicants do not need to take the PAPA or basic skills tests.

- **GPA**: If your current UPJ cumulative GPA (or your *Combined GPA* for transfer students) is 2.84 or lower, you are ineligible to apply to the Upper Level program. Do not submit this application. If you are applying in the May admission period with a cumulative GPA of below 3.00, you must be taking summer courses at a Pitt campus to raise your GPA to the required 3.00. Otherwise, do not submit this application.

- **APPLICATION**: This application must be fully and accurately completed and submitted to the Administrative Assistant for the Education Division, in Biddle 153. Your application will not be considered if you fail to follow ALL instructions or if you do not submit your application by the Admission Period deadline -- September 15, January 15, or May 15. (See also the *Program Handbook*.)

- **RE-APPLICATION**: If you are not admitted to the Upper Level, you must re-apply for admission in the next admission period. You may use the same letters of recommendation submitted as part of this application process.

- **STUDENT TEACHING:** Check the term you plan to student teach. This information must be accurate. **If you are admitted to the Upper Level, you will be assigned to the student teaching term you indicate on this application and will not be guaranteed a different term if you are not able to student teach in the term you indicated.** Check with your advisor or the Division Chair prior to submitting your application if you are not sure of your student teaching term.

Spring 2021 (2214) ____   Fall 2021 (2221) ___ Spring 2022 (2224) ___   Fall 2022 (2231) ____

Spring 2023 (2234) ____   Fall 2023 (2241) ___ Spring 2024 (2244) ___   Fall 2024 (2251) ____

1.   Total Earned Credits   _____

●   Total UPJ Earned Credits (include all credits taken at any U of Pitt campus) _____
●   Total Transferred Earned Credits _____
●   *Post-Bac certification students only*: # of earned credits in post-bac program _____

2. Current UPJ cumulative GPA (to the hundredth and includes all U of Pitt courses) _____

●   *Post-Bac certification students only*: GPA earned in post-bac program _____

3. Current COMBINED Cumulative GPA (*Transfer and Post-Baccalaureate students only-- See Program Handbook for calculation of the Combined GPA. Combined GPA is only necessary for those students who did not enter UPJ with a GPA of 3.00 or above from their former institution.*) _____

4. Current CORE COURSE GPA (*Secondary Education students only-see Program Handbook for CORE*)

         _____

5. Letters of Recommendation: Three faculty recommendation forms accompany this application. Those forms can also be found on the Education Division website. You should ask three UNIVERSITY OF PITTSBURGH faculty members, not teaching assistants, to complete the recommendation forms and to return the completed recommendations to the address listed on the form. (Post- Baccalaureate and Transfer students should see the *Program Handbook* for special instructions.) Stress to each faculty member that the Education Division must receive the recommendation by one week following the due date for this application. The Education Division will not grant you admission without having received at least two satisfactory letters of recommendation and one letter of recommendation from a field supervisor (who is not university faculty) providing evidence of teaching potential. The supervisor's signature is required. If we have not received these documents from you by the deadline date, you will be notified by our office through your Pitt email address.

PLEASE LIST THE NAMES OF THE FACULTY MEMBERS WHO WILL SUBMIT RECOMMENDATIONS ON YOUR BEHALF.

           1.   _____
           2.   _____
           3.   _____

6. 50 Service Hours: All traditional students must demonstrate evidence of 50 hours of experience working with Prek-12 learners, to include 20 hours in a school with at least 15% diversity or within an established educational organization and/or learners whose background (e.g., ability, linguistic, cultural, racial) is different from their own. The form must be signed and turned in before submitting this application.

I have submitted documentation for _____ service hours.

University of Pittsburgh - Johnstown   Education Division

7. PAPA (all students) ***You must include a copy of your passed scores with this application***.

Indicate the following status for which option of tests you took-

●   PAPA: passed   failed   did not take   took test but scores not yet received

●   SAT: (Composite score of 81, with Reading 27, Writing/Language 28 and Math 26)

●   ACT: (Composite score of 51, with Reading 22, Writing 8 and Math 21)

●   CORE: passed   failed   did not take   took test but scores not yet received

8. Required and Selected Courses: *See Program Handbook for the required and selected course list for your program. In the blanks below write in the course numbers for **all** required and selected courses for your program.* Then, write in the grade you earned in each course.   EXAMPLE: Fds Ed 0001 B+. Follow these directions.

●   If you are currently taking a listed course write NOW in the blank.
●   If you have not taken the course, leave it blank
●   If you are currently repeating a course, enter the grade you received and circle it.
●   For equivalent courses transferred from another college, enter the grade you earned.

Course	Grade	Course	Grade

9.   Math Courses+ List the two Math courses required by your program that you have taken or in which you are enrolled this term. *Note: If you are currently enrolled in either of your required math courses and you fail to earn a passing grade (**C grade or higher**) for the course, your admission to the Upper Level will be revoked and you will be dropped from the Upper-Level courses for which you are registered.*
+ For Secondary Science and Social Studies programs two Quantitative reasoning courses may count as one Mathematics Course

●   Course Number _____   passed ____   Enrolled in for this term ____
●   Course Number _____   passed ____   Enrolled in for this term ____
●   Course Number _____   passed ____   Enrolled in for this term ____

10.   English Composition and English Literature Courses: List one English composition course and one English literature course that you have taken or in which you are enrolled. *Note: If you are currently enrolled in either of the courses you list below and you fail to earn a passing grade (**with a C or higher**) in that course, your admission to the Upper Level will be revoked and you will be dropped from the Upper-Level courses for which you are registered.*

●   Eng Cmp Course _____   passed   ____   Enrolled in for this term ____
●   Eng Lit Course _____   passed   ____   Enrolled in for this term ____

11. <u>Key Assessments</u>:

   Oral Screening (completed in FDS ED 0001)   yes   no

   Philosophy of Teaching (completed in FDS ED 0001) at UPJ?   yes   no

If you answered no to any of these questions, then you need to make arrangements for the screening of these assessments with your advisor.

12. <u>Accommodations for Students with Disabilities</u>:

The Education Division is committed to making our academic programs, including our students' field experiences, accessible for students with a range of functional abilities. Because successful completion of field placements is an essential requirement of our program, we will make every effort to provide reasonable and appropriate accommodations for students with disabilities. **Prior to submitting this application, please read the statement in the *Student Handbook* (under *disabled students*) which describes reasonable accommodation during field placements.**

If you have a disability that may require accommodations in order for you to complete a field placement satisfactorily, we strongly encourage you to meet with a representative of Disability Services to register your disability and to discuss the possibility of accommodations. Because it is the University's responsibility—not the cooperating school's—to determine and implement appropriate accommodations for college students with disabilities, we need sufficient advanced notice of disabilities and accommodation requests to allow us to review the request and to try to find a cooperating school that is willing and able to participate in the delivery of the accommodations. We strongly recommend that you contact the office of Disability Services to register as a student with a disability, and to talk about the possibility of accommodations for field placements, during the term in which you submit your application to the Upper Level. Failure to request accommodations in a timely manner may affect the time it takes you to complete the degree program.

13. <u>Student Checklist</u> - Read each of the following statements, and then circle <u>either yes or no</u> to each. If you are uncertain about any question, see the Division Chair or your advisor prior to answering yes or no.

- I understand that I am responsible for calculating all GPAs and rectifying any errors that appear on my academic record (including course repeats), prior to submission of this application. I know that if I repeated a course at UPJ, the first course is deleted from the GPA calculation only when I have submitted a <u>Course Repeat Form</u> at the Registrar's Office. I have taken the necessary steps to be sure that the GPA I indicated on this application is accurate.

  YES   NO

- I understand that a minimum 3.00 GPA is required for admission to the Upper Level, for admission to student teaching, and for certification.

  YES   NO

- I understand that a requirement for admission to the Upper Level is passing all required certification exams (e.g., PAPA/SAT), and that I *must* submit copies of my passing scores with this application.

  YES   NO

- I have read and, if applicable, followed the instructions about the key assessments above.

 YES   NO

- I have read and followed the instructions for submitting letters of recommendation given above.

 YES   NO

- I understand that I will be dropped immediately from education courses if copies of my three background checks are not on file with the Division.

 YES   NO

- I have read all of the important information in the *Program Handbook* concerning teacher certification in Pennsylvania and also have read in the *Program Handbook* the Education Division's recommendation on when to take my remaining content area Praxis/PECT test(s).

 YES   NO

- I have read and I understand all requirements for student teaching as described in the (*Program Handboo*k). I understand that I will need to send for *both* updated background clearances in sufficient time so that I can register for student teaching and can complete student teaching with my background clearances still being valid.

 YES   NO

- I understand that, if admitted to the Upper Level, I will be assigned to the term I checked for student teaching on this form and am not guaranteed a student teaching spot in any other term. I realize that should I wish to change my student teaching term, telling my advisor is not sufficient, and that I must schedule an appointment with the Division Chair to request such a change.

 YES   NO

- I understand that the Education Division will assign me to an established student teaching site and that the division does not grant approval to student teach in other sites.

 YES   NO

- I have read and understand the process for submitting requests for disability accommodations for field placements given above.

 YES   NO

- I understand that I will receive a letter from the Chairperson of the Division about three-four weeks after the application deadline indicating whether I have been admitted to the Upper Level Program, that this letter will be sent to my campus mailbox (or to my permanent address in summer months), and that it will contain specific and important information I need to read.

 YES   NO

- I understand that if I am denied admission during this admission period, I must submit <u>a new application</u> for the next admission period, but may use my same letters of recommendation.

    YES   NO

- I understand that I may make application to the Upper Level as many as three times in any two <u>academic years</u> (September, January, May admission periods), but if not admitted after <u>two academic years</u>, I may not re-apply in a third academic year.

    YES   NO

…………………………………………………………………………………………..

Name _____

Current UPJ Mailbox   _____

Cell Phone Number _____

Permanent Mailing Address   _____

_____

_____
Applicant's Signature and Date