

# Application Instructions

Southern Oregon University

## Special Education Preliminary License Program

**Application Deadline:** January 11, 2019

*If you need special accommodation with the application process due to a disability, please contact Dr. Jo-Anne Lau-Smith at (541) 552-6925.*

1. Applicants must possess a bachelor's degree or higher prior to beginning the program.
2. Applicants are required to participate in an on-campus interview to be scheduled after applications are received.
3. Applicants are urged to contact the Special Education Coordinator prior to completing the application forms if you have not already done so.
4. Applicants must pass a basic skills test prior to the beginning of the program. Score reports must be submitted at the time of application.
5. Applicants must complete a foundations of special education course (e.g., Ed 470) and a mathematics for elementary teachers course (Math 211) prior to the beginning of the program. If courses are taken at institutions other than SOU, please contact the Program Coordinator to verify acceptability of transfer courses.

## SPECIAL EDUCATION PRELIMINARY LICENSE PROGRAM

### DIRECTIONS FOR SUBMITTING APPLICATION PACKET

2019-2020 COHORT

**Please make copies of all application materials for your records before submitting originals.**

#### **Section A. PLEASE SEND THE FOLLOWING TO SOU ADMISSIONS OFFICE IMMEDIATELY**

(Submit this part of your application immediately. The immediate submission of all section A items to Admissions will expedite the review of your application.)

- \_\_\_\_\_A1. Complete the SOU Graduate Application form online at: [sou.edu/admissions/graduate/](http://sou.edu/admissions/graduate/)  
**\*\*A \$60 non-refundable fee will be required at the time you submit your application.**
- \_\_\_\_\_A2. Official transcripts of all college work at institutions other than SOU. These are to be sent directly to the Admissions Office by the other institutions.

*If SOU is the only institution you have attended, you still must list SOU on the Application for Graduate Admission form. In this case, you do not need to have official transcripts forwarded.*

*If you have previously been admitted to SOU and have already provided transcripts from all the schools you have attended, you do not need to re-submit.*

#### **Section B. PLEASE SUBMIT THE FOLLOWING TO SOU School of Education BY January 11, 2019**

- \_\_\_\_\_B1. Résumé - A short one or two page résumé including all post-secondary educational experiences, a chronological work and volunteer history since graduation from college, specifically noting experience (dates and type of experience) with persons with exceptionalities and with children in school.
- \_\_\_\_\_B2. Application for Graduate Education Program: Special Education Form
- \_\_\_\_\_B3. Release of Information Form
- \_\_\_\_\_B4. Candidate's Description of Previous Experience Working with Children
- \_\_\_\_\_B5. Candidate's Response to Essay Question
- \_\_\_\_\_B6. Letters of Recommendation (2)
- \_\_\_\_\_B7. Score report for the basic skills test (EAS, Praxis CASE, or CBEST). These scores must be submitted as part of your application. If you have not passed at the time of application, you must still submit your score report. You may re-take the test and submit passing scores prior to the program start date. The basic skills test is waived for those who already hold a master's or doctoral degree.
- \_\_\_\_\_B8. Evidence of completion of foundations of special education (Ed 470 or Ed 348) and mathematics for elementary teachers (Math 211) courses.

# SOUTHERN OREGON UNIVERSITY

## Information about Admission Criteria and Procedures: Graduate Teacher Education Program

### SPECIAL EDUCATION PRELIMINARY LICENSE PROGRAM

The Southern Oregon University Special Education Preliminary License Program is designed for the college graduate who does not have a teacher's license and who wishes to pursue a program leading to a preliminary teaching license with endorsement in Special Education and Master's Degree in Education.

The program has limited enrollment, and admission is by competitive application. Students begin coursework in June 2019, and continue for four consecutive terms, with completion of courses required for licensure and the master's degree at the close of Spring term.

**The admission deadline for the 2019-2020 year is January 11, 2019.** The Program Faculty may consider applications submitted after this date on an individual basis.

### **ADMISSION POLICY** - Special Education Initial Licensure Program

#### GENERAL POLICY:

Preference in admission to the Special Education Preliminary License Program will be given to those students who meet all of the admission criteria listed below.

#### **Admission Criteria consist of the following:**

1. A baccalaureate degree from a regionally accredited college or university.
2. A cumulative GPA of at least 3.0 in the most recent 90 quarter or 60 semester hours of undergraduate work.
3. Two favorable letters of recommendation from supervisors employed by an educational agency or a social agency, or other professionals attesting to the candidate's competence to work with school-aged children.
4. A passing score on a basic skills test.
5. Completion of Ed 470 or Ed 348 and Math 211.
6. Interview of candidate by Special Education Admission Committee.

Admission to the SOU Special Education Preliminary License Program is contingent on a comprehensive review of all application components, including the on-campus interview, essays and writing samples, and letters of recommendations. Decisions related to extending an invitation to join the program are made based on the professional judgment of the program faculty on all elements of the applicant's file, interview, and personal contacts.

Missing File items: If, **after the application deadline**, an applicant's file is incomplete, the student will be notified **one time in writing** at the address given on the application form. The applicant will be given **two weeks** from the date of the notification to supply the missing information to the School of Education. Any files which are still missing critical information at the end of that elapsed time will be considered incomplete, and this will affect consideration of the application.

## ADMISSION CATEGORIES

**FULL ADMISSION:** Full admission is granted to students who meet or exceed all the admission criteria, have been through the admission review process, and have been granted admission by the Special Education Program Admission Committee.

*Note: Students who receive full admission are eligible for graduate-level financial aid.*

**POST-BACCALAUREATE ADMISSION:** Post-Baccalaureate Admission to the Special Education Preliminary License Program may be granted under the following provision:

**Grade Point Below 3.0:** An otherwise fully qualified candidate whose grade point average in the most recent 90 quarter or 60 semester hours of undergraduate coursework falls below a 3.0 **may**, at the discretion of the Special Education Admission Committee, be granted post-baccalaureate admission to the Special Education program under the provisions of "Alternative Admission Procedure" (SOU Catalog). In order to be eligible for this admission category, students must submit with their application a letter requesting such an exception, explaining any extenuating circumstances for the low GPA and their ability to succeed in a graduate level program.

If a person receives post-baccalaureate admission, this student must complete the first term (summer term) coursework with a grade of "B-" or better in each course in order to continue in the Special Education Preliminary License Program. Once the student completes the first term successfully, the student will be granted full admission. If a person earns a grade of "C+" or lower in a course, the student may be removed from the Special Education Program.

*Note: Students who receive post-baccalaureate admission are not eligible for financial aid. If a student successfully completes the first term and is granted full admission, then the student will be eligible for graduate-level financial aid.*

**PROVISIONAL STATUS - Provisional status** is not an admission category. Provisional status means that the admission committee was impressed by a candidate's qualifications and the admission committee will grant the candidate regular admission once the candidate fulfills the provisions. Provisional status may be granted under the following provision(s):

**Baccalaureate Degree:** An otherwise qualified applicant who has not yet completed the baccalaureate degree may be granted provisional status if that degree will be successfully completed no later than the end of the quarter preceding the start of the Special Education Program and if the individual's grade point average remains at an acceptable level. In order to be eligible for this provision, a student must submit with the application a letter requesting such an exception accompanied by a notification from the Registrar's Office indicating that graduation at the time specified by the student is indeed possible.

**Basic Skills Admission Test:** An otherwise qualified applicant who has not yet passed a basic skills admission test (EAS, Praxis CASE, or CBEST) may be granted provisional status if a test can be taken and a passing score reported prior to the start of the Special Education Program.

**Course Prerequisites:** An otherwise qualified applicant who has not yet completed all the coursework prerequisites may be granted provisional status if it appears the coursework will be successfully completed by the start of the Special Education Preliminary License Program.

*Note:* Since provisional status is not an admission category, students granted provisional status are not eligible for any financial aid linked to the Special Education Program. Once a student fulfills the provisions and is granted full admission, then the student would be eligible for graduate-level financial aid.

## **APPEALS PROCEDURE:**

Applying for admission to the Special Education Preliminary License Program is similar in many ways to applying for a job. There may be more applicants for program vacancies than there are available positions. Therefore, all decisions of the Special Education Admission Committee are considered to be final.

If an unsuccessful applicant feels that the Admission Committee was not aware of some extenuating circumstance at the time of application or that the committee was examining incorrect or incomplete information, then the applicant may meet with the Director of Education to discuss the situation. However, neither the Director nor the Admission Committee is obligated to reopen the application as it is the applicant's responsibility to insure that the application packet is complete and correct.

The School of Education at Southern Oregon University supports equal educational opportunity for all students and "is committed to actively removing any barriers that artificially limit the personal development of women and minorities" (see Affirmative Action Policies of current SOU catalog). If an otherwise qualified applicant feels that he or she experienced discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, or veteran status, he or she should contact the SOU Affirmative Action Officer at 552-6221.