

CURRENT VERSION	REVISED VERSION
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Item A: Proposal to Modify the Admission Requirements for the Master of Arts in Teaching Program  
*Passed unanimously as modified, sent forward to GSC. Passed 10/19/17*

Current Policies: <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Teaching-M-A-T-Teacher-Education-with-Specializations-in-English-7-12>

(Note: there are five different specializations in this program, each with its own entry in the catalog; the link above is for the first one, in English. The policies to be discussed are repeated at the start of each program description.)

Proposed Revision

Program Rationale:

The Master of Arts in Teaching (MAT) program is designed to offer high-quality degree-bearing teacher preparation to career changers and traditional-age students who have demonstrated content mastery and wish to expedite their preparation to teach in the shortage areas. For full-time students, the 13-month program begins in late May each year and uses a cohort model to enhance program completion rates and teacher retention as graduates enter teaching. Specializations in secondary disciplines: English, History/social studies, Mathematics, Modern language, Sciences, and Special Education (K-12). **An extended timeline of study is also available.**

Note: Available science certifications include physics, chemistry, earth science, and biology. Available language certifications include Spanish.

Program Learning Outcomes:

Graduate students in the program will:

- Possess strong knowledge of content, content pedagogy, and learner development (typical and atypical).
- Create an inclusive and culturally responsive learning environment.
- Use data, content knowledge, and evidence-based pedagogical content knowledge to critically examine practice for the purpose of improving student learning.
- Design and deliver instructional and assessment strategies that facilitate significant learning for all students including struggling learners and those with disabilities.
- Design, deliver, and assess literacy/language strategies to deepen literacy and content learning within the discipline.
- Act collaboratively, ethically, and responsibly to ensure student growth and advance the profession.

Drew, Sally (Speci..., 7/27/2017 12:48 PM  
**Comment [1]:** Added language for extended timeline.

<p><b>Admission Requirements:</b></p> <p>The MAT program selectively admits approximately 25 students each year. Admitted students proceed as a cohort group to complete a structured sequence of courses, field experiences, and classroom-based research.</p> <p>To be considered for admission, applicants must demonstrate the knowledge, skills, and dispositions expected of teacher candidates. Initial assessments will be made through review of complete applications. Fully qualified candidates will be invited to participate in an admissions interview.</p> <p><b>The following qualifications are required for consideration for admission:</b></p> <p>Completion of a bachelor's degree from a regionally accredited institution with a total undergraduate GPA of at least 2.70 and, if applicable, a CCSU undergraduate GPA of at least 2.70. GPA waivers will be considered for applicants who have less than a 2.70 GPA but meet all other admission requirements and have at least a 3.00 GPA in the last 60 hours of coursework. Applicants with a GPA of at least 3.00 in an earned master's degree whose undergraduate GPA does not meet minimum standards will be considered for admission if the GPA in the certification content major is at least 3.00.</p> <p>Completion of a major in the content area that meets state certification standards or, for special education candidates priority will be given to candidates who complete a major in an academic discipline represented in secondary curriculum. Candidates may be required to complete specific prerequisite courses prior to admission.</p> <p>Completion of general education coursework that meets current Connecticut State Department of Education (CSDE) standards for certification (currently 39 credits distributed across 5 of 6 areas and including a 3-credit U.S. history survey course). Applicants will be considered for admission if there are fewer than 12 credits of general education outstanding. These standards must be met prior to graduation.</p> <p>Scores on Praxis Core that meet the current CSDE passing standard or an SAT waiver letter from Connecticut State Department of Education.</p> <p>Scores on required state content knowledge examinations in the certification area:</p> <p>In mathematics, sciences, English, and history/social studies, Praxis Subject Assessment (formerly Praxis II) scores that meet current CSDE passing standards are</p>	<p><b>Admission Requirements:</b></p> <p>The MAT program selectively admits <b>candidates</b> based on a complete application portfolio. Admitted students <del>proceed as a cohort group to</del> complete a structured sequence of courses, field experiences, and classroom-based research.</p> <p>To be considered for admission, applicants must demonstrate the knowledge, skills, and dispositions expected of teacher candidates. Initial assessments will be made through review of complete applications. Fully qualified candidates will be invited to participate in an admissions interview.</p> <p><b>The following qualifications are required for consideration for admission:</b></p> <ul style="list-style-type: none"> <li>• Completion of a bachelor's degree from a regionally accredited institution with a total undergraduate GPA of at least 2.70 and, if applicable, a CCSU undergraduate GPA of at least 2.70. GPA waivers will be considered for applicants who have less than a 2.70 GPA, but meet all other admission requirements and have at least a 3.00 GPA in the last 60 hours of coursework. Applicants with a GPA of at least 3.00 in an earned master's degree whose undergraduate GPA does not meet minimum standards will be considered for admission if the GPA in the certification content major is at least 3.00.</li> <li>• Completion of a major in the content area that meets state certification standards. <b>For</b> special education candidates, priority will be given to candidates who complete a major in an academic discipline represented in secondary curriculum. <b>All</b> candidates may be required to complete specific prerequisite courses prior to admission.</li> <li>• Completion of general education coursework that meets current Connecticut State Department of Education (CSDE) standards for certification (currently 39 credits distributed across 5 of 6 areas and including a 3-credit U.S. history survey course). Applicants will be considered for admission if there are fewer than 12 credits of general education outstanding. These standards must be met prior to graduation.</li> <li>• <b>Submission of basic skills test scores in reading, mathematics, and writing that meet guidelines for admission to the professional program for teacher certification.</b></li> <li>• Scores on required state content knowledge examinations in the certification area:</li> </ul> <p>In mathematics, sciences, English, and history/social studies, Praxis Subject Assessment (formerly Praxis II)</p>
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Drew, Sally (Speci..., 7/27/2017 12:48 PM

**Comment [2]:** Took out language about full-time study and also the cap of 25 students per cohort.

Drew, Sally (Speci..., 7/27/2017 12:50 PM

**Comment [3]:** Revised for new CTEC language regarding basic skills per change in policy from the CT State Dept. o Ed.

<p>required.</p> <p>In Spanish, French, Italian, German, Mandarin Chinese, and Portuguese, ACTFL Oral Proficiency Interview and Writing Proficiency ratings that meet current CSDE passing standards are required. Preference will be given to applicants who score at the Advanced Low level or higher. If the ACTFL scores are more than one year old at the time the application is complete, a confirmatory interview with department faculty will be required.</p> <p>To document their qualifications, applicants will submit School of Graduate Studies and program applications that include the following materials:</p> <p>Two sets of official undergraduate and graduate transcripts from all institutions attended except CCSU;</p> <p>Acceptable scores on Praxis Core or SAT waiver letter;</p> <p>Acceptable scores on the required test of content knowledge;</p> <p>A resume documenting educational and work experiences;</p> <p>Two references that assess the student's ability to work with children and other adults on the reference form provided (signed originals). One reference must be from someone, preferably an education professional, who has observed the student's work with children in the age range the student wishes to teach and can knowledgeably assess potential as a teacher. The second reference should be from someone who has observed and can knowledgeably assess ability to work with other adults. Personal references are not accepted. Preference will be given to confidential references.</p> <p>A word-processed essay demonstrating a command of the English language and explaining the experiences and thinking that have led the student to choose (a) a teaching career and (b) this particular certification program. Applicants to the modern language specialization must submit a second word-processed essay in the target language, explaining why they believe they would be an effective language teacher.</p> <p>Evidence of the ability to work with diverse groups of students in an educational setting and an understanding of teaching as a work environment demonstrated through reflection on and documentation of no less than 60 hours of high-quality experience with students at the level the student wishes to teach, including recent experience in a public school setting. See the form "Statement of Experience with Children and Schools" which delineates expectations for this experience.</p> <p>Evidence of ability to write at graduate school level, demonstrated through submitted essays and either</p>	<p>scores that meet current CSDE passing standards are required. Special education candidates must pass the Praxis Elementary Education Assessment: Mathematics Subtest or earn a B or better in MATH 113 or equivalent.</p> <p>In Spanish, ACTFL Oral Proficiency Interview and Writing Proficiency ratings that meet current CSDE passing standards are required. If the ACTFL scores are more than one year old at the time the application is complete, a confirmatory interview with department faculty will be required.</p> <p>To document their qualifications, applicants will submit School of Graduate Studies and program applications that include the following materials:</p> <ul style="list-style-type: none"> <li>• Official undergraduate and graduate transcripts from all institutions attended except CCSU;</li> <li>• Submission of basic skills test scores in reading, mathematics, and writing that meet guidelines for admission to the professional program for teacher certification;</li> <li>• Acceptable scores on the required test of content knowledge;</li> <li>• A resume documenting educational and work experiences;</li> <li>• Two references that assess the candidate's ability to work with children and other adults on the reference form provided. One reference must be from someone, preferably an education professional, who has observed the student's work with children in the age range the student wishes to teach and can knowledgeably assess potential as a teacher. The second reference should be from someone who has observed and can knowledgeably assess ability to work with other adults. Personal references are not accepted.</li> <li>• A word-processed essay demonstrating a command of the English language and explaining the experiences and thinking that have led the student to choose (a) a teaching career and (b) this particular certification program. Applicants to the modern language specialization must submit a second word-processed essay in target language, explaining why they believe they would be an effective language teacher.</li> <li>• Evidence of the ability to work with diverse groups of students in an educational setting and an understanding of teaching as a work environment demonstrated through reflection on and documentation of no less than 60 hours of high-quality experience with</li> </ul>
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Drew, Sally (Speci..., 7/27/2017 12:51 PM

**Comment [4]:** This sentence is new to be specific with recommending basic knowledge for special education candidates.

Drew, Sally (Speci..., 8/30/2017 11:33 AM

**Comment [5]:** Only language program approved by the CT State Dept of Ed.

<p>a GRE writing score or a CCSU sit-down writing examination which may be conducted in conjunction with an interview.</p> <p>Current Connecticut criminal background clearance.</p>	<p>students at the level the student wishes to teach, including recent experience in a public school setting. See the form "Statement of Experience with Children and Schools" which delineates expectations for this experience.</p> <ul style="list-style-type: none"> <li>• Evidence of ability to write at graduate school level, demonstrated through submitted essays and either a GRE writing score or a CCSU sit-down writing examination which may be conducted in conjunction with an interview.</li> <li>• Current Connecticut criminal background clearance.</li> </ul>
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**Item B: Proposal to Modify the Admissions Requirements for the MS, Sixth-Year, and Advanced Official Certificate Programs in Reading and Language Arts**

*Passed unanimously as modified, sent forward to GSC. Passed 10/19/17.*

Current Policies:

MS in Reading and Language Arts <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/Reading-and-Language-Arts-M-S>

Sixth-Year Certificate in Reading and Language Arts <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Sixth-Year-Certificate-Programs/Sixth-Year-Certificate-in-Reading-and-Language-Arts>

Advanced Official Certificate in Reading and Language Arts  
<http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Advanced-Official-Certificate-Programs/Advanced-Official-Certificate-Program-in-Reading-and-Language-Arts>

Proposed Revision

**Appendix B: Admissions Requirements for the MS, Sixth-Year, and Advanced Official Certificate Programs in Reading and Language Arts**

**Request for Changes to Scholastic Standards or Admissions Policies**

Submitted by the Dept. of Literacy, Elementary, and Early Childhood Education

Contact person: Dr. Julia Kara-Soteriou (karaoui@ccsu.edu)

**Nature of request:** Change of admissions requirements for the MS, Sixth Year, and Advanced Official Certificate Programs in Reading and Language Arts.

**Documented approval of Department, including date approved:** Dept. approved the changes during a faculty meeting on September 1, 2017. See attached minutes/highlighted section.

**Rationale for recommended changes:**

1. The Department would like to make the admission process easier for candidates by requiring only one application form and, therefore, following the admission process and deadlines of the School of Graduate Studies.

2. The Department no longer believes that the interview and the recommendation letters provide information that helps distinguish between a candidate who could succeed in the program and a candidate who might not.
3. The information provided through the resume (teaching certification and teaching experience) will be provided through the graduate studies application and verified after the candidate is admitted to the program.

**A copy of the existing standards or policies and the exact new wording that will go into the Graduate Catalog:**

Current admissions requirements	Proposed admissions requirements	CHANGES?
<p><b>MS Programs</b></p> <p>Applicants must hold a bachelor's degree from a regionally accredited institution of higher education. Applicants must also have a minimum undergraduate GPA of 2.70 on a 4.00 point scale (where A is 4.00), or its equivalent, and good standing (3.00 GPA) in all post-baccalaureate course work.</p> <p>To apply to the Reading and Language Arts Master of Science degrees a candidate must submit an application for graduate admission, official transcripts directly from institution to institution, and application fee to the CCSU Graduate Recruitment and Admissions Office.</p> <p><b>Additional Materials Required:</b> A candidate must also submit an application to the Department of Literacy, Elementary, and Early Childhood Education. The Departmental application requires letters of recommendation, resume, interview by the department, and copy of teaching certificate.</p> <p>Candidates seeking only endorsement (not MS) as a Reading and Language Arts Consultant in the State of Connecticut must apply to the School of Graduate Studies and the Department of Literacy, Elementary, and Early Childhood Education for admission to the Advanced Official Certificate Program. In addition to the general requirements for admission to the Reading and Language Arts program, the candidates must have</p>	<p><b>MS Programs</b></p> <p>Applicants must hold a bachelor's degree from a regionally accredited institution of higher education. Applicants must also have a minimum undergraduate GPA of 2.70 on a 4.00 point scale (where A is 4.00), or its equivalent, and good standing (3.00 GPA) in all post-baccalaureate course work. <b>A minimum of one year teaching experience is preferred.</b></p> <p>To apply to the Reading and Language Arts Master of Science degrees a candidate must submit an application for graduate admission, official transcripts <del>directly from institution to institution</del>, and application fee to the CCSU Graduate Recruitment and Admissions Office.</p> <p><b>Additional Materials Required:</b> A candidate must also <del>submit an application to the Department of Literacy, Elementary, and Early Childhood Education. The Departmental application requires letters of recommendation, resume, interview by the department, and</del> <b>attach submit</b> a copy of his/her teaching certificate with the application for graduate admission. <b>Instructions for uploading the certificate will be found within the online graduate application.</b></p> <p>Candidates seeking only endorsement (not MS) as a Reading and Language Arts Consultant in the State of Connecticut must apply to the School of Graduate Studies <del>and the</del></p>	<p>Remove the application to Department and the additional requirements of resume, interview, recommendation letters.</p> <p>Requirement of proof of state teaching certificate remains and candidate will be expected to attach a copy with the graduate school application.</p>

<p>completed a Masters of Science degree in Reading and Language Arts.</p> <p>For more information on admission requirements and process, check the department website at <a href="http://www.ccsu.edu/literacy">www.ccsu.edu/literacy</a> or call 860-832-2175.</p>	<p><del>Department of Literacy, Elementary, and Early Childhood Education</del> for admission to the Advanced Official Certificate Program (OCP). <del>In addition to the general requirements for admission to the Reading and Language Arts program, the</del> The candidates must have completed a <del>Masters</del> <b>Master's</b> of Science degree in Reading and Language Arts before applying to the OCP.</p> <p>For more information on admission requirements and process, check the department website at <a href="http://www.ccsu.edu/literacy">www.ccsu.edu/literacy</a> or call 860-832-2175.</p>	
<p><b>Sixth-Year Certificate</b></p> <p>Currently there is <b>no description of admissions criteria in the graduation catalog.</b></p> <p>This is from the description on the literacy website: A Master's Degree in Reading or Education with a minimum GPA of 3.00 on a 4.00 point scale. Also, teaching certificate, resume, interview, two letters of recommendation</p>	<p><b>Sixth-Year Certificate</b></p> <p>Applicants must hold a <b>Bachelor's Degree from a regionally accredited institution of higher education</b>, and a Master's Degree in Reading or Education or a related field <b>from a regionally accredited institution of higher education</b> with a minimum GPA of 3.00 on a 4.00 point scale. <b>A minimum of one year teaching experience is preferred.</b></p> <p>To apply to the Sixth-year Certificate in Reading and Language Arts a candidate must submit an application for graduate admission, official transcripts, and application fee to the CCSU Graduate Recruitment and Admissions Office.</p> <p><b>Additional Materials Required:</b> A candidate must also <b>submit</b> a copy of his/her teaching certificate with the application for graduate admission. <b>Instructions for uploading the certificate will be found within the online graduate application.</b></p>	<p>Remove the application to Department and the additional requirements of resume, interview, recommendation letters.</p> <p>Requirement of proof of state teaching certificate remains and candidate will be expected to attach a copy with the graduate school application.</p>
<p><b>Advanced Official Certificate Program</b></p>	<p><b>Advanced Official Certificate Program</b></p>	<p>Remove the application to Department and the</p>

<p>This is a non-degree program providing coursework to lead to endorsement as a Reading and Language Arts Consultant in the State of Connecticut. Candidates are expected to have a Master of Science degree in Reading and Language Arts and to take courses required by the State of Connecticut for Reading and Language Arts Consultant Certification, including prerequisite courses when necessary.</p> <p><b>There is no information regarding admission process</b></p> <p><b>On the literacy dept. website:</b> A Master's or Sixth-Year Degree in Reading and Language Arts with a minimum GPA of 3.00 on a 4.00 point scale, teaching certification, 3 years of teaching experience, resume, letters of recommendation</p>	<p>This is a non-degree program providing coursework to lead to endorsement as a Reading and Language Arts Consultant in the State of Connecticut. <del>Candidates</del> <b>Applicants</b> are expected to have a Master's degree <b>or a Sixth Year Certificate</b> in Reading and Language Arts <del>and to take courses required by the State of Connecticut for Reading and Language Arts Consultant Certification, including prerequisite courses when necessary.</del> with a minimum GPA of 3.00 on a 4.00 point scale. <b>Applicants must also have 3 years of teaching experience.</b></p> <p>To apply to the Advanced Official Certificate Program in Reading and Language Arts a candidate must submit an application for graduate admission, official transcripts <del>directly from institution to institution</del>, and application fee to the CCSU Graduate Recruitment and Admissions Office.</p> <p><b>Additional Materials Required:</b> A candidate must also <b>submit</b> a copy of his/her teaching certificate with the application for graduate admission. <b>Instructions for uploading the certificate will be found within the online graduate application.</b></p>	<p>additional requirements of resume, interview, recommendation letters.</p> <p>Requirement of proof of state teaching certificate remains and candidate will be expected to attach a copy with the graduate school application.</p>
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**Item C: Proposal to Modify the Admission Requirements for the MA in English Program**

*Passed unanimously as submitted, sent forward to GSC. Passed 10/19/17*

**Current Policies:** <http://ccsu.smartcatalogiq.com/en/current/Undergraduate-Graduate-Catalog/Masters-Degree-Programs/English-M-S>

## Proposed Revision

Existing Policy	Policy Proposal
<p>To the Graduate Recruitment Office:</p> <ul style="list-style-type: none"><li>• Graduate Application Form</li><li>• Official undergraduate and (if applicable) graduate transcripts from every institution attended except CCSU</li><li>• Application fee</li><li>• Letter of application detailing reasons for wishing to pursue graduate study in English;</li><li>• <del>Two academic letters of recommendation, preferably from a former instructor or someone who can otherwise attest to the applicant's preparedness for graduate literary study.</del></li><li>• A writing sample of 10-15 pages showcasing the applicant's strongest analytical or critical writing about literature. Work written for previous courses is acceptable (indeed encouraged), but "creative" pieces (poetry, fiction, or memoir) are not appropriate.</li></ul>	<p>To the Graduate Recruitment Office:</p> <ul style="list-style-type: none"><li>• Graduate Application Form</li><li>• Official undergraduate and (if applicable) graduate transcripts from every institution attended except CCSU</li><li>• Application fee</li><li>• Letter of application detailing reasons for wishing to pursue graduate study in English <b>and providing the names and contact information of two academic references;</b></li><li>• A writing sample of 10-15 pages showcasing the applicant's strongest analytical or critical writing about literature. Work written for previous courses is acceptable (indeed encouraged), but "creative" pieces (poetry, fiction, or memoir) are not appropriate.</li></ul>

Rationale: The English Graduate Committee believes that for the majority of applicants letters of recommendation provide little value, and often delay consideration of application files. In some cases that might benefit from a referee's input, the committee can be responsible for making contact.

Policy to take effect F18

Effects on program/faculty load: none

Date approved by department: 8/31

### Item D: Admission Policies for the Advanced Official Certificate Programs

Admission policy changes to the AOCP in Professional Counseling

*Modified in two places at the GSC meeting 11/16/17 as shown below in red, then passed unanimously.*

#### **Advanced Official Certificate Program in Professional Counseling**

The Advanced Official Certificate Program (OCP) in Professional Counseling is designed for practicing counselors who already hold a master's degree in counseling or **psychology related field** and are preparing for state licensure as a Professional Counselor through the State of Connecticut Department of Public Health or national Certification as a Rehabilitation Counselor (CRC). In addition, the OCP offers an 18-credit Gerontology Counseling specialization track for practicing counselors. A certificate in advanced graduate work in Professional Counseling is issued upon



completion of a combination of up to 18 credits of selected 500-level courses, with a grade of B or better, designed for the certificate program.

Admission criteria for the Advanced Official Certificate Program in Professional Counseling:

- **Bachelor's degree from a regionally accredited institution of higher education and a Master's degree in counseling or psychology related field from a regionally accredited institution of higher education** with an overall **a minimum graduate cumulative** GPA of 3.00 or higher
- Completion of the application process: Students must formally apply to Graduate Admissions by completing the application form, paying the non-refundable application fee of \$50 and having official transcripts for each course taken sent by each previously attended University (excluding CCSU) directly to Graduate Admissions
- Three current professional recommendations
- Written essay - description of student's motivation for advanced graduate study, past experience and future professional goals
- Interview with program faculty

~~All students will be required to take Orientation to Professional Counseling, a one-credit course.~~