MATRICULATION CONTRACT FOR MAC PROGRAM

1. Only 9 hours of graduate work taken as a non-degree student count toward a master's degree.
2. All graduate courses required for the MAC program must be completed within 7 years.
3. C&I 602 and EDP 600 are prerequisites for all methods courses.
4. A grade of a B or better is required in C&I 602 before taking methods courses.
5. A GPA of 3.0 throughout the program. Only “C” or better grades in graduate courses will count toward graduation.
6. Students cannot retake courses in which they receive a grade lower than a C more than once.
7. Students need to initiate a meeting with their advisor at least once per semester to ensure a timely completion of the program.
8. Students must complete 125 hours of field experiences before student teaching.
9. Students cannot make their own field placements. The Office of Teacher Education will coordinate all field placements for students.
10. Students cannot use substitute-teaching hours in place of field experience hours. Field experience hours require the direct supervision of a cooperating teacher and must be coordinated by the Office of Teacher Education.
11. Students must arrive on time to their school placement and notify their host teacher if they will be absent. Failure to do so may adversely influence assessment of professional disposition and/or class grades.
12. Students must provide the results of an online criminal background check and West Virginia State Fingerprint check to all schools in which they complete a field placement and student teaching.
13. Students must pass the PRAXIS II exam (content exam) no later than the semester before student teaching. Test results must be submitted to the center for advising and records by November 1 for student teaching in the spring semester and June 1st for student teaching in the fall semester. Failure to submit passing grades by those dates will delay student teaching.
14. All coursework required for certification must be completed and on file in the advising center before student teaching (January 1 for the spring Semester, July 1 for the Fall Semester.
15. Students must apply to student teach one year in advance. Applications are available in the Office or Teacher Education-607 Allen Hall. Student Advisors will review and sign student application and then students will submit them to the Office of Teacher Education in 607 Allen Hall.
16. Students must apply for a state student teaching permit, including fingerprints, Form 1, Form 7, and Form 24, before entering student teaching (see Office of Teacher Education 607 Allen Hall for details and forms). Federal fingerprinting must be complete within 90 days of the issuance of the state permit. Contact MorphoTrust (855) 766-7746 for fingerprinting.
17. Students must complete a Request to Graduate signed by an advisor and submitted to the registrar in order to graduate.

Print Name: _______________________________ Date _______
Signature: _______________________________