

PRE-TEACHER EDUCATION ADMISSION AGREEMENT
Early/primary Education, Elementary Education, Middle Education,
and Special Education
Virginia Community College System
AND
Norfolk State University

Virginia's classrooms are experiencing a severe shortage of highly qualified teachers. In response to this crisis and to the requirements of the No Child Left Behind Act, the Virginia Community College System (VCCS) offers this Pre-Teacher Education Curriculum (PTEC) and seeks to create a system-wide articulation agreement, known as the Pre-Teacher Education Admission Agreement (PTEAA), between the VCCS and Norfolk State University (NSU) in the area of an arts and sciences core leading to a transferable associate degree (AA&S, AA or AS) that will facilitate entry into a teacher education program in early/primary education, elementary education, or selected areas of special education at NSU.

The PTEC provides a common teacher education associate degree curriculum that can be used by any of Virginia's 23 community colleges to prepare students to transfer to four-year colleges and universities in a seamless manner. The PTEC course sequence will meet General Education requirements and closely parallel the first two years leading to the teacher education program at NSU.

This agreement does not affect any current or future agreements NSU has developed or may develop with individual or regional community college groups.

ADMISSION AGREEMENT

I. Academic

The PTEAA student who successfully completes a transfer degree and the stipulated PTEC courses at a Virginia community college is guaranteed admission to NSU and by meeting all of the requirements for full admission to the teacher education program at NSU, may apply for admission to teacher education. He/she may expect the following:

- A. that all of the courses and credits successfully completed at the community college, and meeting the grade requirement of 2.5 will meet General Education requirements and may apply toward elective credit, or curriculum area courses for a baccalaureate degree leading to licensure and endorsement in Early/primary Education (preK-3, preK-6), Middle Education (6-8), or identified selected areas of Special Education.
- B. that NSU will accept all the credits earned from the associate degree program from a Virginia community college and, therefore, can accept the student as a junior at NSU. However, the student may still have to take additional lower-level major and teacher education courses not available at the community college and thus may not be able to

complete all requirements for the baccalaureate degree with the same number of successfully completed hours and courses as a native student.

- C. that acceptance to a teacher education program at NSU is dependent upon available seats. Students participating in the PTEAA should follow all special college and/or departmental application procedures and deadlines, as well as meet grade point average requirements listed in the NSU catalog for native students. Transfer students and native NSU students will be treated identically with regard to admission to oversubscribed programs.
- D. that in addition to successful completion of the PTEC courses, students must pass the prescribed assessment for entry into a Virginia approved teacher preparation program (Praxis I) or have satisfactory SAT or ACT scores as a substitute as part of their admission to the teacher education program at NSU.
- E. that successful completion of the PTEC courses with an approved transfer-oriented associate degree from a Virginia community college will satisfy all general education and selected lower division core requirements at NSU. This will not eliminate the need for a course-by-course analysis of the transcript for elective courses recommended by NSU. Students will need to complete any remaining lower- and upper-division courses and meet all other university, college, and departmental requirements in order to obtain the baccalaureate degree from NSU.
- F. that all provisions of this agreement are subject to change, based on revisions in Commonwealth of Virginia teacher licensure or program approval requirements, national accreditation requirements, or federal regulations.
- G. that NSU awards equivalency credits for CLEP, AP, and IB upon receipt of appropriate documentation (see the catalog for details).

II. Student Services

PTEAA students transferring from the VCCS to NSU will be treated on an equal basis with native students with regard to award and distribution of financial aid, scholarships, campus housing, selection of courses, and parking.

PROCEDURAL AGREEMENT

I. Academic Admission

- A. A student who wants to participate in the PTEAA must inform his/her counselor at a Virginia community college.
- B. The VCCS counselor must provide the student with a copy of the PTEAA, the PTEC, and other related information.

- C. The student will review the PTEAA and the developed program of study and will sign a *PTEAA Letter of Intent* to follow the recommended course sequence.
- D. The VCCS counselor will provide a copy of the *Letter of Intent* to the appropriate advising contact at NSU (Assistant Dean of the School of Education).
- E. A student may not initiate changes in the program of study.
- F. A student must obtain a minimum 2.5 GPA, complete 61-63 semester hours of transfer coursework with a grade of “C” or higher in each course, complete all requirements for an associate degree, and pass the prescribed assessment for entry into a Virginia approved teacher preparation program (Praxis I) or have satisfactory SAT or ACT scores as a substitute.

Eligibility to participate in the PTEAA:

1. Any VCCS students are eligible who complete requirements for a transfer degree following the stipulated PTEC courses and applying for transfer to NSU within four years of signing the *PTEAA Letter of Intent* and within 18 months of completing an approved transfer oriented associate degree. However, students must still meet any new university requirements or new approved program requirements developed because of changes in Virginia teacher licensure requirements, or state, national, or federal requirements and standards.
2. Students who have not signed the *PTEAA Letter of Intent* but who began the community college PTEC curriculum within the last five years and meet the requirements of the VCCS/NSU agreement are eligible.

Major benefits of the PTEAA for VCCS students:

1. VCCS students may select a catalog for degree requirements on the same basis as native students. This means that students may select the catalog in effect at the time of enrollment in the PTEAA and may continue with this catalog for up to five academic years.
2. VCCS’s course of study is pre-approved provided that students complete requirements for the transfer oriented associate degree within four-years of signing the *PTEAA Letter of Intent* and matriculate to NSU within 18 months of completing the transfer oriented associate degree.
3. VCCS students will be considered identical to native students with regard to housing, communications, registration, financial aid, and parking.
4. VCCS students may participate in applicable early-registration periods at NSU.

5. VCCS students and native NSU students will be treated identically regarding admission to teacher education programs at NSU.
6. VCCS students are provided with a seamless transition to NSU's teacher education program.

Responsibilities of the Student:

1. Contact the community college counselor to select the PTEC option.
2. Complete and sign a *PTEAA Letter of Intent* and submit to a community college counselor or faculty advisor. Eligible transfer students must provide a transcript from other institutions.
3. Meet minimum grade criteria and prerequisites for courses in the intended teacher education program at NSU as documented in the attached PTEC document.
4. Discuss any changes, other than in program content, with the community college transfer counselor, who will make changes as appropriate.
5. Notify the community college transfer counselor if participation in the PTEAA is to be terminated.
6. Submit the *NSU/ PTEAA Letter of Intent* with the NSU application for admission and request that all previously attended colleges/universities submit an official transcript to Office of Admissions.
7. Become familiar with information contained in the *NSU Catalog* and meet all academic requirements and application deadlines for the selected teacher education program. It will be the student's responsibility to access the NSU catalog on the NSU website (<http://www.nsu.edu>).

Responsibilities of the VCCS Institution:

1. Identify and track participating PTEAA students.
2. Develop a mechanism to assign PTEAA students to the designated VCCS transfer counselor or faculty advisor.
3. Periodically generate letters regarding status, program changes, etc. to students.
4. Offer a complete curriculum of PTEC courses and guarantee that those courses are applicable to the PTEAA program of study.

Responsibilities of the VCCS Transfer Counselor:

1. Distribute PTEC information and the PTEAA *Letter of Intent* forms to students.
2. Assist students in attaining the transfer degree by developing plans that best satisfy PTEC requirements.
3. Send students' Programs of Study and *Letters of Intent* to the Assistant Dean's Office at NSU. Students must request transcripts from previously attended schools.
4. Advise students and monitor student progress on a regular basis.

Responsibilities of NSU:

1. Determine domicile status of Teacher Education Guaranteed Admission Agreement students in accordance with Section 23-7.4 of the Code of Virginia, the law governing eligibility for in-state tuition, upon matriculating on the NSU campus.
2. Provide current NSU curriculum information and information on impending and/or approved changes as appropriate to VCCS office for distribution to each Virginia community college chief academic officer.
3. Make application forms, Transfer Guides, and NSU catalogs available to VCCS students through the university website.
4. Provide VCCS with annual reports on the status and progress of PTEAA students accepted into NSU's teacher education program including comparisons with native students, for the purpose of assessing and improving the agreement
5. Provide PTEAA students with current information on transfer procedures, financial aid, registration, housing procedures, tuition and fee payments, and deadlines through the university website and other mechanisms used to communicate with transfer students.
6. Generate letters to students upon PTEAA acceptance and periodically send them letters regarding status, program changes, etc.

Responsibilities of Both Participating Institutions – NSU and VCCS:

1. Monitor the enforcement of the agreement. If a transfer credit challenge or appeal is made by a student, he or she must follow the appeals procedure at NSU.
2. Provide current information to PTEAA students with regard to transfer procedures, financial aid, registration, housing procedures, tuition and fee payments, and deadlines.

3. Annually review the PTEC and the PTEAA for currency and accuracy.

Terms of Agreement:

I. Eligible Curricula/Degree

Pre-Teacher Education Curriculum/Approved Transfer-Oriented Associate Degree

II. Term of Effect

- A. This agreement may be amended with the agreement of both institutions, as needed, for specific program articulation without affecting the currency of the master agreement.
- B. This master agreement will remain in effect until terminated by either party upon written notice to the other party of an intention to terminate. Such notice will be effective only if given 180 days prior to the intended date of termination. In the event that this agreement is terminated, the terms of the agreement contained herein will remain in effect for up to four years for students who have filed a letter of intent to transfer at the date of notice to terminate. Students who have filed a letter of intent to transfer have an additional 18 months to matriculate to NSU upon completing the associate degree


Approval Granted by:



Glenn DuBois, Chancellor
Virginia Community College System

4/9/08

Date



Carolyn W. Meyers, President,
Norfolk State University

3/17/08

Date