

ADMISSION TO SENIOR CAPSTONE PHASE
Education Department – West Virginia State University

I request admission to the Senior Capstone Phase in the Teacher Education Program at West Virginia State University.

Candidate Name and Student ID Number

Candidate Signature/Date

Content Specialization(s): _____

Part I: Candidate must provide printed copy of the following documents from their Essential Documents:

- Printed copy of current transcript from My State which must include the current schedule
- Secondary candidates must submit advising document with selected content courses. This document must be signed by the content advisor.
- Current Educational Testing Service (ETS) transcript with all Praxis scores
- Copy of all PDU certificates to verify Professional Development activities
- Copies of all in-person Field Experience Documents with all signatures

Part II: Candidate Folder will be reviewed during the Capstone Review Conference to verify these required items for Admission to the Senior Capstone Phase:

1. _____ Education Department Admission to Candidacy Application
2. _____ Admission Status Notification Letter (*Must have official letter confirming admission*)
3. _____ Updated Completed Program Status Sheet (Initialed and dated by Education Department Chair)
4. _____ Unofficial transcript printed from MyState (*Transcript must be dated within one week of Capstone Review Conference*)
5. _____ Unofficial transcript from institutions where transient courses were taken
6. _____ Approved Transient Status Forms to take courses at another institution
7. _____ Approved Course Substitution Forms for courses not listed on the Program Status Sheet but are used to fulfill degree and certification requirements
8. _____ Completion of Education 300 with a "C" or better
9. _____ Completion of Education 316 with a "C" or better
10. _____ Completion of Education 319 or 320 with a "C" or better
11. _____ Completion of Education 227 or 327 with a "C" or better. (*Wellness candidates will take HHP 329 in place of EDUC 227*)
12. _____ Discussion of completion of General Education, Education and Content Requirements (Obtain from status sheet)
13. _____ Repeated general education, professional education and content specialization courses where grade was less than a "C"
List courses successfully repeated _____
14. _____ Maintained a 3.3 overall GPA Current GPA _____
15. _____ Maintained a 3.3 overall GPA in all professional education courses completed
16. _____ Maintained a 3.0 overall GPA in all content area courses completed
17. _____ Satisfactory Completion of Education 316 Field Placement
18. _____ Satisfactory Completion of Education 319 or 320 Field Placement
19. _____ Satisfactory Completion of Education 331 Field Placement
20. _____ Discussed requirement to attempt the Principles of Learning and Teaching (PLT) while enrolled in EDUC 316
Effective Fall Semester 2021, the PLT must be attempted while enrolled in EDUC 316.
21. _____ Current Educational Testing Service (ETS) Transcript and copies of SAT or ACT scores
22. _____ Discussed deadlines for passing scores for PRAXIS Content before applying for Traditional student teaching or Residency II
Fall Semester – April 1st and Spring Semester – November 1st
23. _____ Background Search Notification Form and discussion of disclosure of any misdemeanors or felonies
24. _____ Three (3) completed Faculty Professional Education Assessment Forms (A-5)
25. _____ Three (3) Speaking Assessments
26. _____ Candidate has received copies of all PDU documents which will be used for SCOPE Assessment. Completed PDU's _____
27. _____ Discussed types of Academic Forgiveness and Course Repeat Policy, when applicable.
28. _____ Discussed deadlines for submission of required WVDE documents for Traditional Student Teaching or Residency I and II
Fall Semester deadline: (3rd Friday in July) Spring Semester deadline: (3rd Friday in December)
29. _____ Discussed eligibility for Clinical placement. Candidates who enrolled prior to Fall 2021 will be recommended based upon the class load. Candidates who enrolled in the Fall 2021 Semester and all semesters thereafter are required to participate in the Yearlong Residency and may only be enrolled in six additional hours, all of which must be evening classes or WEB 100 classes. (The enrollment date for this candidate is _____) This candidate is recommended for the following placement: _____ Traditional Student Teaching _____ Yearlong Residency)
30. _____ Discussion of protocol for Clinical Teacher of Record (CTR) placement.

Part II: Chairperson/advisor/or designee notes are included on the attachment.

Interview Conducted by _____ Title _____ Date _____

_____ Admitted to Senior Capstone Phase

_____ Needs Additional Documentation to be Admitted to Senior Capstone Phase (Refer to attached Conference Summary)

_____ Admission Denied

My signature denotes that I have provided factual information during the Senior Capstone Review. Further, I will abide by the recommendations and statements in the attached Senior Capstone Review Notes.

Candidate's Signature _____ Date _____