



TEACHER PREPARATION PROGRAM

POLICIES & PROCEDURES HANDBOOK

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Introduction

Welcome to the UC Merced Extension Teacher Preparation Program (TPP). We are excited that you share our commitment to be culturally responsive educators and effectively support learning and flourishing for all students.

This TPP Candidate Policies and Resources Handbook, along with the Clinical Practice Handbook and Instructors and Staff Handbook, provide programmatic and institutional information. The UC Merced Teacher Preparation Program is an accredited Teacher Preparation Program with the California Commission on Teaching Credentialing offered through UC Merced Extension. We adhere to all the standards and guidelines set up by the State of California.

The Teacher Preparation Program is designed to provide you with a developmental and sequential set of activities that are integrated with the program's coursework and extend your learning through application of theory to practice with TK-12 students in California public school classrooms. At the completion of this program, UC Merced Extension will award you with a Gold Seal Certificate and the Credential Analyst will recommend you to the California Commission on Teaching Credentialing for a Preliminary Credential.

If you have any questions related to the Teacher Preparation Program, please email teacherprep@ucmerced.edu or call 209-228-3473.

We are excited to partner with you on your journey to becoming a culturally responsive educator. Together we will cultivate teaching excellence in the heart of California.

Best wishes,
UC Merced Extension Teacher Preparation Program Instructors and Staff

Please be advised that this is a living document and is updated as necessary to reflect changes in policy or procedures. Candidates will be notified when changes have been made.

Mission Statement

The UC Merced Extension Teacher Preparation Program exists to develop culturally responsive educators that equitably facilitate cross-disciplinary, integrative learning to catalyze student potential and empowerment.

Vision

The UC Merced Extension Teacher Preparation Program aspires to be a recognized model for developing culturally responsive teachers that are committed to empowering their students. The Teacher Preparation Program is aligned with the vision of the University of California, Merced—upholding 21st century priorities for interdisciplinary learning and public service. To achieve this aspiration, the Teacher Preparation Program:

1. Aims to establish culturally respectful communication regarding questions, ideas, and solutions in the context of the Teacher Preparation Program courses and clinical placements.
2. Aims to nurture collaboration between teacher candidates and students to achieve learning goals, maximizing collective talent and expertise.
3. Aims to develop skills for critical and creative problem-solving among teacher candidates and students, applicable to all content domains.

UC Merced Extension Teacher Preparation Program’s mission and vision are aligned with adopted standards and frameworks for TK-12 students in the State of California. The program prepares teachers at the highest level, supporting culturally responsive, inclusive, critically creative, and rigorous education for all students. The coursework is aligned with the Teaching Performance Expectations (TPEs) and standards adopted by the California Commission on Teacher Credentialing. Teacher candidates in this program will be able to assess individual student learning relative to the standards. Candidates will demonstrate TPE competence through successful course completion, supervisor observations, a digital and/or physical portfolio, and quality Teaching Performance Assessments (TPAs).

Academic Policy Information

Academic Calendar

The Teacher Preparation Program (TPP) follows the UC Merced Academic Calendar which can be found at <http://registrar.ucmerced.edu/schedules/calendars>.

Accreditation

The University of California, Merced, is accredited by the WASC Senior Colleges and University Commission (WSCUC). UC Merced Extension is accredited by WSCUC through the University.

FERPA – Confidentiality and Student Rights

The TPP abides by the Federal Family Education Rights and Privacy Act of 1974 (FERPA). For more information on your rights under this act, please refer to <http://registrar.ucmerced.edu/policies/ferpa>.

For the University of California policy related to student record information disclosure, please review policy.ucop.edu/doc/2710533/PACAOS-130.

UC Merced Policy on the Use of Email for Official Communications with Students

This policy establishes email as a method for official communications from UC Merced to graduate, professional, and undergraduate students.

Pursuant to this policy, all UC Merced students are responsible for taking the following actions:

Activating their University-assigned email account, preferably upon expressing their intent to register or as soon thereafter as possible.

Accessing all information sent to their University-assigned email account.

Managing their University-assigned computing and email accounts.

A student may opt to forward University email communications to a different account. In those instances, it is the student's responsibility to ensure that all information sent to their official University-assigned email account, including attachments, is properly forwarded to that other email account.

For more information related to this policy, please refer to: <https://it.ucmerced.edu/use-of-email-for-official-communications-with-students>.

Nondiscrimination

The University of California, in accordance with applicable federal and state laws and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access and treatment in University programs and activities.

Inquiries regarding the University's student related nondiscrimination policies may be directed to Student Conduct staff in the Office of Student Life.

Sexual Harassment

Sexual harassment of all persons who participate in University programs and activities is prohibited by law and by University regulation (Policy 380-12). Sexual harassment is unacceptable and will not be condoned on the UC Merced campus.

Clery Act and Crime Statistics

"Safety Matters" is UC Merced's annual security report. This publication offers information about our police department, campus crime statistics and a wealth of information about safety and security. It can be found at police.ucmerced.edu and to learn more about UC Merced's annual crime statistics, please see ope.ed.gov/security/.

Smoke and Tobacco Free Campus

<http://smokefree.ucmerced.edu/>

Late Admission

UC Merced Extension has set application deadlines for the Fall and Spring terms. These deadlines are posted online at extension.ucmerced.edu/tpp. However, late applications may be accepted and will be reviewed based on space available in the program. UC Merced Extension does not guarantee that late applicants will be notified of their financial aid package prior to the start of the term.

Please contact the Credential Analyst for information regarding late applications.

Denial of Admission

UC Merced Extension reserves the right to select its candidates and deny admission to the Teacher Preparation Program, based on an applicant's suitability in meeting the admissions criteria, including but not limited to the Admission Interview, and the best interests of the Program.

Appeal of Admission Decision

An applicant has the right to appeal a denial of admission. If an applicant believes that the denial is based on error, prejudice, capriciousness, arbitrariness or is not within established admission criteria, the applicant may file an appeal and offer evidence to support the claim. Applicants who wish to appeal a denial of admission must do so within 15 business days of the date of the notification, submitting the completed Request to Appeal along with the notice of denial of admission to the Director of Education Programs.

Enrollment Policy Information

Enrollment Basics

Candidates will receive course registration numbers from the Credential Analyst each semester. Please be aware that once you are registered, course fees will be applied to your account through the regular billing cycle. Through the UC Merced Student Portal select MyBill to view your account fees.

Fee Assessment and Billing

A candidate's fees are assessed following course registration. You must register for courses first so that fees can be assessed. You are then responsible for paying the assessed fees by the fee payment deadline.

Electronic billing statements are published the first business day of each month. Your billing statement will list recent charges and credits (payments). If you are a financial aid recipient, aid will be applied to allowable charges on your account and any excess will be refunded to you.

If you register just prior to the semester fee payment deadline, do not wait for a billing statement before paying your fees. Fees are due and payable by the published deadline whether or not a billing statement has been produced.

You are responsible for the timely payment of any charges not covered by financial aid.

Payment Methods

Payment can be made online at [MyBill.ucmerced.edu](https://mybill.ucmerced.edu) using electronic check or credit card (Visa, MasterCard, American Express, and Discover).

In-Person

Candidates can pay by check in person at Campus Cashiering Services, located in the Kolligian Library next to the Students First Center. Their hours are 8:30 a.m. to 4:30 p.m. Monday through Thursday and 8:30 a.m. to 3:00 p.m. Friday.

Mail

Make your check payable to the UC Regents and note your student ID number in the memo field of the check. Mail the check to the following address:

**University of California, Merced
Campus Cashiering Services
P.O. Box 2450
Merced, CA 95344**

Late Payments

The following will occur when a payment is late:

- A late fee of \$50 will be charged;
- A hold will be placed on your account impacting your ability to access services, such as subsequent term registration, transcripts, etc.; and
- You may be dropped from your courses for non-payment

Returned Check Policy

The University accepts personal checks as payment on student accounts. However, the University charges a \$20 Returned Check Fee when a check is not honored by the payer's bank. The University will refuse to accept a personal check from a student who is a repeat offender. Any student who has more than two unpaid checks returned to the University is placed on a cash-only basis for all future transactions (i.e. cash, cashier's check, money order, or online credit card payment).

Deferred Payment Plan (DPP)

The Deferred Payment Plan (DPP) offers candidates the option to pay registration fees in four monthly installments per semester. Candidates receiving sufficient financial aid to cover their registration fees do not qualify for the plan. To qualify for the UC Merced DPP, you must have a semester account balance of \$500 or greater after any authorized financial aid has been posted to your account. Also, you cannot have a prior semester balance and enroll in the current semester DPP. The amount eligible for the plan will be due in four equal installments as noted below.

The University charges a non-refundable participation fee of \$40 per semester. DPP enrollment must be requested each semester. A fall DPP enrollment does not carry over to the spring semester.

Please note that DPP is not offered for Summer Session fees.

For more information about the DPP, please visit the DPP website at bfs.ucmerced.edu.

Course Add/Drop/Withdrawal

Candidates can view the Add/Drop/Withdraw grid provided at Orientation for all course deadlines. If you wish to drop or withdraw from a course, please contact the Credential Analyst first.

Adding a Course

During the first week of instruction, candidates may add a course without further approval. For more information regarding adding a course, please refer to the information at <http://registrar.ucmerced.edu/registration-help-page/registering-classes>.

Dropping a Course

During the first week of instruction, candidates may drop a course or courses without further approval. Please see the “Fee Reversal Schedule” for refund information.

Course Withdrawal

You can submit a request to withdraw by contacting the Credential Analyst; the withdraw request must be submitted prior to the tenth week of instruction. If your request to withdraw is approved, you will receive a W grade. It will appear on your official transcript. Withdrawing from a course is not the same as dropping or receiving a refund for a course; strict deadlines apply to course refunds. See “Refunds” for more information.

After the first week of instruction and until the end of the tenth week of instruction, a candidate may withdraw from a course for emergency reasons or for good cause with the signed approval of the instructor of record and confirmed by the Credential Analyst, provided:

1. The candidate is not subject to academic dismissal for the term prior;
2. Dropping the course would be to the educational benefit of the candidate (in the judgment of the instructor and of Credential Analyst); and
3. The candidate is not being investigated for academic dishonesty in that course.

Withdrawing from a course between the second and tenth weeks will be approved only provided the candidate submits a withdrawal form including a written description of the special circumstances warranting this action; therefore, candidates should continue to attend the course until their withdraw request is approved. Any request to withdraw beginning in the eleventh week of instruction will only be considered under exceptional circumstances (illness or injury substantiated by a doctor’s note, recent death in the immediate family or other circumstances of equal gravity), and will only be considered following both signed approval of the instructor of record and submission of a petition to teacherprep@ucmerced.edu that is approved by the Director of Education Programs.

In your petition include:

- Your name, your student ID, the name and section number of your course, your reason for requesting a late withdrawal, your email address and your daytime phone number.
- Supporting documentation of the circumstances. Documentation must be written in English and on letterhead, confirming the reasons for the appeal, including specific dates and signed by the appropriate person in an official capacity. Medical documentation must be on the medical provider’s letterhead.

UC Merced Extension has the right to approve or deny this petition. The review process can take 3 - 4 weeks. Failure to include all necessary information may delay the review process.

All withdrawals must be received by the Credential Analyst by the deadlines specified. For candidates withdrawing after the first week of instruction, a fee will be assessed and a “W” notation will be assigned and appear in place of a grade on the candidate’s permanent transcript. Courses in which a “W” has been entered on a candidate’s record carry no grade points, are not calculated in the grade point average, and will not be considered as courses attempted in assessing the candidate’s progress to degree. Nevertheless, it is a marker used to indicate that the candidate was enrolled in the class beyond the first week of instruction. It does not indicate whether the candidate was passing or failing.

Refunds

The refund policies are strictly enforced. For all courses, including online courses, the maximum enrollment period as stated on the program, course or section description is strictly enforced and extensions to the course end date are not available. Please refer to information on withdrawing from your course without academic penalty.

Exceptions to the refund policy will be considered only under the most unusual circumstances that can be supported with official documentation. Appeals must be submitted in writing with the subject header “Candidate Appeals” by email: teacherprep@ucmerced.edu, or by mail: UC Merced Extension, ATTN: Candidate Appeals, 5200 N. Lake Dr. Merced, CA 95343. Appeals will be reviewed by the Director and Extension Dean, with the Dean making the final decision.

In your appeal include:

- Your name, your student ID, the name and section number of your course, your reason for requesting an appeal, your email address and your daytime phone number.
- Supporting documentation of the circumstances. Documentation must be written in English and on letterhead, confirming the reasons for the appeal, including specific dates and signed by the appropriate person in an official capacity. Medical documentation must be on the medical provider’s letterhead.

UC Merced Extension has the right to approve or deny any appeal. Approved refund appeals are subject to standard service charges, and candidates may also be responsible for prorated course fees. The review process can take 3 - 4 weeks. Failure to include all necessary information may delay the review process.

Cancellation/Withdrawal from the Teacher Preparation Program

TPP candidates who find that they cannot attend the TPP program for a semester in which they have enrolled may cancel their registration only if instruction for that semester has not yet begun. To do so, they must formally request a cancellation of their registration from the Credential Analyst. Please see the Continuous Enrollment Policy for more information.

If instruction has already begun and TPP candidates find it necessary to stop attending *all* classes, they must formally request withdrawal from the program. When the Credential Analyst (after the first week of instruction) approves a completed withdrawal form, a W notation will be assigned for each course in which the TPP candidate has been enrolled. TPP candidates will not be eligible to re-enroll until they have been reinstated. Before considering a complete withdrawal, TPP candidates are urged to consult

with the Credential Analyst and the Office of Financial Aid and Scholarships, if appropriate, to consider the full implications of this action.

Please see the refund policies for specific details on refund rules. TPP candidates who fail to submit the required paperwork for cancellation/withdrawal will receive F (Fail) or U (Unsatisfactory), as appropriate, for all courses in which they are enrolled for that term.

Reinstatement

Reinstatement is the act of restoring active TPP candidate status to former TPP candidates who have withdrawn from the program. TPP candidate matriculation may be interrupted for a variety of reasons, including but not limited to: failure to pay fees, failure to satisfy admission requirements, failure to enroll in future semesters, failure to complete the program or academic disqualification. TPP candidates who wish to return to the program must file an application for reinstatement with the Director of Education Programs by the deadlines listed below.

Reinstatement Filing Period:

Fall Semester - November - May 1

Spring Semester - May - November 1

Summer Term - December - February 1

TPP candidates should begin the process of reinstatement at least six weeks before the deadline. Submitting the application, along with the nonrefundable application fee of \$70.00 as early as possible will provide enough time to review the application and have a reinstated TPP candidate register before new incoming TPP candidates are scheduled to register for classes. TPP candidates who do not enroll in the semester to which they are reinstated must file a new reinstatement application and pay the application fee to return in a future semester.

Periodically the California Commission on Teacher Credentialing (CTC) will expire or sunset a program as teaching credential requirements change. If the program you are admitted to expires or has a sunset date before you reinstate, you may be required to reapply to the program. Inquiries related to this may be directed to the Credential Analyst.

Program Cancellation/Withdrawals Fees and Fee Reversals

To cancel registration before the first day of instruction or to withdraw from the Teacher Preparation Program on or after the first day of instruction, you must complete a Cancellation/Withdrawal form and return the form to the Credential Analyst. If you do not submit a Cancellation/Withdrawal form, you will be liable for fees according to program policy. It is very important that you contact the Credential Analyst and initiate withdrawal procedures even if your fees are fully paid by financial aid or other programs. Failing to do so may result in you owing money to the University.

The effective date for determining a fee reversal is the date a completed Cancellation/Withdrawal form is received by the Credential Analyst. Upon submitting a Cancellation/Withdrawal form a candidate enrolled in courses will be dropped from those courses.

The percentage of fees that may be reversed is determined by the number of instructional days (not calendar days) elapsed, beginning with the first day of instruction for the semester.

Failure to submit a Cancellation/Withdrawal form: If you are not a financial aid recipient and you fail to submit a Cancellation/Withdrawal form to the Credential Analyst, you will be presumed to have attended school the entire semester and full fees will be due. If you are a financial aid recipient, you must contact the Office of Financial Aid and Scholarships for information on how this will affect you.

Fee Reversal Schedule

The percentage of fees that may be reversed is determined by the number of instructional days (not calendar days) elapsed, beginning with the first day of instruction for the semester.

CALENDAR DAYS ELAPSED	PERCENTAGE OF FEES REVERSED
0-1 days	100%
2-11 days	90%
12-27 days	50%
28-53 days	25%
54 days or more	0%

Federal regulations require UC Merced to calculate the amount of federal financial aid that has been “earned” for all students who are receiving financial aid and withdraw from UC Merced during a semester. If the student withdraws prior to completing 60 percent of the semester, a pro-rated portion of the aid must be returned to the funding agency. The student’s account will be billed for any aid returned.

Other Charge Reversals

Charges other than tuition are reversed according to guidelines and schedules published by the appropriate department.

Course Cancellations

UC Merced Extension cancels courses only when absolutely necessary but reserves the right to cancel, reschedule, or combine courses; to alter and discontinue curricula; and to change instructors. Because Extension receives no state tax support, courses may be canceled as late as the first scheduled class if fewer than the required minimum number of students enroll. If a course is canceled or rescheduled, you will be issued a full refund of course registration fees. We do not reimburse textbook fees, travel or accommodation costs or any expense other than the course registration fee. If you have any questions regarding this policy email teacherprep@ucmerced.edu.

Grades

You must meet the attendance, participation and course requirements set by the instructor and noted in the course syllabus. You can log in to your portal to view your final grades. Until all outstanding balances to the university are paid in full, a hold may be placed on your account that prevents you from viewing and printing your final course grades, grade reports and from ordering an official transcript.

Grading Basis Options

When you enroll in a credit course, you will receive a letter grade. If you are unable to complete your course, you can also submit a petition to withdraw without academic penalty prior to your course end date and final exam or project due date (see “Course Withdrawal” on page 7 and “Withdrawal from the Teacher Preparation Program on page 8).

Grading System Grades

Grades		Quality Points
A+	Excellent	4.0
A	Excellent	4.0
A–	Excellent	3.7
B+	Good	3.3
B	Good	3.0
B-	Good	2.7
C+	Fair	2.3
C	Fair	2.0
C-	Fair	1.7
D+	Barely passing	1.3
D	Barely Passing	1.0
D-	Barely passing	0.7
F	Not Passing	0.0
S	Satisfactory (B- or better)	
U	Unsatisfactory (lower than a B-)	
NR	No Report: when instructor fails to report a grade	

Other Grade Letter Designations

W	Withdraw without academic penalty
I	Incomplete

Incomplete may only be assigned by an instructor on an exceptional basis if the candidate’s coursework has been of satisfactory quality but not finished during the term or enrollment period due to circumstance beyond the candidate’s control.

Incomplete grades are contingent on instructor approval, and instructors are under no obligation to grant them. The procedure is to process such requests with the approval of the Dean of Extension and the Director of Education Programs. To complete the course and receive a final grade, you must complete the course requirements within three months of the course end date. If not made up within

the time allowed, an I grade will be converted to an F or U. If left unresolved, the grade Incomplete (I) in any course becomes part of your permanent academic record.

An “I” grade designation is issued only if the instructor approves and ALL of the following criteria are met:

- You present extenuating circumstances to your instructor for not completing the course by the course end date.
- You have successfully completed 75% of the assignments, assessments or projects at least three weeks prior to the course end date.
- You and the instructor have made a written agreement on the work required to complete the course and the due date by which you will submit the work to the instructor. The due date must be within three months of the course end date.
- You must sign and present the Petition for Incomplete Grade form to the instructor prior to the course end date.
- Once completed and signed by you and the instructor, the instructor should forward the original incomplete grade petition form to teacherprep@ucmerced.edu. You and the instructor should each retain a copy of the signed form.

Final Grade Reviews and Appeals

All grades except “Incomplete” are final when submitted by the instructor at the end of the course. An instructor may request a change of grade when a computational or procedural error occurred in the original assignment of a grade, but a grade may not be changed or revised as a result of reevaluation of a candidate’s work, a candidate’s reexamination or the submission of additional work after the end of the course.

UC Merced Extension considers grades to be a matter of academic judgment on the part of the instructor. You may only challenge your grade and request a final grade review in certain circumstances. Grounds for requesting a grade review at the end of the course include:

1. Application of nonacademic criteria—consideration of race, politics, religion or gender—not directly reflective of performance related to course requirements;
2. Sexual harassment; or
3. Clerical or procedural error in the calculation of the candidate’s final grade.

Consult your instructor if you have a question about your final grade. If the matter is not resolved at the instructor level, write to the Director of Education Programs to request a final grade review within 30 days after your final grade is posted to your candidate record. Within your final grade review request, state which of the above three criteria comprises the grounds for the request. The Director of Education Programs conducts the grade review and informs you of his or her decision—including any remedies, if applicable—within 30 days of receiving the request for review.

If, and only if, the above procedures have failed to resolve the matter, you may appeal the Director of Education Program’s decision by submitting a letter addressed to UC Merced Extension, ATTN: Extension Dean, 5200 N Lake Road, Merced, CA 95343.

This written request for appeal must be initiated within 30 days after receiving the decision from the Director of Education Programs. The Dean’s designee reviews the request for appeal, conducts an investigation and makes a decision—including any remedies, if applicable—within 30 days of receiving

the request for appeal. The Dean's designee makes the final decision for all unresolved grade appeals for all candidates enrolled in the TPP.

Only in extenuating circumstances, may the above timelines may be extended.

Course Repetition Policy

As a TPP candidate, you may repeat only those courses in which a grade below a B, (B- or lower) was received. Courses in which a grade of C, D or F has been earned must be repeated for a letter grade, not on an S/U basis. Courses may not be repeated more than once.

In computing the grade point average of a candidate who repeats courses in which the candidate received below a B, only the most recently earned grade(s) and grade points shall be used for the first 8 units repeated. In the case of further repetitions, both the earlier and later grades will be used in the calculation of the grade point average.

If you have repeated 8 or fewer units of TPP coursework, you are responsible for verifying that the calculation of your grade point average correctly uses the most recent grade earned in the repeated courses.

A candidate must initiate the appeals process to repeat a course. Appeals must be submitted in writing with the subject header "Candidate Appeals" by email: teacherprep@ucmerced.edu, or by mail: UC Merced Extension, ATTN: Candidate Appeals, 5200 N. Lake Dr. Merced, CA 95343. Appeals will be reviewed by the Director of Education Programs.

In your appeal include:

- Your name, your student ID, the name and section number of your course, your reason for requesting an appeal, your email address and your daytime phone number.
- Supporting documentation of the circumstances. Documentation must be written in English and on letterhead, confirming the reasons for the appeal, including specific dates and signed by the appropriate person in an official capacity. Medical documentation must be on the medical provider's letterhead.

UC Merced Extension has the right to approve or deny any appeal. The review process can take 3 - 4 weeks. Failure to include all necessary information may delay the review process.

Transfer of Credit (Granting Equivalencies)

Candidates may transfer up to 1/3 of their required courses if they complete those courses at UC Merced. Courses taken at other accredited institutions will be considered on an individual basis but will not exceed a maximum of two courses (or 6 semester units) unless an exception is granted. In order for a course transfer to be considered, the course must have been completed within five years of the time a candidate is recommended for a preliminary credential. If the course was taken more than 5 years ago, please contact the credential analyst to see if an exception can be made. A grade of B- or higher must have been earned in the course. In addition, the candidate is responsible for providing the syllabus for their coursework taken previously and stating why they think an equivalency should be granted. There is no guarantee transfer credits will be accepted.

The transferability of credits earned through UC Merced Extension is at the discretion of the institution to which the candidate may seek to transfer.

Progress to Certificate and Academic Standing

A TPP candidate is expected to maintain adequate academic progress toward certificate as defined by the faculty of the program, and in accordance with the policies of UC Merced Extension. Adequate progress is determined on the basis of both the candidate's recent academic record and overall performance. Candidate records should be reviewed with special attention to the following criteria:

Minimum Grade Policy

All candidates must pass all TPP courses with a B- or better to be recommended to the California Commission on Teacher Credentialing for a preliminary credential. All I, W, U, or NR grades should be reviewed and appropriate action taken as needed. Accumulation of no more than 8 units of combined Incomplete, Unsatisfactory, C or lower grades at any one time is allowed. Failure to comply with this criteria could result in Academic Disqualification.

Minimum Grade Point Average (GPA)

All candidates must maintain an overall cumulative GPA of 3.0 or higher. Failure to comply with this criteria could result in Academic Disqualification.

Minimum Progress

Candidates must be enrolled for at least 12 units of credit each semester to be considered full-time, including credit for supervised teaching and fieldwork. In cases of approved part-time status, enrollment in six (6) or fewer units of credit toward the certificate is expected each semester. Failure to comply with this criteria could result in Academic Disqualification and/or impact your financial aid if you are receiving financial aid.

To request part-time status, please e-mail teacherprep@ucmerced.edu. In your e-mail, include:

- Your name, your student ID, your reason for requesting part-time status, your email address and your daytime phone number.
- Supporting documentation of the circumstances. Documentation must be written in English and on letterhead, confirming the reasons for the appeal, including specific dates and signed by the appropriate person in an official capacity. Medical documentation must be on the medical provider's letterhead.

UC Merced Extension has the right to approve or deny this request. The review process can take 3 - 4 weeks. Failure to include all necessary information may delay the review process.

Continuous Enrollment

In order to finish the Teacher Preparation Program in a timely manner, candidates are expected to be continuously enrolled in courses each semester, including Summer Sessions. If a candidate chooses to not enroll in a semester, they must contact the Credential Analyst at teacherprep@ucmerced.edu prior to the start of that semester. Candidates will then be responsible for determining their updated course of study as courses may not be offered every term.

Passage of CSET: California Subject Matter Examinations for Teachers

The California Subject Examinations for Teachers® (CSET®) have been developed by the California Commission on Teacher Credentialing (CTC) for prospective teachers who choose to or are required to meet specific requirements for certification by taking examinations. The CTC contracted the Evaluation Systems group of Pearson to assist in the development, administration, and scoring of the CSET. The CSET program includes examinations designed to help candidates meet the following certification requirements:

- **Basic skills requirement.** Candidates may satisfy all components of the state basic skills requirement by passing all three subtests of CSET: Multiple Subjects and the CSET: Writing Skills test.
- **Subject matter competence requirement.** All candidates who need to meet the subject matter competence requirement for a Multiple Subject Teaching Credential may pass the CSET: Multiple Subjects as one method of satisfying the subject matter competence requirement. Candidates applying for a Single Subject Teaching Credential or an Education Specialist Instruction Credential may pass the appropriate examination(s) of the CSET as one method of satisfying the subject matter competence requirement.
- **Educational technology requirement.** CSET: Preliminary Educational Technology is the current approved examination that is taken only by out-of-state credential candidates to fulfill the basic educational technology requirements for a Multiple or Single Subject Teaching Credential or an Education Specialist Instruction Credential.
- **Competence requirement for a Bilingual Authorization.** CSET: World Languages may be used in conjunction with other valid examinations to demonstrate competence in the knowledge and skills areas necessary for the purpose of earning a Bilingual Authorization. Specific CSET: World Languages subtests have replaced the Bilingual, Crosscultural, Language and Academic Development™ (BCLAD™) Examinations as the required credential tests for this purpose.

Candidates may be admitted provisionally to the Teacher Preparation Program without having passed all the CSETs. However, these must be passed before a candidate can be recommended for a preliminary teaching credential.

More information on the CSET can be found here:

https://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_AboutCSET.html

Passage of RICA: Reading Instruction Competence Assessment

The California Commission on Teacher Credentialing (CTC) has contracted with the Evaluation Systems group of Pearson to assist in the development, administration, and scoring of the Reading Instruction Competence Assessment® (RICA®). The purpose of the RICA is to ensure that California-trained candidates for Multiple Subject Teaching Credentials and Education Specialist Instruction Credentials (special education) possess the knowledge and skills important for the provision of effective reading instruction to students.

Candidates must take and pass either the RICA Written Examination or the RICA Video Performance Assessment during their final TPP semester. Passing either one of these RICA assessments satisfies this credential requirement. Failure to comply with this criterion could result in Academic Disqualification.

More information on the RICA can be found here:

http://www.ctcexams.nesinc.com/PageView.aspx?f=GEN_AboutRICA.html

Information about this assessment will be provided to you in your courses.

Evaluation of Candidate Development

Candidates will be monitored throughout the duration of the TPP to ensure you are making adequate progress toward meeting the Teaching Performance Expectations (TPEs) established by the State of California. Evaluation of your progress occurs through the use of formative assessments which are conducted throughout the program to provide feedback to you as well as TPP instructors and staff. In addition, summative assessments such as your final student teaching evaluation and the CalTPA assessments will be used to determine whether you can be recommended for a preliminary credential. More information on the CalTPA can be found at <https://www.ctc.ca.gov/docs/default-source/educator-prep/tpa-files/candidatehandbook.pdf>.

Evaluation of Candidate Conduct

Candidates are expected to abide by the professional behaviors set forth in the Clinical Practice Handbook and the “Candidate Conduct Policy” on page 15. Failure to comply with this criteria could result in Academic Disqualification.

Recommendation for Teaching Credential

Upon successful completion of coursework, clinical practice and all state-mandated assessments, candidates will be recommended by the Credential Analyst for a SB 2042 credential (SB 2042 is the legislative bill that mandates the current credential standards and requirements). This Preliminary credential will be valid for five years from the date of issuance. After completing an Induction Program, candidates will then be recommended by their Induction Program for a Clear credential.

Multiple Subject Candidates

Multiple Subject candidates will earn a Multiple Subject teaching credential which authorizes them to provide instruction in all subjects in a self-contained class for students in grades twelve and below, including preschool, and in classes organized primarily for adults. However, most Multiple Subject teachers in California teach in grades K-6.

Multiple Subject candidates will also receive an English Learner Authorization (ELAM). This authorizes candidates to provide the following services to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults; and (2) specially designed content instruction delivered in English in multiple-subject-matter (self-contained) classes.

Single Subject Candidates

Single Subject candidates will earn a Single Subject teaching credential in a specific subject. Single subject teaching credentials authorize candidates to provide instruction in that subject in grades twelve and below, including preschool, and in classes organized primarily for adults. However, most Single subject teachers in California teach in grades 7-12.

Single Subject Candidates will also receive an English Learner Authorization (ELAS). This authorizes candidates to provide the following services to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults; and (2) specially designed content instruction delivered in English in single-subject classes.

Additional Authorizations

Candidates may qualify for additional authorizations based either on coursework completed during their undergraduate program or by taking additional exam(s) and classes.

Subject Matter or Supplementary Authorizations allow candidates to teach in additional subject areas beyond the Multiple or Single Subject credential. A [Subject Matter Authorization](#) requires 32 semester units in the subject area, plus courses in specific content areas. A [Supplementary Authorization](#) requires 20 semester units in the subject area, plus courses in specific content areas.

Adding a Single or Multiple Subject

Candidates may also opt to [add a teaching or content area](#) to their Multiple or Single Subject credential without having to complete the full professional program for that credential.

For more information on adding an authorization or content area, please e-mail the Credential Analyst at teacherprep@ucmerced.edu.

Academic Disqualification

The UC Merced Extension Credential Analyst must officially disqualify, in writing, any TPP candidate who fails to make adequate academic progress from the Teacher Preparation Program. However, in those cases where the TPP candidate and the Director of Education Programs mutually agree that the TPP candidate will terminate his or her TPP candidate status (e.g., a decision to withdraw from program study for other reasons), then the Director of Education Programs and/or TPP candidate may independently notify the other of this mutual agreement. In all such cases, the Extension Department should receive a copy of this documentation between the Director of Education Programs and the TPP candidate.

Upon recommendation of academic disqualification, the TPP candidate's academic record is reviewed carefully by the Director of Education Programs in consultation with the TPP candidate's Program Credential Analyst. Unless there are indications of procedural error, or other substantive mitigating factors to explain the TPP candidate's unsatisfactory record, the Director of Education Programs will notify the TPP candidate of the impending action in writing, and will provide a reasonable opportunity for the TPP candidate to alert the Director of Education Programs as to erroneous information, to submit other relevant information or comments in writing, or to request a second review of their conduct.

Appeals

TPP candidates will be given 30 days (from the date of the Director of Education Programs letter notifying them of the impending disqualification action) to respond in writing to the recommendation for disqualification. TPP candidate appeals will be considered only if based upon appropriate cause, such as: (1) procedural error; (2) judgments based on non-academic criteria; (3) apparent personal bias; (4) specific mitigating circumstances affecting academic performance; or (5) discrimination on the basis of race, gender, or handicap not pertaining to required academic performance. Following this period of time (30 days), if the TPP candidate does not respond, a formal/final notice of academic disqualification will be sent to the TPP candidate by the Director of Education Programs.

Following final notice of disqualification, the TPP candidate may appeal to the Extension Dean only on the basis of procedural error. A TPP candidate who has been disqualified will not be allowed to register again without approval of the Director of Education Programs and the Extension Dean.

Candidate Conduct Policy

All members of the UC Merced Extension community are expected to act with honesty, integrity and respect for others.

UC Merced Extension, as a unit of the University of California, Merced, is a continuing education and professional community committed to maintaining an environment that encourages personal, professional and intellectual growth. It is a community with high standards and high expectations for those who choose to become a part of it. This behavior includes abiding by the established rules of conduct intended to foster behaviors that are consistent with a civil and professional educational setting. Members of the UC Merced Extension community are expected to comply with all laws, University policies and campus regulations, conducting themselves in ways that support a professional and safe learning environment. In this context, instructors are guided by UC Merced Extension's [instructor conduct policies](#). Candidates are guided by the [UC Merced Code of Student Conduct](#) (PDF) and the behavioral expectations detailed in the Teacher Preparation Program's Clinical Practice Handbook.

Failure to abide by this conduct could result in dismissal. The UC Merced Extension Credential Analyst must officially dismiss the TPP candidate from the TPP program in writing who fails to follow the code of conduct. In all such cases, the Extension Department should receive a copy of this documentation between the Director of Education Programs and the TPP candidate. The Director of Education Programs will notify the TPP candidate of the impending action in writing, and will provide a reasonable opportunity for the TPP candidate to alert the Director of Education Programs as to erroneous information, to submit other relevant information or comments in writing, or to request a second review of their conduct.

Academic Honesty Policy

http://studentconduct.ucmerced.edu/sites/studentconduct.ucmerced.edu/files/page/documents/academic_honesty_-_800.pdf

Candidates who fail to abide by this policy will be subject to dismissal.

Appeals and Grievance Policy

Appeals Process

In addition to the appeals processes mentioned earlier, UC Merced Extension has an appeal process in place to assist candidates and instructors to resolve academic issues. This process endeavors to protect both the instructors and candidates by assuring a process that allows dialogue at each step.

Definition of a Grievable Action: A grievable action is an action: (a) in violation of written UC Merced Extension policies or procedures; or (b) that constitutes arbitrary, capricious or unequal application of written UC Merced Extension policies or procedures.

Initial and Informal Appeal: The candidate who wishes to appeal must first discuss the problem with their instructor. The initial appeal may be informal by a conversation or meeting between the instructor and the candidate. If the academic issue is not resolved, the formal appeals process is initiated. The candidate must initiate this process within 30 calendar days from the day the candidate knew, or reasonably should have known, about the action generating the complaint, excluding campus holidays, intersession periods, and summer session (e.g., within 30 days of an assignment being graded).

Formal Appeal Initiation: The formal appeal should be addressed in writing to the Teacher Preparation Site Director and/or the Director of Education Programs. The appeal must include a written statement that lays out the grounds for the appeal, and any supporting documentation. The appeal must be initiated within 30 calendar days from the day the candidate knew or reasonably should have known about the action generating the complaint, excluding campus holidays, intersession periods, and summer session (e.g., within 30 days of an assignment being graded). The valid grounds on which a candidate may base an appeal are confined to three areas: (1) evidence of procedural error committed intentionally or inadvertently by the Program instructor or staff and/or (2) evidence of non-academic criteria being used to evaluate academic work, including personal bias and violations of the campus nondiscrimination policy and/or (3) special mitigating circumstances beyond the candidate's control (such as documented severe illness to self or immediate family, or death in the family) not properly taken into account in a decision affecting the candidate's academic progress. In order to seek relief under special mitigating circumstances, the candidate must have raised the issue with the program directors as soon as possible and no later than 10 calendar days after the mitigating circumstance began (e.g., if a documented medical condition impairs the candidate's ability to complete the coursework, the candidate would supply the program directors with a doctor's note no later than 10 calendar days after the medical condition began).

The Director of Education Programs shall determine the validity of an appeal with respect to whether it meets the criteria or whether additional material should be provided in order to make a determination. The candidate shall be notified as to the determination of the appeal's validity within 30 days of the submission of the appeal. Failure of the Director of Education Programs, or his/her designate, to identify to the candidate regarding the outcome as to the validity of the appeal within 30 days shall result in referral of the appeal directly to the Extension Dean.

In cases where a resolution is not reached, the final level of appeal is the Extension Dean. The Extension Dean will review the written complaint, response from the individual(s) complained of, and submitted materials.

The Extension Dean's office will make a final decision and notify the candidate of the outcome within 60 days of the initiation of the formal complaint. If determination is not made within the 60-day timeframe, the appeal is deemed denied. A written summary of the appeal and the conclusions reached will be kept in the candidate's academic file. If the appeal is supported, the Director for Education programs will ensure that prompt corrective action is taken. The Dean will record the final determination with the Extension Registrar's Office.

Time frames: All time frames are defined in terms of calendar days, excluding campus holidays, intersession, and summer session, starting on the day the candidate either knew or reasonably should have known of the actions leading to the complaint.

Links and Resources

The following links below outline the appeals process for all academic matters and other concerns:

Any appeal based on sex discrimination or sexual harassment must be referred directly to the [Office of Compliance office](#) for initial review. If the appeal remains active after the conclusion of the Title IX investigation, then the appeal will be governed under the procedures described in the campus-wide Appeal Procedure.

- Grade disputes are appealed under the [Grade Appeals Policy](#).
- For academic integrity disputes involving candidates, see the [Administration of Student Conduct](#).
- For disputes regarding disability accommodations, inquire with the [DS Student Grievance Procedure](#).
- For disputes regarding whistleblower complaints, including complaints for retaliation, see the [University of California Whistleblower policy](#).

Access to Academic Records and to Evaluation Review: Pursuant to FERPA requirements, candidates are entitled to timely access to academic records stored in their academic file.

Transcripts

Transcript request should be made online via the Candidate's MyUCMerced Portal. For more information, visit <http://registrar.ucmerced.edu/services/transcripts>.

Additional Resources

Information Technology

<https://it.ucmerced.edu/it-help-desk>

209-228-HELP(4357)

helpdesk@ucmerced.edu

UC Merced's Office of Information Technology (IT) Help Desk provides I.T.-related support to all members of the UC Merced community. Assistance can be requested by phone or email for any internet configuration, malware/spyware, troubleshooting, or other technology related issues. In-person support is also available on the main campus. I.T. also provides DIY information for new students and instructors online. For the TPP in particular, an I.T. technician will be available during instructor orientation, student orientation, and for the first hour on the first day of each course to help instructors and students log onto the wireless internet and assist with any technology problems that may occur (e.g. video display connections, gaining access to DCC wireless internet).

Library

<http://library.ucmerced.edu>

<http://library.ucmerced.edu/research/students/new-start-here>

<http://libguides.ucmerced.edu/infolit/overview>

TPP candidates and instructors will have both remote and in-person access to the UC Merced Kolligian Library, which is located on the main campus, eight miles from the new location. Planned and built around a model of digital access, the Kolligian Library provides online access to approximately 626 databases, 116,367 journals, and 6,781,652 books (including the complete collections of the HathiTrust), and, more generally, the library resources of the University of California system. Articles and books not accessible digitally, or in the library's print collection of 123,000 books, may be requested via patron-initiated interlibrary loan; requests are typically fulfilled within 24 to 48 hours. Articles are delivered electronically, while print books will need to be picked up at the library on main campus. TPP candidates and instructors will access the library using UC Merced's UC-Merced ID enabled, virtual private network (VPN).

Student Accessibility Services

[http://disabilityservices.ucmerced.edu/.](http://disabilityservices.ucmerced.edu/)

The mission of Student Accessibility Services (SAS) is to promote equal educational access and full participation by and for students with disabilities in the rich academic and campus life environment at UC Merced. SAS staff are available to answer questions and provide useful information to facilitate equal academic access to students with disabilities. SAS is located at 222 Kolligian Library.