

Application Checklist

- Application to the California State University online (Cost: \$55)**
- Official transcripts from all colleges/universities sent to HSU Admissions and Records Office (not required if graduate of HSU). Attach confirmation print-out from online registration.
- Application to the EED/SED/SPED program (No Cost)**
- Section 1 Personal Information
- Photocopies of transcripts from all colleges and universities
(*Unofficial transcripts required, even if graduate of HSU*)
- Section 2a Prerequisites: CPR, Constitution, Technology
- Section 2b Required Tests: 1) CSET 2) CBEST
- CBEST (or CSET Writing Skills for EED) passed or registered for test date prior to May
- CSET passed or registered for test date prior to May
- Section 3 Early Field Experience Documentation
- Section 4 Health Verification
- Section 5 Experiences and Skills
- Section 6 Professional Goal Statement
- Section 7 Recommendation forms attached to letters completed by three recommenders
- _____
- _____
- _____
- Section 8 Placement Preferences

If your GPA falls below 2.67 or last 60 semester units below 2.75, you must complete the additional low-GPA appeals process:

- Signed Appeals Process Page
- Completed Timed Writing at HSU Testing Center
- Proof of Passing CSET
- Recommendation forms completed by two faculty members who are not also providing the page 7 recommendation

- Application for Certificate of Clearance Completed**
- Two required print-outs stapled to online certificate of clearance instruction page.
- Photocopied entire application packet for your records**
Applicants to the SED program also need to turn in one copy along with the application.
- SED: Applicant commitment to attend credential classes beginning the 2nd week of August:**

Applicant Signature

Submit the completed application **NO LATER THAN FEBRUARY 1** to:
School of Education Credential Programs Office, Humboldt State University, Arcata, CA 95521-8299

Humboldt State University
School of Education
Credential Program Application

Your application to the California State University system is **due February 1** if you are applying to the EED or SED programs. Special Education offers rolling admissions and you may apply past this deadline. Please follow the steps below to apply online. Please attach the print-out of your HSU application confirmation to this page. We will not accept your Credential Program application unless you have attached the confirmation print-out of your online CSU application. **Please note that the application is available online only until 5:00 p.m. on February 1** (EED and SED only), so you need to be certain to apply online to the CSU before the deadline.

1. Log on to: <http://www.csumentor.edu>
2. Click on "Apply Today"
3. Select "Graduate Admissions Application". Our credential programs are classified as graduate level programs. It is very important for your tuition assessment and financial aid allowance that you apply to the CSU as a graduate student.
4. Follow the directions.
5. For "Degree Objective", select "NONE".
6. For "Educational Credential Objective", select the credential program of your choice. For Elementary Education, select "Teaching Credential: Multiple Subject". For Secondary Education, select "Teaching Credential: Single Subject".
7. Once complete, print out the confirmation page at the end of your online application.
8. Staple the confirmation to this page.

Humboldt State University
School of Education
Credential Program Application

(Section 1)

Applying to: **Elementary Education** Application Year _____

Secondary Education
 Subject area: _____

Special Education

<input type="checkbox"/> Mild / Moderate Level 1:	<input type="checkbox"/> Moderate / Severe Level 1
<input type="checkbox"/> Mild / Moderate Level 2	<input type="checkbox"/> Moderate / Severe Level 2

Name: _____
 Social Security Number: _____ Birth date: _____
 HSU Student ID #: _____
 Formal Name/Previous Names: _____

<i>Address:</i>	<i>Permanent Address:</i>
<i>Home Telephone:</i>	<i>Email address #1:</i>
<i>Cellular Telephone:</i>	<i>Email address #2:</i>
<i>Summer Telephone:</i>	

In case of emergency, contact: Name: _____
 Phone: _____

Graduation date from college or university: _____ Name of college or university: _____

List all institutions attended after high school:

TR	Institution	Dates	Major	Degree (or units completed)

Estimated overall GPA on a 4.0 scale: _____

Note: If your overall GPA falls below 2.67 and your GPA for the last 60 semester units completed is below 2.75, you must initiate a low-GPA appeal and provide proof of passing the CSET exams, even if you have an approved subject matter program major.

Are you applying to other teaching credential programs? No Yes Where? _____

Have you previously been admitted to a teacher credential program? No Yes Where? _____

See transcript information on the reverse side.

Attach unofficial transcripts (photocopies) for **ALL** colleges/universities attended.

Don't miss this!

A Tale of Two Applications:

California State University and Credential Program

Applying to HSU's Admissions and Records Office and applying to the Credential Programs Office are entirely separate procedures, and both are essential for your entrance into our program. Application to HSU costs \$55; application to one of our credential programs is free.

After November 1 and before February 1, apply online to HSU on the CSUMentor.edu website using the directions in this application.

Warning: A \$55 fee is charged for changing the semester for admission. For example, if you apply for fall semester and want to change to summer semester admission, you will be charged an extra \$55.

Exceptions:

- **Will you still be classified "undergraduate" next fall** (finishing one or two final courses)? If so, contact HSU's Admissions and Records Office in August. They will help you apply for graduate status for the coming spring semester. In April you will need to preregister for fall classes (to avoid a late fee). Later you will have to petition Admissions and Records to count your fall semester education and credentialing courses toward your credential.
- **Are you already a graduate or postbaccalaureate student?** Make certain your stated objective (in the Admissions and Records Office) is a teaching credential in the program of your choice (i.e., Multiple Subjects Teaching Credential for EED or Single Subject Teaching Credential for SED). To change your objective, contact the Credential Programs Office. You will need to preregister for fall classes to avoid a late fee. All other credential programs students register as a group at the beginning of fall semester.

Which Transcripts? Where?

If you have graduated from Humboldt State (or soon will):

Your official transcripts are already on file with Admissions and Records. However, for the purpose of screening your application, the Credential Program Office still needs you to attach to this page:

1. unofficial transcripts (or photocopies) from *all* schools attended (not just the total of transferable units appearing on your HSU transcripts) and
2. copies of grades not appearing on those transcripts.

If you are a graduate of some other college/university (or soon will be):

You must have *official* transcripts from *all* colleges or universities attended sent directly to Admissions and Records. **If you graduate *after* your HSU application is submitted, you need to send official transcripts with your BA/BS degree posted directly to the HSU Office of Admissions.**

In addition, for the purpose of screening your application, the Credential Program Office still needs you to attach to this page:

1. unofficial transcripts (or photocopies) from *all* schools attended
2. copies of grades not appearing on those transcripts.

Address for your official transcripts to be sent:

**Office of Admissions
Humboldt State University
Arcata, CA 95521**

Humboldt State University
School of Education Credential Programs

Prerequisites

Technology Competency Verification

Candidates are required to demonstrate entry level computer competency. Please indicate the option you have met or will meet by the second week of August.

- Passing grade in EDUC 285 (HSU) _____ or EDUC 120 (College of the Sequoias) _____
Semester/Year Semester/Year
- Passed the Preliminary Education Technology (PET) exam (www.cset.nesinc.com) _____
Test Date
- CIS Minor posted on transcript
- Any course with a catalog description explicitly stating the course meets CCTC Level I credential requirements for computer competency is also an equivalent course. Contact the Credential Program Office for verification of equivalency.
Course Name and Semester/Year completed: _____
- If you have not met this requirement as of the application deadline, please sign the statement below:

To be admitted to an Education Credential Program, I understand that I must verify my technology competency by the second week of August of the credential year.

Signed: _____

CPR

To begin the program, candidates are required to have valid Community CPR (Infant, Child, and Adult) certification taken at an in-person training. Please attach a photocopy of your CPR card or sign the statement below.

To begin an Education Credential Program fall semester, I understand that I must verify I have current CPR certification.

Signed: _____

U.S. Constitution Course

Indicate below the course you have taken to satisfy the U.S. Constitution requirement.

- Passing grade in PSCI 110, 210, 359, 410 (HSU) _____ or PoliSci 10 (CR) _____
Semester/Year Semester/Year
- Passing grade in an equivalent course from another university _____
Please attach a copy of the course description so the Credential Office can verify equivalency.
- Passed American Government/Constitution Test at HSU's Testing Center or at a County Office of Education: _____
date
- Passing grade on high school American Government AP test _____
Please attach a copy of your high school transcript that shows the test date and score (must be 3, 4, or 5).
- If you have not met this requirement as of the application deadline, please sign the statement below:

I understand that I must satisfy the US Constitution requirement before I can be recommended to the California Commission on Teacher Credentialing for a teaching credential.

Signed: _____

Accreditation

- Check here if your bachelor's degree is (or will be) from a regionally accredited college/university. All UC and CSU schools, for instance, are regionally accredited. Note: HSU is not responsible for credential denial due to improperly accredited undergraduate work.

I authorize **RELEASE** of my application materials and credential status information to 1)School of Education faculty/staff, 2)school districts, 3) County Board of Education offices, 4)the California Commission on Teacher Credentialing, and 5)other colleges/universities.

Student Signature & Date _____ Printed Name _____

Elementary Education Credential Program
CBEST and CSET Required Exams

(Section 2b)

California Subject Examinations for Teachers (CSET):

All applicants to the Elementary Education Credential Program must pass all three sections of the Multiple Subject CSET examination, and the Credential Programs Office **must** receive verification of passing scores for all three subtests of the exam by August 1 of the application year. The **May test date** is the latest test date that will have results posted by August 1. When you register online to take the examinations, please have an electronic copy of your score sent to us by selecting **Code 4345** (Not R0026).

CSET, passed: Attach your test scores to this form.

CSET, pending: You may register online for the CSET at: <http://www.cset.nesinc.com>. Please attach your registration confirmation to this page.

If scores are pending, sign the following statement. *To be admitted to the Elementary Education Credential Program, I understand that I am required to pass the CSET Multiple Subjects exam on or before the May test date of the application year.*

Signature _____ Date you plan on taking the exam _____

California Basic Educational Skills Test (CBEST) OR CSET: Writing Skills Test:

CBEST / CSET Writing Skills Test, passed: Attach your test score to this form.

CBEST / CSET Writing Skills Test, pending: Sign the following statement. *I understand that the Elementary Education Program of Humboldt State University requires that I pass the CBEST exam on or before the June test date for the application year or the CSET: Writing Skills Test on or before the May test date.*

Signature _____ Date you plan on taking the exam _____

**Attach photo copy of CBEST
transcript card here**

USE STAPLES OR TAPE ONLY.

DO NOT USE GLUE OR PASTE.

Humboldt State University
School of Education Credential Programs

Early Field Experience – Elementary Education

Before entering the elementary education program, applicants must complete a successful field experience with students in a self-contained classroom in the grade levels in which they plan to teach. Forty-five hours are required.

TO MEET THIS REQUIREMENT THROUGH COURSE WORK:

- Course number and university (for instance, "EED 210/310 at Humboldt State," or a similar course from HSU or another institution): _____
- Semester completed (if current, attach proof of registration): _____
- Number of hours spent in classrooms with linguistically diverse students: _____
- Evaluation, completed by certificated K-8 classroom teacher of the forty-five hours field experience. **Attach to this page.**

TO MEET THIS REQUIREMENT ON AN INDIVIDUAL BASIS:

Have this form completed and signed by the credentialed teacher of record who may not be a family member. Make additional copies if you participated in several classrooms.

I _____ (print name), a multiple-subjects credentialed teacher, verify that _____ (applicant's name) has completed the hours specified below observing/participating in a multiple-subjects classroom in an accredited school (public or private school, county-operated community school or court school, or parochial/church-sponsored school).

District: _____ School: _____ Grade: _____

Hours per week: _____ Total hours: _____ Hours with linguistically diverse students: _____

Applicant's responsibilities in the classroom:

Applicant's potential to become an effective teacher:

Signature of Teacher of Record

Phone & Email

Note: HSU's Elementary Education Coordinator must approve this experience and may request additional observation time.

Health Verification

All students entering one of our credential programs must verify a current (less than two years old) tuberculosis (TB) test. Credential candidates also need to verify a vaccination for measles, mumps, rubeola and rubella (MMR). You may obtain these vaccinations from the HSU Student Health Center or a private physician or clinic.

Verification must include either the **agency stamp** or an attached statement on **letterhead stationery**. We cannot accept signatures only.

You will also need to provide your measles documentation to HSU's Student Health Center in order to register for classes. Once this page is complete and your vaccinations are verified, please include the original form with your application to the credential program and fax a copy to the HSU Student Health Center at (707) 826-5042.

Student's Name (please print clearly) _____

Student's Social Security Number or HSU ID # _____

Measles Vaccination:

(Rubeola & Rubella)

_____ Examiner

_____ Agency Stamp

_____ Date

TB Test Results:

_____ Examiner

_____ Agency Stamp

Results: _____

Date Placed: _____ Date Read: _____

(Please Note: TB Tests must be current within two years)

Humboldt State University
School of Education Credential Programs

Experiences / Skills

Type or use a software application to recreate questions 1-7. Include your name and "Section 5" in upper right-hand corner, and attach to this page. Your typed responses to Questions 2-7 will be assessed as one of multiple measures of your writing skills. Please limit your responses to one-half of a page per question.

NAME: _____

1. List any tutoring, youth group work, teacher's aide, Vista, Peace Corps, or other experiences related to teaching.
2. Have you been involved in organized extracurricular activities (clubs, for instance, or student government)? If so, list groups and nature of involvement.
3. Have you been involved in community activities (PTA, election work, service organizations, etc.)? If so, list activities and dates.
4. Describe any travel experiences that have helped expand your world-view.
5. Can you read or speak any language other than English? (Sign language is acceptable.) What is your level of competence?
6. What other skills or experiences (artistic, technical, physical, organizational, etc.) will enhance your performance within the teaching profession?
7. Describe how past experiences have helped you develop multicultural competencies and have prepared you to work with students and families from diverse ethnic, linguistic, and/or socioeconomic backgrounds.

Professional Goal Statement

Write a professional goal statement. In this one to two page essay (typed or computer-generated), include:

- 1) why you want to become a teacher, and
- 2) the special attributes you bring to the profession.

In describing your special attributes, you may consider a self-assessment of the following:

- a) your oral and written communication skills
- b) your responsibility/dependability
- c) your openness to working with diverse students
- d) your critical thinking abilities
- e) your academic competence
- f) your initiative, maturity, and emotional stability
- g) your leadership, adaptability/flexibility, and seriousness of purpose
- h) your relationships with children, families, and colleagues
- i) your overall potential to become an excellent teacher

Your professional goal statement will be assessed as one of multiple measures of your writing skills.

Please complete a numerical ranking of these attributes below by circling the appropriate value. *Note:* Individuals who write a letter of recommendation for you will be asked to complete this same ranking of your personal attributes.

ATTRIBUTES	EXCELLENT	GOOD	FAIR	POOR
oral communication skills	5	4	3	2
written communication skills	5	4	3	2
responsibility/dependability	5	4	3	2
ability to work with diverse students & families	5	4	3	2
critical thinking ability	5	4	3	2
academic competence	5	4	3	2
initiative	5	4	3	2
maturity and emotional stability	5	4	3	2
leadership	5	4	3	2
adaptability/flexibility	5	4	3	2
seriousness of purpose	5	4	3	2
relationships with young people	5	4	3	2
relationships with colleagues	5	4	3	2
overall potential to become an excellent teacher	5	4	3	2

Recommendation Form – Elementary Ed.

Candidates: You will need three letters of recommendation.

This is a **non-confidential recommendation** for _____

The above-named applicant to our program would like you to evaluate her/his potential as a teacher. Please **complete a numerical ranking of the attributes listed below** by circling the appropriate value. As part of the application process, the applicant supplies a self-assessment of these same attributes.

In addition to this ranking, please **type a separate letter of recommendation on your own letterhead stationery**. Address the period of your professional relationship with the applicant, and provide specific supporting statements about the applicant's communication skills, professional conduct, and potential for success as a teacher. Please **return both forms to the student by mid-January** for inclusion in her/his admission packet, which is due **February 1**.

ATTRIBUTES	EXCELLENT	GOOD	FAIR	POOR	NOT OBSERVED
oral communication skills	5	4	3	2	N.O.
written communication skills	5	4	3	2	N.O.
responsibility/dependability	5	4	3	2	N.O.
ability to work with diverse students & families	5	4	3	2	N.O.
critical thinking ability	5	4	3	2	N.O.
academic competence	5	4	3	2	N.O.
initiative	5	4	3	2	N.O.
maturity & emotional stability	5	4	3	2	N.O.
leadership	5	4	3	2	N.O.
adaptability/flexibility	5	4	3	2	N.O.
seriousness of purpose	5	4	3	2	N.O.
relationships with young people	5	4	3	2	N.O.
relationships with colleagues	5	4	3	2	N.O.
overall potential to become an excellent teacher	5	4	3	2	N.O.

Signed _____ Date _____

Printed Name _____ Position _____

Recommendation Form – Elementary Ed.

Candidates: You will need three letters of recommendation.

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leadership	5	4	3	2	N.O.
adaptability/flexibility	5	4	3	2	N.O.
seriousness of purpose	5	4	3	2	N.O.
relationships with young people	5	4	3	2	N.O.
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overall potential to become an excellent teacher	5	4	3	2	N.O.

Signed _____ Date _____

Printed Name _____ Position _____

Humboldt State University
School of Education Credential Programs

Recommendation Form – Elementary Ed.

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relationships with young people	5	4	3	2	N.O.
relationships with colleagues	5	4	3	2	N.O.
overall potential to become an excellent teacher	5	4	3	2	N.O.

Signed _____ Date _____

Printed Name _____ Position _____

<p>Humboldt State University School of Education Credential Programs</p> <h2 style="margin: 0;">Elementary Education Placement Preferences</h2>

The California Commission on Teacher Credentialing (CCTC) requires apprenticeship experience in **two** of the following three grade level options: (K-2), (3-5) and (6-8) grades. You will have two fieldwork placements: one fall semester and one spring semester. HSU requires a minimum of three days solo teaching in the fall placement and a minimum of two weeks solo teaching in the spring placement. If, for example, you want to become a primary grade teacher, your fall placement should be in the upper grades, and your spring placement should be in a primary grade.

CCTC requires significant apprenticeship experience in a classroom with English language learners (ELL) for a Multiple Subjects Credential. School districts serving English language learners include: Del Norte County Unified (Bess Maxwell, Crescent Elk, Joe Hamilton, Smith River), Eureka City Schools, South Bay, Loleta, Fortuna, Rio Dell, Rohnerville, and Fort Bragg in Mendocino County. Morris School in McKinleyville is a Spanish Immersion school.

A multigraded classroom is another option you may choose. Below, please indicate the general areas and, if known, the specific schools where you would like to do your fieldwork. The general areas are Del Norte County, Northern Humboldt, McKinleyville, Arcata, Eureka, Klamath/Trinity, Fortuna, and Southern Humboldt. You may not student teach in a school that your children attend.

If you have taught under an emergency permit and want to use this experience to meet part of your fieldwork requirements, **you must have a letter of recommendation from the principal of the school where you taught as one of your three letters of recommendation in this application to the EED program.**

FALL SEMESTER

	ELL?	Grade(s)	Area	School
1st Choice:	yes no	_____	_____	_____
2nd Choice:	yes no	_____	_____	_____

SPRING SEMESTER

	ELL?	Grade(s)	Area	School
1st Choice:	yes no	_____	_____	_____
2nd Choice:	yes no	_____	_____	_____

Certificate of Clearance

Apply for your Certificate of Clearance online by following this process. If you have an arrest record, contact the CTC to find out what additional records you will need to mail to them.

Step One:

1. Log onto the California Commission on Teacher Credentialing's website: <http://www.ctc.ca.gov>
2. Click on the "CA Educators" tab.
3. Under "Popular Topics", scroll down and select "Fee and Fingerprint Information."
4. Scroll down and select "Click to download a LiveScan form (41-LS)."
5. Print LiveScan form.
6. Go back, and select "Click here for a listing of LiveScan locations."
7. Search by county to find the nearest location for fingerprint services. (Humboldt County residents are advised to use the HSU Campus Police Department.)
8. Take your LiveScan form to the location and get fingerprinted. **Make sure that the LiveScan operator makes you two copies of the completed form. Keep one for yourself and one for the credential program.**

Step Two:

1. One week later, go to the CTC's credential look-up website, located at:
<https://teachercred.ctc.ca.gov/teachers/index.jsp>
2. On the left-side navigation bar, select "Direct application, non-recommendation only."
3. Enter the required information, and continue.
4. Answer the professional fitness questions, and continue. **If you have an arrest record, contact CTC to find out what additional records you need to mail to them.**
5. Print two copies of your "Summary Oath and Affidavit."
Attach one copy to this form and keep the other copy for your records.
6. Enter your credit card information and process.
7. Print your fee confirmation number and keep for your personal records.

Step Three:

1. An email will be sent to you within approximately one week indicating your clearance status. Follow the link and the instructions provided.
2. Return to the Commission's website credential look-up site:
<https://teachercred.ctc.ca.gov/teachers/index.jsp>
4. Select "Teaching credential holders and applicants, their recommending institutions and their employers may check application and credential status."
5. Enter your social security number and date of birth.
6. Click on the link for your Certificate of Clearance.
7. Print two copies of the clearance page.

Attach one copy to this form and keep the other copy for your records.

***Staple the required print-outs (listed above) to this paper,
and submit with your application.***

Scholarships and Grants

Please note: Scholarships administered by HSU and the School of Education are subject to change. Please contact the Credential Programs Office at 707-826-5867 on/after April 30th to find out which scholarships will be offered each program year and their amounts or check our website at: <http://www.humboldt.edu/~educ/faqs.html#Scholarship>.

- **California Retired Teachers' Association:** \$1,000 open to EED, SED, and SPED candidates. Based solely on financial need. Contact the Credential Programs Office, located in HGH 202, 707-826-5867, or see our website.
- **Fick Memorial:** Approx. \$600. Awarded to EED, SED, and SPED candidates. Contact the Credential Programs Office, located in HGH 202, 707-826-5867, or see our website.
- **Hawkins:** \$500. Requires minimum 3.5 GPA. Preference will be given to students enrolled in a credential program following five or more years since earning their baccalaureate. Awarded alternately to EED, SED, or SPED candidates (SED in 2009-10, EED in 2010-11). Contact the Credential Programs Office, located in HGH 202, 707-826-5867, or see our website.
- **Alison Miles Memorial:** \$500. Awarded to a SED candidate who has a full-time student teaching placement at a middle school. Announced fall semester of credential program year. Contact the Credential Programs Office, located in HGH 202, 707-826-5867, or see our website.
- **Laura Settle California Retired Teachers' Association:** \$2,000. Awarded alternately to EED, SED, or SPED candidates (SPED in 2009-10, SED in 2010-11, EED in 2011-2012) through the Retired Teachers' Association. Contact the Credential Programs Office, located in HGH 202, 707-826-5867, or see our website.
- **Mark Sheive Memorial:** Approx. \$1,500. Open to all EED candidates, but preference given to HSU graduates with LSEE majors. Contact the Credential Programs Office, located in HGH 202, 707-826-5867, or see our website.
- **Reinman:** \$1,000. For SED and EED candidates. Specifically designated for students who earned their high school diploma or equivalency 15 or more years ago. Contact the Credential Programs Office, located in HGH 202, 707-826-5867, or see our website.
- **Schober:** Dollar amount varies. For EED, SED, and SPED credential candidates. Contact the Credential Programs Office, located in HGH 202, 707-826-5867, or see our website.
- **Humboldt Area Foundation:** Several grants and scholarships available to education students. Online information at www.hafoundation.org.
- **Delta Kappa Gamma:** For fifth-year students going into education. To view eligibility requirements and download the application, see: www.hafoundation.org/images/stories/applications/EpsilonPi.pdf.
- **American Association of University Women:** Offers a variety of scholarships/grants for women in higher education. See their website at www.aauw.org/fga/index.cfm for a list of programs and qualifications.
- **PELL:** for credential students who have completed their bachelor's degree and are enrolled in a credential program.; contact Financial Aid, (707)-826-5363.
- **Cal Grant T:** a competitive grant with specific teaching requirements for students who have never received a Cal Grant or are no longer eligible for a 5th year renewal. Contact Financial Aid Office or the California Student Aid Commission.

Student Loan Forgiveness:

1. **APLE:** Will pay back up to \$19,000 of your student loans. Amounts vary based on your specialty and future teaching employment. For further information, see: www.csusuccess.org/aple.
2. **Stafford Loan Forgiveness Program for Teachers:** Will pay back up to \$17,500 for teachers with certain specialties and up to \$5,000 for teachers who teach for five years in low-income schools. Must meet program requirements, see website for details: www.FederalStudentAid.ed.gov/tc.

Elementary Education Appeals Process

For elementary education applicants who don't meet the minimum GPA required for admission.

CSU Executive Order 1032 governs admission to all CSU teacher preparation programs statewide. In compliance with CSU policies, the School of Education at HSU limits the number of individuals not meeting GPA requirements who may enter credential programs on "exceptional admissions" status.

For the Elementary Education program at Humboldt State University, the following regulations apply:

1. It is the responsibility of each applicant to initiate the GPA appeals process. Appeals applicants must contact the Elementary Education Coordinator, 707-826-5108, as soon as possible for advising. The applicant shall read and sign this form signifying knowledge and understanding of the regulations.
2. Appeals applicants must turn in a completed appeals application packet postmarked or delivered to the Credential Programs Office (HGH 202) by 5 p.m. of the due date. Appeals applications not complete by this date will receive no further consideration.
3. The appeals application packet must contain:
 - a. Official documentation of passing CSET scores or proof of registration for the January test date. **Applicants must pass the CSET on or before the January test date to be considered for admission.**
 - b. Two non-confidential letters of recommendation from **college/university faculty members** who have recently had the applicant in class and can evaluate the applicant's ability to succeed academically in the credential program. **These recommenders are in addition to and different from the three recommendations in the standard part of the application process.**
 - c. A one- to two-page narrative, written by the applicant during a one-hour session in the HSU Testing Center, that 1) states reasons for the GPA being lower than the minimum required, 2) explains what the applicant has done and will continue to do to strengthen subject matter areas in which low grades were earned, and 3) describes how the applicant may use his/her own low-GPA experience to help other students. The applicant must call the Testing Center (826-3611) and make an appointment for the timed writing on or before January 31. Applicants are allowed blank paper and pen or pencil (unless disability documentation supplied by the applicant indicates additional aids should be allowed). If applicable, provide documentation of a learning disability to the testing center in advance of the test date to provide adequate time for consultation and preparation. Documentation should be from a learning disabilities specialist and should describe the special assistance needed. If you are not an HSU student and need a reader or scribe, the testing center does not pay for the reader or scribe. Other arrangements may be made. Consult with the Elementary Education Coordinator (707-816-5108).
4. The decision of the Appeals Committee is final.

Signature of Applicant

Date

Humboldt State University
School of Education Credential Programs

Elementary Education Appeals Process Recommendation

**For elementary education applicants who don't meet
the minimum GPA required for admission.**

This is a **non-confidential recommendation** for _____

The above-named student must file an appeal to be considered for admission to the Elementary Program. This appeal is necessary because the student's grade-point average falls below the requirement set by Humboldt State University in conjunction with California State University.

By presenting this form to you, the student is requesting that you evaluate her/his potential to succeed academically in the credential program. You may use this form or attach a separate letter of recommendation on your own letterhead stationery. Address the period of your professional relationship with the applicant, and provide specific supporting statements about the applicant's oral and written communication skills. Please return this form to the student **by mid-January** for inclusion in his/her admission packet, due February 1st.

Signed _____ Date _____

Location/School _____ Phone _____

Humboldt State University
School of Education Credential Programs

Elementary Education Appeals Process Recommendation

**For elementary education applicants who don't meet
the minimum GPA required for admission.**

This is a **non-confidential recommendation** for _____

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Signed _____ Date _____
Location/School _____ Phone _____